Event Risk Management Checklist

Protocols for Safety and Medical issues
- Steps for reporting a medical emergency:
  1. DO NOT MOVE the student if it’s a fall
  2. Contact Public Safety - 215-641-5522
  3. Notify Advisor
  4. Notify Director of Student Activities and Leadership Programs via email
- Steps for reporting a safety emergency:
  1. Contact Public Safety - 215-641-5522
  2. Notify Advisor
  3. Notify Director of Student Activities and Leadership Programs via email
  4. Any incidents of crime are to be reported to Public Safety

On-Campus Events:
- All safety risk levels must be assessed depending upon activity level. Certificate of Liability Insurance may be required from GMercyU Vice President of Finance from the vendor.
- Do not block exits
- Tape down extension cords
- University Event Waivers are required for inflatables such as Zip Line, Laser Tag, Mechanical Bull, etc.
- Review the Clubs and Organizations Manual
- Dances only – review the Dance Policy

Major Off-Campus Events (Dinner Dance):
- Schedule a pre-event consultation with the Office of Student Activities and Leadership Programs
- Dean of Student Students and Director of Student Activities and Leadership Programs MUST approve the event
- Advisor MUST be present
- Director of Public Safety MUST be informed. Email: gallagher.j@gmercyu.edu
- University Event Waiver is required for transportation
- MUST follow contracts guidelines below
- Organization/Club MUST hire security for the event
- Review the Clubs and Organizations Manual
- Obtain wrist bands, stamp, or other means of identifying guest over the age of 21
- Communicate the plan with hired security officers for transportation and removing individuals from event
*Advisors MUST be informed of minor off-campus events and MUST complete the University Event Waiver for transportation. A copy of the completed waivers MUST remain on campus with a campus official.

Contracts:
- Students are NOT ALLOWED to sign any type contracts
- Advisors are the individuals responsible for finalizing and signing contracts
- Steps to signing contracts:
  1. Organization/Club Representative contact vendor for a contract
  2. Organization/Club Representative review for date, time, location, amount, etc. for accuracy
  3. Advisor review and sign
  4. Organization/Club Representative submit to SGA Treasurer with the completed Check Request Form
  5. SGA Treasurer submit to Director of Student Activities and Leadership Programs for review and signature
  6. SGA Treasurer submit to Vice President of Student Services for review and signature
  7. SGA Treasurer return a copy of the signed contract to Organization/Club Representative and submit a copy to the Business Office for a University check
  8. Organization/Club Representative return the signed contract to vendor
*All edits to the contract MUST be initialed by both vendor and Organization/Club Advisor.

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