

OAKLAND UNIVERSITY RISK ASSESSMENT CHECKLIST

Prior to each event, a systematic approach must be taken to establish proper security for each event. With appropriate steps we can minimize risk. The staff and management will be prepared to prevent, anticipate and handle problems. Listed below is a basic checklist which will be adjusted accordingly for each event.

1. Review Changes - In the preplanning stages, review any changes to be made from the previous year's event.

2. Meet With OUPD - Prepare to meet with OUPD for the event.

Written materials outlining needs, location, hours to work and responsibilities should be prepared.

3. Review Staff Assignments - In your meeting with site representatives and OUPD, review how many OUPD officers will be in place and their location. Review staff assignments and any supervisory responsibilities they will have. Provide, in writing, specific policies you have which would prohibit specific actions. Be certain to plan carefully for entrance and exit to event areas and by whom.

Know who you will be contacting for specific problems and/or emergencies. Having access to immediate communication such as a cell phone or walkie-talkie is invaluable.

Discuss how guest challenges will be handled. For example: Guest behavior will first be channeled through the administration and if severe will go to OUPD; sitting in restricted areas will go through the staff; and potential problems with guest location will work with staff and the administrators.

4. Written Emergency Plan - Prepare a written plan for emergency situations. Steps should be outlined in advance as to the procedures to be followed during the event of an emergency (i.e. inclement weather, guests, structure, catastrophic injury.) Announcements, OUPD personnel assistance, emergency procedures, etc., need to be discussed.

5. Who Needs to Know - Administrators need to work with any individuals to determine a core group of staff that would need to be involved if a major decision regarding the event needs to be made. Representatives of the faculty, OUPD and any others, depending on the situation that arises, may need to be involved.

6. Public Relations - Thought needs to be given to the statements that will be made to the attendees in the event of an emergency and/or necessary change of venue. The announcer must be kept apprised of changing circumstances so that attendees can be kept calm and knowledgeable of action to be taken. Further, following an occurrence the media should be provided with a statement regarding the situation and its handling. This is to be completed by Communications and Marketing.

Coverage of the event will be more accurate if administration works proactively with the media.

7. Contingency Plan - A Contingency Plan should be in place to deal with a facility, structural or equipment problem that would prevent the event from taking place. Back-up sites and/or equipment should be arranged. Further, the event contract should address the settlement that would take place if the event is canceled or moved.

8. Entry/Exit Plan - All administrators involved in oversight of the event need to be familiar with the entries and exits at the site. This information needs to be readily at hand for the speaker/announcer as well.

9. Parking and Traffic Flow - Hosts and OUPD need to address parking arrangements and the flow of traffic. Assistance from local police/sheriff can assist in this process. High traffic times should be identified; preparations and schedules should be set accordingly.

10. Attendee Expectation - Expectations of attendees, need to be outlined in advance. Such groups need to be made aware of these expectations through documentation and/or announcements.

11. Wrap-Up - Every event must be followed by a thorough evaluation. Such evaluations would include discussions with entities involved in the various aspects of the event, and a written document outlining procedures that worked well, problems that occurred and suggestions for the future.

EMERGENCY ACTION PLAN-REQUIRED INFORMATION

(MUST BE COMPLETED PRIOR TO EVENT)

- The closest working telephone is located at: _____
- **In the event of an emergency on campus please call X3331 and off campus call 911**
- The exact address of the event is: _____
- Building: _____ Room #: _____ Building Location: _____
- The closest major intersections are _____ and _____,
which is _____ blocks away.
- The exact entry location for the closest emergency vehicle is: _____

- The distance from emergency vehicle parking to event site is _____ and normal response
time should be _____.
- To access the event area emergency personnel must pass through _____ number of Gates(s) and _____
number of door(s). Keys to unlock those passageways will be at the event in the possession of
_____ and their cell phone number is _____.
- The designated health care provider/first aid provider for the event is _____
who is a _____ (title).
- The closest health care facility is _____ (name),
which is _____ (distance) from the event.
- Normal travel time to this health care facility is _____ minutes away.
- The closest Trauma 2 facility is _____ (name), which is
_____ (distance) from the event site.

**EMERGENCY ACTION PLAN
DESIGNATED ROLES
(Complete prior to activity or event)**

Name of Designated Person

Role

attends to injured/ill attendee(s) and controls immediate scene.
DO NOT MOVE the injured person(s).

telephones X3331 (on campus) 9-1-1 or other pre-determined emergency response telephone number, maintains procedures for calling 9-1-1 form in his/her possession.

supervises guests and/or other students.

telephones OUPD and initiates crowd control.

meets medical personnel at gate and guides them to injured person(s), maintains all necessary keys in his/her possession.

calls spouse/parents/guardians, if necessary.

accompanies injured person(s) to hospital.

EVENT/FACILITY CHECKLIST

GENERAL BUILDING/STRUCTURE

Electrical

- | | | |
|--|------------------|----------------|
| 1. Frayed or defective wiring? | Acceptable _____ | Evaluate _____ |
| 2. Overloaded circuits? | Acceptable _____ | Evaluate _____ |
| 3. All wiring clear of any combustibles? | Acceptable _____ | Evaluate _____ |
| 4. Controlled use of extension cords? | Acceptable _____ | Evaluate _____ |
| 5. Extension cords in proper condition? | Acceptable _____ | Evaluate _____ |

Lighting

- | | | |
|---|------------------|----------------|
| 1. All areas adequately lighted? | Acceptable _____ | Evaluate _____ |
| 2. Adequate emergency lighting as required? | Acceptable _____ | Evaluate _____ |

Toilet & Washing Facilities.

- | | | |
|--|------------------|----------------|
| 1. Sufficient number of facilities? | Acceptable _____ | Evaluate _____ |
| 2. Supplies available? | Acceptable _____ | Evaluate _____ |
| 3. Adequately located facilities? | Acceptable _____ | Evaluate _____ |
| 4. Toilets and washing facility floors kept dry? | Acceptable _____ | Evaluate _____ |

Guest Areas

Aisles

- | | | |
|---|------------------|----------------|
| 1. Clearly defined and marked? | Acceptable _____ | Evaluate _____ |
| 2. Free of obstructions? | Acceptable _____ | Evaluate _____ |
| 3. Defects in walking surface repaired properly, covered, or otherwise avoided? | Acceptable _____ | Evaluate _____ |

Doors

- | | | |
|---|------------------|----------------|
| 1. Full-length clear glass doors and windows marked so persons avoid walking into them? | Acceptable _____ | Evaluate _____ |
| 2. Are materials stored in doorways? | Acceptable _____ | Evaluate _____ |

Emergency Exits

- | | | |
|---|------------------|----------------|
| 1. Sufficient number? | Acceptable _____ | Evaluate _____ |
| 2. Free of obstructions? | Acceptable _____ | Evaluate _____ |
| 3. All exits readily accessible? | Acceptable _____ | Evaluate _____ |
| 4. All exits properly marked and lighted? | Acceptable _____ | Evaluate _____ |
| 5. Doors not considered exits clearly marked 'NOT AN EXIT'? | Acceptable _____ | Evaluate _____ |
| 6. All exit doors easily operated? | Acceptable _____ | Evaluate _____ |
| 7. All exits doors arranged to open outward? | Acceptable _____ | Evaluate _____ |
| 8. All exits unlocked and not chained? | Acceptable _____ | Evaluate _____ |
| 9. All fire escapes in good condition? | Acceptable _____ | Evaluate _____ |

Floors

- | | | |
|--|------------------|----------------|
| 1. Free of spills or other slippery substances? | Acceptable _____ | Evaluate _____ |
| 2. Floors in good condition or state of repair? | Acceptable _____ | Evaluate _____ |
| 3. Are rough, splintered, uneven floors repaired or the hazards suitably marked? | Acceptable _____ | Evaluate _____ |
| 4. All floor surfaces kept dry? | Acceptable _____ | Evaluate _____ |

- | | | |
|---|------------------|----------------|
| 5. Clean and visible; free of fire hazards; free of projecting materials? | Acceptable _____ | Evaluate _____ |
| 6. In bad weather, are storm mats placed near entrances and floors mopped frequently? | Acceptable _____ | Evaluate _____ |
| 7. Proper warning signs available? | Acceptable _____ | Evaluate _____ |

Parking Lots

- | | | |
|--|------------------|----------------|
| 1. Free of slip and fall hazards? | Acceptable _____ | Evaluate _____ |
| 2. Adequate exterior lighting at night? | Acceptable _____ | Evaluate _____ |
| 3. Holes in walking surface repaired properly, covered or otherwise avoided? | Acceptable _____ | Evaluate _____ |

Steps, Stairs, Ramps

- | | | |
|--|------------------|----------------|
| 1. Adequate covering with non-slip surfaces? | Acceptable _____ | Evaluate _____ |
| 2. In good condition or state of repair? | Acceptable _____ | Evaluate _____ |
| 3. Strong enough for normal and emergency use? | Acceptable _____ | Evaluate _____ |
| 4. Free of spills or other slippery substances? | Acceptable _____ | Evaluate _____ |
| 5. Handrails securely fastened? | Acceptable _____ | Evaluate _____ |
| 6. Adequate lighting? | Acceptable _____ | Evaluate _____ |
| 7. Equipment or debris removed from steps or landings? | Acceptable _____ | Evaluate _____ |

Sidewalks

- | | | |
|---|------------------|----------------|
| 1. Free of conditions which cause slipping and falling? | Acceptable _____ | Evaluate _____ |
| 2. Adequate exterior lighting at night? | Acceptable _____ | Evaluate _____ |

Seating Areas

- | | | |
|--|------------------|----------------|
| 1. In good condition? | Acceptable _____ | Evaluate _____ |
| 2. Equipped with railings; railings securely fastened? | Acceptable _____ | Evaluate _____ |
| 3. Adequate capacity for anticipated crowd? | Acceptable _____ | Evaluate _____ |
| 4. Seating areas free of splintering/cracking? | Acceptable _____ | Evaluate _____ |
| 5. Missing seats or footers? | Acceptable _____ | Evaluate _____ |

Warning of Hazards

- | | | |
|---|------------------|----------------|
| 1. Warning signs for potential hazards posted? | Acceptable _____ | Evaluate _____ |
| 2. Public announcement disclaimers warning of the hazards apparent while attending event? | Acceptable _____ | Evaluate _____ |
| 3. Warning, directional, exit and caution signs posted? | Acceptable _____ | Evaluate _____ |

OUPD

- | | | |
|--|------------------|----------------|
| 1. Are OUPD personnel visible? | Acceptable _____ | Evaluate _____ |
| 2. Volunteers have been trained in response to potential situations? | Acceptable _____ | Evaluate _____ |
| 3. Adequate number of police for size of event? | Acceptable _____ | Evaluate _____ |
| 5. If armed, properly trained in the use of firearms? | Acceptable _____ | Evaluate _____ |

Indoor Surfaces

- | | | |
|--|------------------|----------------|
| 1. Appropriate surface? | Acceptable _____ | Evaluate _____ |
| 2. Surfaces clean and free of dust, gum, wet or greasy areas, impediments? | Acceptable _____ | Evaluate _____ |
| 3. Electrical floor plate and outlet coverings fixed properly in position? | Acceptable _____ | Evaluate _____ |
| 4. Electrical cords away from participant areas | Acceptable _____ | Evaluate _____ |

- | | | |
|--------------------------------------|------------------|----------------|
| and taped securely? | Acceptable _____ | Evaluate _____ |
| 5. All extra equipment removed? | Acceptable _____ | Evaluate _____ |
| 6. Sufficient buffer zone if needed? | Acceptable _____ | Evaluate _____ |

Outdoor Event Surfaces

- | | | |
|---|------------------|----------------|
| 1. Condition of surface (pot-holes, mud, etc.)? | Acceptable _____ | Evaluate _____ |
| 2. Standing water absent? | Acceptable _____ | Evaluate _____ |
| 3. Surface clear of trash, glass, sharp objects, rocks, etc.? | Acceptable _____ | Evaluate _____ |
| 4. Obvious and hidden grates secured? | Acceptable _____ | Evaluate _____ |
| 5. Sufficient buffer zone if needed? | Acceptable _____ | Evaluate _____ |

Walls

- | | | |
|--|------------------|----------------|
| 1. Hanging objects or electrical lines? | Acceptable _____ | Evaluate _____ |
| 2. Moveable equipment flush or appropriately fastened to wall? | Acceptable _____ | Evaluate _____ |
| 3. Protruding handles or cranks? | Acceptable _____ | Evaluate _____ |

Vehicles

- | | | |
|---|------------------|----------------|
| 1. Operated only by authorized drivers? | Acceptable _____ | Evaluate _____ |
| 2. Drivers carrying valid licenses? | Acceptable _____ | Evaluate _____ |
| 3. Inspected daily? (brakes, lights, etc.) | Acceptable _____ | Evaluate _____ |
| 4. Defective vehicles not used? | Acceptable _____ | Evaluate _____ |
| 5. Public and/or in-house traffic rules defined and adhered to? | Acceptable _____ | Evaluate _____ |
| 6. Speed limitations established and communicated to all drivers? | Acceptable _____ | Evaluate _____ |

EMERGENCY POLICIES AND PROCEDURES

Emergency Action Plan

- | | | |
|--|------------------|----------------|
| 1. Existence of Emergency Action Plan? | Acceptable _____ | Evaluate _____ |
| 2. Periodic review/revision of Emergency Action Plan? | Acceptable _____ | Evaluate _____ |
| 3. Personnel instructed in their responsibilities during emergencies? | Acceptable _____ | Evaluate _____ |
| 4. Personnel instructed in reporting emergencies? | Acceptable _____ | Evaluate _____ |
| 5. Personnel instructed in their responsibilities regarding rescue and medical duties? | Acceptable _____ | Evaluate _____ |
| 6. Personnel trained in evacuation procedures? | Acceptable _____ | Evaluate _____ |
| 7. Emergency evacuation routes properly marked and identified? | Acceptable _____ | Evaluate _____ |
| 8. Emergency staging areas identified? | Acceptable _____ | Evaluate _____ |
| 9. Personnel know location of all telephones? | Acceptable _____ | Evaluate _____ |
| 10. Emergency phone numbers posted? | Acceptable _____ | Evaluate _____ |
| 11. Personnel instructed in the use of fire extinguishing equipment? | Acceptable _____ | Evaluate _____ |
| 12. Personnel all wear identifying clothing/patches? | Acceptable _____ | Evaluate _____ |
| 13. Local hospital notified of event? | Acceptable _____ | Evaluate _____ |
| 14. Plan/map developed showing best route to closest emergency medical facility. Volunteers familiar with route? | Acceptable _____ | Evaluate _____ |

Fire Security

- 1. Local fire department acquainted with event diagram and specific hazards? Acceptable _____ Evaluate _____
- 2. Public areas checked for fire hazards before and after event hours? Acceptable _____ Evaluate _____
- 3. Clear and unobstructed access to all fire protection equipment? Acceptable _____ Evaluate _____
- 4. Emergency vehicle access lanes designated and secured? Acceptable _____ Evaluate _____
- 5. All fire protection equipment inspected? Acceptable _____ Evaluate _____
- 6. Alarm systems functioning properly? Acceptable _____ Evaluate _____
- 7. Fire extinguisher accessible for all areas? Acceptable _____ Evaluate _____
- 8. Fire extinguisher tagged and serviced? Acceptable _____ Evaluate _____
- 9. Appropriate fire extinguisher placed for potential classes of fires? Acceptable _____ Evaluate _____
- 10. Fire hydrants accessible? Acceptable _____ Evaluate _____
- 11. Automatic sprinkler system functioning? Acceptable _____ Evaluate _____

Facilities

- 1. Sufficient containers provided for trash? Acceptable _____ Evaluate _____
- 2. Separate and/or appropriate containers for various types of disposable materials and wastes? Acceptable _____ Evaluate _____
- 3. Spilled materials or liquids cleaned up immediately? Acceptable _____ Evaluate _____
- 4. Adequate ash trays and metal wastebaskets provided where smoking is allowed? Acceptable _____ Evaluate _____
- 5. All trash disposed of frequently? Acceptable _____ Evaluate _____
- 6. Combustible materials regularly/frequently collected? Acceptable _____ Evaluate _____
- 7. Combustible materials stored in appropriate containers? Acceptable _____ Evaluate _____