

# Event Safety Checklist

The following checklist provides guidance on safety issues that you may encounter at a Scouting event. This is a tool designed to create conversations among event organizers around risks and ways to mitigate or eliminate them.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Event Location: \_\_\_\_\_ Total Number of Attendees Expected: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Event Day On-site Contact: \_\_\_\_\_

Venue Contact: \_\_\_\_\_ Event Day On-site Contact: \_\_\_\_\_

## Planning (Venue)

**Have the following been conducted or discussed with venue owners?**

- Initial meeting conducted    Venue rules/requirements    Site walk-through conducted    Event map constructed
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## Risk Management

**Are the following items needed?\***

- Insurance requirements met    Contracts/indemnification    Participant liability waivers    Supplemental insurance

**\*Note: Communication with the council or the council ERM Committee can help in this area.**

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## Communications

**Has the following information been conveyed to event attendees?**

- Logistics (time, place, etc.)    Parking plan/area(s)  
 Safety/venue requirements    Areas where vehicles are not permitted  
 Meals provided or not    Items prohibited at the event
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## Setup/Teardown

**Has the process for setup and teardown been established?**

- Setup/teardown dates and times    Storage areas    Tools needed  
 Special equipment needed    Barricaded areas/fencing
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## Structures

**Have hazards been identified for the following areas?\***

- Large assembly tents    Stages    Adult supervision for areas  
 Inflatables    Booths

**\*Note: In some municipalities, permits may be needed for setting up temporary structures**

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## General Safety

**Have the following safety issues been addressed?**

- Attendee safety moment planned?    Road closures/barricaded areas    Drinking water at the event  
 Tripping hazards (cords, etc.)    Risk assessments done    Other \_\_\_\_\_  
 PPE (gloves, vests, etc.) needed    Pest control   \_\_\_\_\_
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## Fire

### Have fire hazards been identified and addressed?\*

- |   |   |
|---|---|
| <input type="checkbox"/> Fire extinguishers in place        | <input type="checkbox"/> Evacuation process           |
| <input type="checkbox"/> Sources of heat/sparks/open flames | <input type="checkbox"/> Muster locations established |
| <input type="checkbox"/> Emergency vehicle access           | <input type="checkbox"/> Fire exits/access clear      |

\*Note: In some municipalities, permits may be needed for open flames or fires.

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## Medical

### Are the following medical protocols or equipment in place?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> First-aid kit/AED         | <input type="checkbox"/> On-site EMT or medical officer    | <input type="checkbox"/> AHMRs unit-held or collected |
| <input type="checkbox"/> Medical lodge/center/tent | <input type="checkbox"/> Closest ER or hospital identified |   |
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## Utilities

### Have all utilities for the event been identified, discussed, and approved with the venue owner?

- |  |   |
|--|---|
| <input type="checkbox"/> Electrical/generators | <input type="checkbox"/> Compressed gases |
| <input type="checkbox"/> Propane               | <input type="checkbox"/> Water            |
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## Hygiene and Sanitation

### Is basic sanitation being provided?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Portable toilets | <input type="checkbox"/> Janitorial staffing | <input type="checkbox"/> Trash disposal |
|---|--|---|
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## Food Handling

### Have the following food safety issues been addressed?\*

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Licensed caterers used | <input type="checkbox"/> Gloves for servers               | <input type="checkbox"/> Handwashing stations/sinks |
| <input type="checkbox"/> Food properly covered  | <input type="checkbox"/> Outside serving under cover/tent |   |

\*Note: In some municipalities, food service permits may be needed for selling, preparing, or distribution of food.

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## Security

### Have the following security issues been addressed?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Scout check-in/out process | <input type="checkbox"/> Armed intruder/suspicious person | <input type="checkbox"/> Security guards/police needed |
| <input type="checkbox"/> Missing Scout              | <input type="checkbox"/> Bomb threat/suspicious package   |  |
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## Severe Weather

### Have plans for weather emergencies been addressed?

- |  |  |                                    |
|--|--|------------------------------------|
| <input type="checkbox"/> Go/no-go criteria for event | <input type="checkbox"/> Lightning/thunderstorms | <input type="checkbox"/> Hurricane |
| <input type="checkbox"/> Shelters identified         | <input type="checkbox"/> Tornadoes/windstorms    | <input type="checkbox"/> Flooding  |
| <input type="checkbox"/> Method to notify attendees  | <input type="checkbox"/> Snow/cold weather       |                                    |
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## Miscellaneous

### Have any unique hazards been evaluated?

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> Live animals    | <input type="checkbox"/> Performers  |
| <input type="checkbox"/> Noise/neighbors | <input type="checkbox"/> Other _____ |
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