

RISK AND EMERGENCY MANAGEMENT

Event Management Safety Checklist

Fire Safety/Egress

- Be familiar with the evacuation routes for the room or space for your event.
 - Tendency is to leave the way we came in. Make sure you review these with your event contacts especially for events in the unobvious places (ballroom, cartoon room, etc).
- Make sure that the crowd size does not exceed room capacity posted for the appropriate set up of the event (standing room only, banquet vs. theater).
 - Capacity posted assumes no extra equipment or furniture in the space. These items need to be deleted from the available square footage to determine the appropriate capacity.
 - If you aren't sure, ask! Ask your event planner first. Risk and Emergency Management is always available to consult.
- Are the exits free from obstructions?
 - Doors cannot be blocked either on the inside or outside of the door. A path leading to exits and outside of exits must be maintained that is at least the width of the doorway(s).
 - This includes balloons, tables, trash cans, stanchions, etc.
- Hallways should be free from obstructions or be able to support adequate egress of occupants.
 - These include merchandise, ticket and other display tables, stanchions, bike rack, etc.
- Are the exit signs illuminated?
 - Service2Facilities 614-292-4357 will be happy to notify the local maintenance authorities if service is needed.
- Are you aware of where the fire extinguishers and pull stations are located in and near your event space?
 - Given the type of event, when is it appropriate to have an additional extinguisher stored on the plazas for events?
- Are appropriate aisle ways maintained throughout the facility?
 - 44" aisle ways must be maintained throughout the venue at a minimum.



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- Are the lighting levels appropriate?
 - Do you have a plan for both during the event and in case of emergency?
- Do you have adequate space for line queuing?
 - Do you need to book additional space for queuing?
 - How will weather impact your line queue?
 - Who is managing the line?
- Only propane grills are allowed on campus without permission from DPS – Fire Prevention.
 - Grills are never allowed inside of facilities or on the Oval.
 - A fire extinguisher must be available on site (one per grill).
- Candles or other exposed flame sources are not allowed in university buildings without permission from the State Fire Marshall.
 - Only approved candle is the small, round glass votive and candle.
 - Outside? Work with Risk and Emergency Management and but be prepared to have a fire extinguisher nearby.
 - Please contact Risk and Emergency Management regarding any questions you may have about items or activities that may fall into this category.

Severe Weather/Shelter In Place

- Do you have or need a severe weather plan?
 - Most of the time “no” for indoor events, but be well versed in the tornado shelter areas for the building.
- If your event is outdoors, where are the nearest buildings or entrances to the building that guests can take shelter? Are they unlocked?
- What conversations are you having with your event contacts on days when we know severe weather is possible?
- Have you made special considerations for severe weather?
 - Who is in charge of making a severe weather call to cancel during an event?
 - How will you address a crowd regarding dangerous weather conditions?
 - What message will you have and how will you say it? Pre-scripted messages are best.

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Other Considerations

- Medical Emergencies – What's your plan if one happens during an event?
 - Should medics be on-site for the event?
 - Work with Risk and Emergency Management if you aren't sure or have any doubts!
 - Public Safety can help to schedule
 - What's your role?
 - Who do you call first?
- Have you thought about ADA accessibility as a part of the set up of your event?
- Are any permits needed?
 - Tents, pyro and inflatables may all require permits or licenses based upon their size.
 - Tents or canopies larger than 200 square feet with sides or 400 square feet without sides.
 - Please contact University Fire Prevention and Emergency Management to obtain a permit. (614) 247-4276
 - Any pyrotechnics or fireworks require approval from various university entities. Please contact Risk and Emergency Management at least 6 weeks in advance to begin this process.
- Inflatables
 - Any inflatable that is used for display purposes only does not require a permit, however careful consideration must be made to make sure the item is secured properly.
 - Inflatable rides or activities always require a license from the Department of Agriculture.
 - Rental companies providing non-enclosed inflatable structures must provide the university with a copy of the license with the Department of Agriculture with the State of Ohio and a certificate of insurance.
 - Each activity will have a small brass plate with the State of Ohio seal and the current year.
 - Working with vendors well established on campus may cost a little more upfront but typically have these issues already worked out with the university.
 - Always keep in mind that inflatables may cause significant damage to the landscape. Be sure you are careful to keep this in mind when thinking about the activities you want to bring and weather plans.



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Certificate of Insurance

- For high or medium risk events, please contact University Insurance (rodeman.5@osu.edu) to determine if a certificate of insurance is needed for your event. These must be provided to the university no later than 7 business days prior to the event.

Security

- Consult Public Safety at least 6-8 weeks in advance to communicate any security needs for the event. They also may make a determination based on crowd size or other concerns that a public safety presence is necessary. To request security, please use the form located at dps.osu.edu/impact.
- Be aware if the event you are hosting is either bringing their own security or has security requirements in their contract.
 - No one is permitted to bring an outside security or emergency medical entity to campus without permission from Public Safety.
- How will you identify attendees at your event?
 - Wristbands, tickets, etc.
- Are non-OSU students allowed to attend your event?
 - What impacts might this have?
- How are events that are oversold (and incredibly popular) handled?
 - Do you need to have a conversation with your event contact or within your organization about how overflow will work and who will be responsible with handling the crowd?
- How will you credential those that are helping to work at the event? Should you request the same of your event contact?
 - Volunteer, all access, chair, contractor, etc.
- Do you have information ready for the security briefing?
- Make a schedule of events for all event planners, security and staff who will be working with the event.
 - This should include at a minimum: times for load in/out, arrival of buses, sound check, doors open, opening artist, intermission, headlining artist, meet n greet, encore, etc.



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Key Words/Buzz Phrases

Fire
Pyro
Balloon release
Lanterns (Chinese or otherwise)
VIP
Band
Concert
Dance
Protestors
Fracking
Hydro-fracking
Election related or elected officials
Prom
Underage/minors
School age children during school hours
Buses
Inflatables
“Bob’s Big Value Inflatables”
Guns
Concealed Carry
“X” Amendment
Animals
Rider
Strobe lighting
Security
Overnight security
Media
Tents
Weapons (Even the ones used throughout history, culturally, in comic books and cartoons!)

Questions:

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