

## **EVENT RISK MANAGEMENT PLAN**

Primary event organizer (attending event):

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Emergency Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name/description of event:

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Event date: \_\_\_\_\_ Event start/end times: \_\_\_\_\_

Locations: \_\_\_\_\_

### **Event breakdown for risk of:**

- |  |                              |                                 |                               |
|--|------------------------------|---------------------------------|-------------------------------|
| 1. Minor Injury (e.g. scratch, cut, sprain)                      | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 2. Major Injury (e.g. major cut, choking, broken bone, fatality) | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 3. Food Poisoning  | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 4. Food allergic reaction (e.g. nuts)                            | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 5. Non-food allergic reaction (e.g. bee stings)                  | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 6. Intoxication & alcohol related problems                       | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 7. Alcohol over-consumption/poisoning                            | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 8. Travel incident (e.g. getting lost, injury off-campus)        | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 9. Physical assault  | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 10. Sexual assault   | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 11. Incident of racism, homophobia, sexism, etc                  | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 12. Incidents involving other college/division                   | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |
| 13. Crowd control  | <input type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High |

## **HARM REDUCTION STRATEGIES TO MINIMIZE RISK**

### **1. Minor injury risk management**

- ☐ Primary event organizer trained in first aid
- ☐ Event location is scouted for potential dangers
- ☐ Event leaders aware of risk and monitoring activities to minimize potential for injury
- ☐ First aid kit provided at event
- ☐ Minimum one leader per twenty five participants
- ☐ Event participation limited to registered orientation participants
- ☐ Other:

### **2. Major injury risk management**

- ☐ Primary event organizer trained in first aid and emergency response
- ☐ Event location scouted for potential dangers
- ☐ Event leaders aware of risk and monitoring activities to minimize potential for injury
- ☐ First aid kit provided at event
- ☐ Minimum one leader per twenty-five participants
- ☐ Event participation limited to registered orientation participants
- ☐ Walking off-campus: traffic monitors/marshals trained and in place
- ☐ Walking off-campus: rope/crocodile/walking partners in place
- ☐ Other:

### **3. Food poisoning**

- ☐ Primary event organizer trained in first aid and emergency response
- ☐ Leaders trained in first aid response to food poisoning
- ☐ Food stored according to health guidelines prior to cooking
- ☐ Food cooked thoroughly and served immediately
- ☐ Limited availability of food liable to be tainted (e.g. eggs, mayonnaise, ground beef, etc)
- ☐ Event participation limited to registered orientation participants
- ☐ Other:

### **4. Food allergic reaction (e.g. nuts) risk management**

- ☐ Primary event organizer trained in first aid and emergency response
- ☐ Participants identify major allergies prior to/during registration
- ☐ First aid kit provided at food service including adrenaline/epinephrine
- ☐ Other:

### **5. Non-food allergic reaction (e.g. bee sting) risk management**

- ☐ Primary event organizer trained in first aid and emergency response
- ☐ Event location scouted for potential dangers (e.g. if in country, keep to open areas)
- ☐ Event leaders are aware of risk and monitoring activities to minimize potential for injury
- ☐ First aid kit provided at event including adrenaline/epinephrine

- ☐ No food/drink outdoors, especially sugared (attracts wasps)
- ☐ Other:

## **6. Intoxication & alcohol risk management**

- ☐ Off-campus: served by bartender/venue
- ☐ On-campus: served by server-trained staff
- ☐ Event/venue management agrees to strictly implement smartserve/LLBO rules and regulations
- ☐ Minimum of one non-drinking volunteer designated to monitor every twenty-five attendees
- ☐ Wristbands issued to over-19's only after server-trained ID inspection
- ☐ Door staff/volunteers trained in conflict resolution and dealing with intoxicated individuals
- ☐ Licensed area of event only accessible to individuals with wristbands
- ☐ Restricted entry limited to orientation participants
- ☐ In the event of guests, signed guest list with maximum one guest per orientation participant
- ☐ Restricted entry to non-intoxicated individuals
- ☐ Bag inspection for alcohol
- ☐ Taxi/transportation chits provided at event
- ☐ Other:

## **7. Alcohol over-consumption/poisoning risk management**

- ☐ Only trained staff serves alcohol & monitor individual alcohol consumption
- ☐ Minimum of one non-drinking volunteer designated to monitor every twenty-five attendees
- ☐ Door staff/event staff/volunteers trained in to recognize intoxicated individuals
- ☐ All executive and leaders trained in Bacchus manoeuvre, assisting severely intoxicated individuals
- ☐ Protocol in place in residence/during orientation for monitoring severely intoxicated individuals
- ☐ Other:

## **8. Travel incident risk management**

- ☐ Group transportation to and from the event
- ☐ Individuals may not leave even separately from any group
- ☐ Attendees informed of contingency plan in the event of missing return transportation
- ☐ Attendees carry health card and identification
- ☐ Minimum one leader per twenty-five participants to monitor safety
- ☐ Arrival/departure time known to by all attendees
- ☐ Bus: Leader has a checklist for departing and returning from event
- ☐ No intoxicated individuals permitted
- ☐ Travel arrangements made for those with special needs
- ☐ First aid kit brought by primary event organizer
- ☐ Plan in place for transporting individuals to hospital
- ☐ Walking off-campus: traffic monitors/marshals trained and in place
- ☐ Other:

### **9. Physical assault risk management**

- ☐ Primary event organizer/leaders trained in conflict management
- ☐ First year students informed of physical assault avoidance, university policies & resources
- ☐ Attendees carry a health card and identification
- ☐ Minimum one leader per twenty-five people to monitor safety
- ☐ Only non-provocative cheers/rituals permitted
- ☐ No intoxicated individuals permitted
- ☐ First aid kit provided
- ☐ Plan in place for transporting participants to hospital
- ☐ Other:

### **10. Sexual assault risk management**

- ☐ Primary event organizer/leaders trained in sexual assault prevention
- ☐ First year students informed of sexual assault avoidance, university policies & resources
- ☐ Active campaign in place to educate participants on sexual assault issues
- ☐ First year student encouraged to participate in “buddy system” especially at pub events
- ☐ Minimum one leader per twenty-five people to monitor safety
- ☐ Only non-provocative cheers/rituals permitted
- ☐ No intoxicated individuals permitted
- ☐ Plan in place for responding to incidents of sexual assault
- ☐ Other:

### **11. Incidents involving racism, homophobia, sexism risk management**

- ☐ Primary event organizer/leaders trained in diversity issues
- ☐ First year students informed of university policies & resources
- ☐ Active campaign in place to educate participants on diversity issues
- ☐ Minimum one leader per twenty-five people to monitor behaviour
- ☐ Only non-provocative cheers/rituals permitted
- ☐ Plan in place for reporting incidents of racism, sexism, or homophobia
- ☐ Other:

### **12. Incidents involving other college/division risk management**

- ☐ Primary event organizer/leaders trained in conflict management
- ☐ Pre-event contact with other college/divisions organizers to minimize potential conflict
- ☐ Avoidance of physically crossing/entering into other college/division grounds
- ☐ First year informed of university policies & resources
- ☐ Minimum one leader per twenty-five people to monitor behaviour
- ☐ Only non-provocative cheers/rituals permitted
- ☐ Plan in place for reporting incidents of conflict between colleges/divisions
- ☐ Other:

### 13. Crowd control risk management

- ☐ Primary event organizer/leaders trained in conflict management
- ☐ Activities planned to minimize congestion
- ☐ Contingency plan in place for over large crowds/event cancellation
- ☐ Diversion activities available if main event delayed or interrupted
- ☐ Security/volunteers wearing easily identifiable clothing
- ☐ Minimum one leader per twenty-five people to monitor behaviour
- ☐ Good public address system in place for announcements
- ☐ Signalling/communication system (e.g. walkie-talkies) available for security/volunteers
- ☐ Event location scouting: identify emergency exits, major fuse box, and designate “cool down” room for aggressive individuals. Ensure detailed, visible signage. All objects removed that are potential projectiles or weapons.
- ☐ Physical security: identify fire hazards, smoking sections, accessible doors
- ☐ Review with staff/volunteers policies, procedures, communication strategies
- ☐ Staff/volunteers placed in strategic areas to respond to emergency/trouble situations
- ☐ Crowd count mechanism in place to ensure attendance does not exceed capacity
- ☐ Admission/identification strategy in place to minimize long line-ups
- ☐ Campus police/security notified prior to event
- ☐ Plan in for rapid removal of intoxicated or belligerent individuals
- ☐ Other:

#### Altercation Tips

- In any situation, when you feel uncomfortable, ask for help. Contact event security, the event organizer, Campus police or a university official
- An altercation is a verbal fight, noisy argument, or heated disagreement. This can degenerate into a physical fight if provocation continues.
- Rely on your fellow staff/volunteers for support. Try to remove the individual(s) diplomatically from the centre of attention. Consider having a “cool down” room or area.
- Avoid being officious, condescending, or aggressive; this exacerbates the problem.

#### Ejection Tips

- Never eject alone, wait for a partner.
- Unless the behaviour is serious, before warning someone with the possibility of being ejected, explain what they’re doing wrong, and give them some options and choices.
- Do not hesitate to eject belligerent, insulting, threatening, or nuisance individuals-when you do eject someone, do so quickly and quietly.
- If someone is obviously severely intoxicated, ensure that they do not cause further trouble outside or attempt to drive. Try to have a friend take care of them, and explain to the friend how to take precautions.
- Make a note of the time and description of the person you ejected. Report this to the door staff and to the primary event organizer.

(Some material in this handout adapted from the McMaster Student Risk Management manual, available at <http://www.mcmaster.ca/riskmanagement/coverpg.htm>, and the University of Guelph Student Risk Management Handbook, available at [http://www.leader.uoguelph.ca/manual/policy&procedure/srm\\_html.html](http://www.leader.uoguelph.ca/manual/policy&procedure/srm_html.html))