

UNIVERSITY of HOUSTON

CAMPUS SAFETY

Special Event Safety Checklist

Event Name:

Contact Person:

Contact Details (Phone/Email):

Date of Event:

Time of Event:

The Office of Emergency Management, Fire and Life Safety and the University of Houston Police Department, have created the following checklist to assist departments with the general safety protocols when planning and preparing for a special event on campus.

The following checklist should be used to ensure the event has followed the appropriate safety and security protocols and requirements for hosting an event on campus. To ensure a safe event, the checklist should be completed no later than 30 days prior to the event date.

Safety Considerations:

Coordination with UH Police

- Request for Police services
 - Contact UHPD Special Event Coordinator
- Safety Awareness Tool
 - Assessment of the event area
 - Adjustments needed based on assessment as needed
 - Noise levels assessed
 - Crowd flow considerations
 - Safety and Security staffing assessment
 - Dignitary protection needed
 - Alcohol being served
- Cash Handling
 - If cash is being handled, additional police officers will be assigned
- Overnight Security
 - If the event area needs overnight security (pre/post event), ensure UHPD is aware
- Road Closures
 - If road closures are needed, notify UHPD
 - Actual road closures will be handled between the event manager and the City of Houston
- Traffic Control
 - If event anticipates heavy traffic, notify UHPD. Additional police officers may be needed

Coordination with Fire Marshal's Office (FMO)

- Reviewing venue to ensure evacuation routes are available
- Larger events will require an assessment from the [FMO](#)
- FMO completed a staffing assessment
- Ensure all [entrance/exit](#) access adequate
- Management completed [Crowd Manager Training](#)
- If food is being served or cooked, ensure a [food safety permit](#) has been obtained
- Required [Special Event Permits](#) Acquired from FMO
 - [Pyrotechnics](#)
 - [Tent](#)
 - [Open Flame](#)
 - [Temporary Food Dealer](#)

Coordination with Office of Emergency Management (OEM)

- Larger events will require an assessment by [OEM](#)
- OEM completed a staffing assessment
- Larger events may require an Incident Action Plan; Determine via consultation with OEM