MSU CLUBS

EVENT SAFETY PLAN

Event Details

Club Name:	
Event Name:	
Event Location:	
Event Hours:	
Is alcohol being served?	
Number of attendees:	
Number of children:	
Event Description:	

Roles & Responsibilities

It is important that roles and responsibilities be clearly outlined during an emergency. Event organizers should identify roles, responsibilities, and reporting relationships to ensure critical activities are covered. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders. Please list the names, contact information, and responsibilities of all team members below.

Risk Identification & Management

Risks should be identified based on factors such as event programming, location, and attendees. Risks need to be managed or mitigated to ensure the safety of your team, event attendees, property, and the environment. Below, please list all the potential risks of your event, and explain how those risks will be managed or mitigated.

Emergency Response Procedures

Procedures must be developed to help event organizers anticipate and respond to potential emergencies. Emergency response procedures should include: Event evacuation details, fire response, medical emergency response, weather emergency response, active threat response, communication plans, and emergency contacts. Please outline your event emergency response procedures below.