

## ATTACHMENT A - CHECKLISTS

### General

#### Event Planning Checklist

The checklists noted below are designed as guidance to consider when hosting Events. Not all of the items will be applicable in any given situation, but do raise items to be considered and addressed where applicable.

- 1) Has the facility been reserved and confirmation obtained?
- 2) For third party Events, has the requesting agency provided proof of insurance for this Event naming the Board of Regents of the University of Oklahoma as certificate holders?
- 3) Have all minors attending the Event completed releases?
- 4) Is the Event scheduled with minimal or no free unsupervised time? If no, what can you do to minimize unsupervised activities or time on the schedule?
- 5) What proactive steps can you take to educate Event minors about strategies and expectations for minimizing risks during their visit to campus?
- 6) Is there a comprehensive training program for all staff and volunteers who will serve as supervisors for this Event? What are the components of this training and how often is this training scheduled?
- 7) Are recreational events or activities that involve physical activity included in the programming? (Examples: running, jumping, swimming, climbing activities at height greater than six (6) feet, lifting weights, contact or field competition sports)
  - Does the University require signed waivers and health assessments signed by a parent or guardian?
  - Do you have a mechanism in place to require medical clearance if there is a questionable risk on the health assessment form?
  - Who in your department screens these forms?
- 8) What proactive steps have you taken to minimize the risks associated with each of the physical activities listed above?
- 9) Do any of the activities for this program involve the operation of hand or power tools such as saws, exacto knives, drills, scissors, or scalpels?
  - Have the sponsors/coordinators arranged for review of the safe use, proper handling, and supervision of minors engaged in use of such devices?
  - How will the review be conducted so that minors as well as supervisors understand safe handling protocols?

- Is the equipment in proper working condition?
- What process is in place to check safety of equipment on regular intervals during the program?
- Is “activity appropriate” safety equipment (such as, but not limited to, safety goggles) provided to all individuals participating in the activity?

10) Will any activity of this Event involve minor use of, or access to, weapons, or pressurized projectiles?

- Has the equipment been inspected to ensure proper working condition?
- What process is in place to check safety of equipment on regular intervals during the program?
- Will instruction on the safe use or handling of the equipment be provided to supervisors and minors?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- How will you assure that minors understand training?
- Has the sponsor arranged for adequate adult supervision during the use or handling of this equipment?
- What is the appropriate supervisor structure?
- Have measures been taken to restrict access to this equipment when not in use?
- What measures have been identified to limit access?
- Who will have access?

11) Will any activity involve the use of chemicals or ignitable or noxious gases?

- If yes, is specific training in the safe use of these materials being provided to minors?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- Is there documentation for this training?

12) Will any activity involve water sports (diving, swimming, scuba, or wading)?

13) If diving, swimming, or scuba diving or any other water activities to be conducted, will certified lifeguards be on duty at the immediate location of the activity?

14) Has consideration been given to the provision of the following?

- Adequate adult supervision?

- What will the supervisor to minor ratio for water activities be?
- Assessment of swimming skill proficiency in relation to the activity?
- What type of skill assessment will be used?
- Is the person conducting swimming skill proficiency assessments qualified to make proficiency determinations?
- Who will facilitate the assessment?
- Will a “buddy system” be utilized to ensure that minors do not enter the water alone?
- Will minors be provided a review of safety consideration appropriate for the water activity?
- Who will facilitate this training and what resources have been used to assure training is accurate?
- How will you assure that minors understand training?

15) Are alternative activities planned in the event of bad weather?

- Who will determine if weather is not suitable for water activities?
- What are the alternate activities that you have planned?
- Have proactive risk management plans been developed for these activities?

## **Event Planning Checklist Housing**

- 1) Will minors be housed overnight?
- 2) If yes, will they be housed in University Residence Halls?
  - Have measures been taken to restrict access to the Residence Hall?
  - What measures have been identified to limit access?
  - Who will have access?
- 3) Will minors be housed in facilities other than Residence Halls?
  - What facilities?
  - What other groups are being housed in the same facilities?
  - Are there any unique characteristics about the facility being used that need to be considered for children staying there?
- 4) Has consideration been given to the restriction of access to the housing area?
  - How will access be restricted?
  - Who will be responsible for making sure access is restricted?
  - Who will have access to housing areas?
- 5) Will minors be provided instruction on security, loss prevention, and other housing related safety and security issues?
  - What information will be included in the instruction?
  - When will this information be covered?
  - Who will provide any informational materials?
  - How will you assure minors understand information?
- 6) Will minors be oriented on exit locations in the event of an emergency?
- 7) Will minors be instructed on emergency exit procedures, common meeting or reporting areas in the event of a building evacuation?
- 8) Has consideration been given to determining an appropriate number of minors assigned to an established sleeping area/space?

- 9) Has consideration been given to the provision of housing supervision?
  - What is housing supervision ratio?
- 10) Will a curfew be established and communicated to minors?
  - What is curfew?
- 11) Is there a process to determine if all minors have been accounted for at curfew, lights out or other determined points in the day or evening to ensure minors are present or accounted for?
  - How will curfew be enforced?
- 12) Have procedures been established for managing the situation if a minor is absent and unaccounted for (e.g. who should be informed, at what point should security or police authorities be advised, when will parents be advised?)
  - What are procedures and who has been trained on them?
  - Are procedures for responding to this or any other crisis documented?
  - What training has been done for supervisors of the program as well as volunteers regarding crisis response?
- 13) In situations when groups of student minors bring their own adult counselor or supervisor (e.g. Coaches, drill team advisors, guidance counselors) have provisions been made to brief these individuals on safety, established expectations, Event rules, or other provisions?
- 14) Are background checks conducted on Event staff, counselors, teachers, or other adults who will supervise or work closely with minors?
  - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
  - What types of background checks are done?
  - Who conducts the background checks?
  - How is information maintained regarding background checks?
- 15) Are background checks conducted on adults who will share housing facilities with minors (including adults in homes that will host minors overnight)?
  - If no, what steps have been taken to minimize risks associated with adults being in isolated locations with children?
  - What types of background checks are done?
  - Who conducts the background checks?

- How is information maintained regarding background checks?

16) Will minors be provided information on who to see or contact if they have an emergency?

17) Will minors be briefed on expectations with regard to conduct (e.g. horseplay, pranks, etc.)?

- How will this be covered and who will facilitate behavior expectations?

18) Will minors be briefed on safety provisions specific to the facility in which they are housed (e.g. Prohibitions to sitting in windows, on ledges, and railing of high-rise buildings)?

- What information will be included in the instruction?

- When will this information be covered?

- Who will provide any informational materials?

- How will you assure minors understand information?

**Event Planning Checklist**  
**First Aid**

- 1) Has the sponsor made arrangements to provide first aid training to staff and volunteers?
- If yes, check those that apply:
    - classroom instruction
    - video instruction
    - web-based instruction
    - literature review
    - other (please explain) \_\_\_\_\_
- A. Will individuals with first aid or other medical training (may include police or security forces) be present (in the actual vicinity of activities) during Event activities?
- B. Will medical trainers or technicians be “on call” for the purpose of providing first aid?
- C. If none of the above, please provide an explanation of how first aid will be administered for the Event (attach additional pages if necessary).
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 2) Will a First Aid Kit be provided immediately to the location of the Event activities?
- If no, please explain. \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - If yes, has the sponsor considered which first aid kit items are most appropriate for the contents of the First Aid Kit according to the activities of the Event?
- 3) Has or will the sponsor inspect the contents of the First Aid Kit to ensure that used, out of date, or damaged items have been replaced?
- 4) Will Event staff be provided information on recognition of and treatment of heat exhaustion or heat stroke?
- 5) For strenuous outside activity conducted between May and September, will heat exhaustion preventative measures be taken? (e.g. The provision of cool drinks and frequent encouragement or reminder to consume them, breaks or rest periods from extended periods of physical activity, staffers alert for the symptoms of the onset of heat exhaustion.)
- 6) Will the Event sponsor collect information from minors regarding special medical considerations (such as food allergies, insect stings or bites, allergic reactions, activity restrictions, injuries sustained prior to Event participation that might be aggravated or re-injured while participating in Event activities, possession or use of prescription medication, allergic reactions to medications)?
- How is this information gathered?
  - How will the information be disseminated to those responsible for supervision?

- What arrangements have been made for minors to receive prescription medication from parent or guardian?
- 7) If yes, will the Event sponsor provide for the appropriate security of sensitive medical information? How will information be maintained?
- 8) Is there a process in place to ensure that restrictions are appropriately applied (e.g. providing that alternative foods and other preventative measures are taken to avoid exposure when allergies are noted and ensuring that arrangements are made to prevent specific contacts in the case of severe allergies)?
- 9) In cases where Events will prepare and or serve their own foods, have plans been made to maintain proper storage or transportation temperatures, proper sanitation, and food handling.