Event Checklist

Special Olympics Texas

GENERAL BUILDING/STRUCTURE

	ACCEPTABLE			ACTION NEEDED		
Electrical	*Yes*	*No*	*N/A*	*Yes*	*No*	*Completed*
1. Frayed or defective wiring?	❑	❑	❑	❑	❑	❑
2. Overloaded circuits?	❑	❑	❑	❑	❑	❑
3. All wiring clear of any combustibles?	❑	❑	❑	❑	❑	❑
4. Controlled use of extension cords?	❑	❑	❑	❑	❑	❑
5. Extension cords in proper condition?	❑	❑	❑	❑	❑	❑
Lighting						
1. All areas adequately lit?	❑	❑	❑	❑	❑	❑
2. Inspection for inoperative lighting?	❑	❑	❑	❑	❑	❑
3. Adequate emergency lighting as required?	❑	❑	❑	❑	❑	❑
Toilet and Washing Facilities						
1. Sufficient number of facilities?	❑	❑	❑	❑	❑	❑
2. Adequately located facilities?	❑	❑	❑	❑	❑	❑
3. Toilet/washing facility floors kept dry?	❑	❑	❑	❑	❑	❑
4. Hot water regulated?	❑	❑	❑	❑	❑	❑

SPECTATOR AREAS

	ACCEPTABLE			ACTION NEEDED		
Aisles	*Yes*	*No*	*N/A*	*Yes*	*No*	*Completed*
1. Clearly defined and marked?	❑	❑	❑	❑	❑	❑
2. Free of obstructions?	❑	❑	❑	❑	❑	❑
3. Defects in walking surface repaired properly, covered, or otherwise avoided?	❑	❑	❑	❑	❑	❑
4. Handicap accessible?	❑	❑	❑	❑	❑	❑
Doors						
1. Full-length clear glass doors/windows marked to avoid people walking into them?	❑	❑	❑	❑	❑	❑
2. Are doorways clear of obstruction?	❑	❑	❑	❑	❑	❑
Emergency Exits						
1. Sufficient number?	❑	❑	❑	❑	❑	❑
2. Free of obstructions?	❑	❑	❑	❑	❑	❑
3. All exits readily accessible?	❑	❑	❑	❑	❑	❑
4. All exits properly marked and lit?	❑	❑	❑	❑	❑	❑
5. Doors not considered exits clearly marked NOT AN EXIT?	❑	❑	❑	❑	❑	❑
6. All exits easily operated?	❑	❑	❑	❑	❑	❑
7. All exit doors arranged to open outward?	❑	❑	❑	❑	❑	❑
8. All exits unlocked and not chained?	❑	❑	❑	❑	❑	❑
9. All fire escapes in good condition?	❑	❑	❑	❑	❑	❑
Floors						
1. Free of spills or other slippery substances?	❑	❑	❑	❑	❑	❑
2. Floors in good condition or state of repair?	❑	❑	❑	❑	❑	❑
3. Are rough, splintered, uneven floors repaired or the hazards suitably marked?	❑	❑	❑	❑	❑	❑
4. Are floor surfaces kept dry?	❑	❑	❑	❑	❑	❑
5. Clean and visible; free of fire hazards; free of projecting materials?	❑	❑	❑	❑	❑	❑
6. In bad weather, are storm mats near entrances and floors mopped frequently?	❑	❑	❑	❑	❑	❑
Parking Lot Surfaces						
1. Free of slip and fall hazards?	❑	❑	❑	❑	❑	❑
2. Adequate exterior lighting at night?	❑	❑	❑	❑	❑	❑
3. Holes in walking surfaces repaired, properly covered or otherwise avoided?	❑	❑	❑	❑	❑	❑
4. Police assistance?	❑	❑	❑	❑	❑	❑
Sidewalks						
1. Free of conditions which will cause slipping and falling?	❑	❑	❑	❑	❑	❑
2. Adequate exterior lighting at night?	❑	❑	❑	❑	❑	❑

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SPECTATOR AREAS CONTINUED

	ACCEPTABLE			ACTION NEEDED		
Steps, Stairs, Ramps	*Yes*	*No*	*N/A*	*Yes*	*No*	*Completed*
1. Adequate covering with non-slip surfaces?	❑	❑	❑	❑	❑	❑
2. In good condition or state of repair?	❑	❑	❑	❑	❑	❑
3. Strong enough for anticipated normal and emergency use?	❑	❑	❑	❑	❑	❑
4. Free of spills or other slippery substances?	❑	❑	❑	❑	❑	❑
5. Handrails securely fastened?	❑	❑	❑	❑	❑	❑
6. Adequate lighting?	❑	❑	❑	❑	❑	❑
7. Steps or landings clear of debris?	❑	❑	❑	❑	❑	❑
Bleachers						
1. In good condition?	❑	❑	❑	❑	❑	❑
2. Railings securely fastened?	❑	❑	❑	❑	❑	❑
3. Adequate capacity for anticipated crowd?	❑	❑	❑	❑	❑	❑
4. Seating areas free of splintering/cracking?	❑	❑	❑	❑	❑	❑
5. Missing seats or footers?	❑	❑	❑	❑	❑	❑
6. Supports securely fastened?	❑	❑	❑	❑	❑	❑
7. Access to bleachers does not create bottleneck in crowd movement?	❑	❑	❑	❑	❑	❑
Security						
1. Are security personnel visible?	❑	❑	❑	❑	❑	❑
2. Have volunteers been trained in how to respond to security situations?	❑	❑	❑	❑	❑	❑
3. Are security personnel uniformed and easily identified?	❑	❑	❑	❑	❑	❑
4. Adequate in number for event size?	❑	❑	❑	❑	❑	❑
5. If armed, properly trained in the use of firearms?	❑	❑	❑	❑	❑	❑
6. If contracted, does security firm carry adequate insurance?	❑	❑	❑	❑	❑	❑
7. Has security firm agreed to indemnify and hold harmless organizers/sponsors?	❑	❑	❑	❑	❑	❑

COMPETITION AREAS

	ACCEPTABLE			ACTION NEEDED		
Playing Surfaces – Indoors	*Yes*	*No*	*N/A*	*Yes*	*No*	*Completed*
1. Irregular floor surfaces (wood floor separation, splinters, etc.)?	❑	❑	❑	❑	❑	❑
2. Surfaces clean and free of dust, gum, wet or greasy areas, loose paper, etc.?	❑	❑	❑	❑	❑	❑
3. Electrical floor plate and outlet coverings fixed properly in position?	❑	❑	❑	❑	❑	❑
4. Electrical cords away from participant areas and taped securely?	❑	❑	❑	❑	❑	❑
5. All extra equipment removed?	❑	❑	❑	❑	❑	❑
6. Sufficient buffer zone between spectators?	❑	❑	❑	❑	❑	❑
Playing Surfaces – Outdoors						
1. Condition of turf (potholes, mud, etc.)?	❑	❑	❑	❑	❑	❑
2. Puddles drained off?	❑	❑	❑	❑	❑	❑
3. Field clear of any trash, or any hazardous objects?	❑	❑	❑	❑	❑	❑
4. Obvious and hidden grates well secured?	❑	❑	❑	❑	❑	❑
5. Sufficient buffer zone between spectators?	❑	❑	❑	❑	❑	❑
6. Goal posts, goalie cages, baseball bases, etc. installed properly?	❑	❑	❑	❑	❑	❑
Walls						
1. Any dangling ropes or electrical lines?	❑	❑	❑	❑	❑	❑
2. Moveable equipment flush or appropriately fastened to wall?	❑	❑	❑	❑	❑	❑
3. Any type of protruding handles or cracks?	❑	❑	❑	❑	❑	❑
Vehicles						
1. Operated only by authorized drivers?	❑	❑	❑	❑	❑	❑
2. Drivers carrying valid licenses?	❑	❑	❑	❑	❑	❑
3. Inspected daily (brakes, lights, etc.)?	❑	❑	❑	❑	❑	❑
4. Defective vehicles not used?	❑	❑	❑	❑	❑	❑
5. Public and/or in-house traffic rules defined and adhered to?	❑	❑	❑	❑	❑	❑
6. Speed limitations established and communicated to all drivers?	❑	❑	❑	❑	❑	❑
7. Run MVR's for drivers?	❑	❑	❑	❑	❑	❑

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EMERGENCY POLICIES AND PROCEDURES

	ACCEPTABLE			ACTION NEEDED		
Emergency Action Plan	*Yes*	*No*	*N/A*	*Yes*	*No*	*Completed*
1. Existence of Emergency Action Plan?	❑	❑	❑	❑	❑	❑
2. Periodic review/revision of Emergency Action Plan?	❑	❑	❑	❑	❑	❑
3. Volunteers instructed on their responsibilities during emergencies?	❑	❑	❑	❑	❑	❑
4. Volunteers instructed on how to report emergencies?	❑	❑	❑	❑	❑	❑
5. Volunteers instructed on their responsibilities regarding rescue/medical duties?	❑	❑	❑	❑	❑	❑
6. Volunteers trained in evacuation procedures?	❑	❑	❑	❑	❑	❑
7. Emergency evacuation routes properly marked and identified?	❑	❑	❑	❑	❑	❑
8. Emergency staging areas identified?	❑	❑	❑	❑	❑	❑
9. Volunteers know location of all telephones?	❑	❑	❑	❑	❑	❑
10. Emergency phone numbers posted?	❑	❑	❑	❑	❑	❑
11. Volunteers instructed in the use of fire extinguishing equipment?	❑	❑	❑	❑	❑	❑
12. Volunteers all wear identifying clothing/patches?	❑	❑	❑	❑	❑	❑
13. Non-working telephones identified, labeled, or repaired?	❑	❑	❑	❑	❑	❑
14. Telephones within easy access?	❑	❑	❑	❑	❑	❑
15. Local hospital notified of event?	❑	❑	❑	❑	❑	❑
16. Chart developed showing best route to closest emergency medical facility? Volunteers familiar with route?	❑	❑	❑	❑	❑	❑