

STUDENT EVENT RISK MANAGEMENT DAY-OF CHECKLIST

This checklist is designed to assist the **Primary Event Organizer** (PEO) with planning effectively for an upcoming event.

<u>Done</u>	<u>General</u>
<input type="checkbox"/>	Bring well-stocked first-aid kit(s)
<input type="checkbox"/>	Touch base with Ryerson Security prior to start of event (if required)
<input type="checkbox"/>	Ensure all staff/volunteers/organizers know the emergency procedures & numbers (Emergency '80' or 416 979-5040)
<input type="checkbox"/>	Ensure you will have a cell phone for the event
<input type="checkbox"/>	Ensure you have directions to hospital with you

<u>Done</u>	<u>Events Involving Alcohol</u>
<input type="checkbox"/>	Confirm that enough bartenders/security staff for size of event have shown up
<input type="checkbox"/>	Confirm adequate number of volunteers have shown up
<input type="checkbox"/>	Call alternate volunteers if required
<input type="checkbox"/>	Instruct both bartenders and volunteers regarding expectations <ul style="list-style-type: none">• Monitor patrons regarding alcohol intake• Monitor patrons regarding underage drinking• Crowd Control
<input type="checkbox"/>	Set-up and staff station to check ID's and administer 'wrist-bands'

<u>Done</u>	<u>Events Involving Travel</u>
<input type="checkbox"/>	Confirm adequate # of Bus Monitors have shown up
<input type="checkbox"/>	<u>Call alternates if needed</u>
<input type="checkbox"/>	Confirm all bus monitors have signed contract
<input type="checkbox"/>	Instruct Bus Monitors regarding your expectations: <ul style="list-style-type: none">• Signing in all people going on the bus<ul style="list-style-type: none">○ Checking all required documentation (e.g. drivers license, health card)○ Checking waivers are signed○ Ensuring "Participant Bus Contracts" are signed• Retaining all documentation and submission to PEO• No alcohol• Behaviour on bus; pre and post event
<input type="checkbox"/>	Have all participants sign "Participant Bus Contracts"
<input type="checkbox"/>	Implement ID check procedures

<u>Done</u>	<u>Events Involving Physical Activity</u>
<input type="checkbox"/>	Confirm adequate # of supervisors have shown up.
<input type="checkbox"/>	Call alternates if required.
<input type="checkbox"/>	Instruct Activity Supervisors regarding your expectations: <ul style="list-style-type: none">• Supervision of event• Crowd Control• Reporting all accidents/incidents
<input type="checkbox"/>	Implement ID check procedures

Done

Events Impacting on Local Community

- Confirm adequate # of monitors have shown up
- Call alternates if needed
- Instruct monitors regarding your expectations:
 - Monitoring the event
 - Crowd control
 - Reporting accidents/incidents
 - Post event clean-up
- Monitor noise levels.

Done

Post Event

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