

# Healthy By Design Event Planning Checklist & Resources

## What makes a quality Safety section?

- A competent individual is designated to serve as the Safety Officer
- The event's top safety risks are assessed
- The event's top safety risks are addressed

## Frequently Asked Questions\*

### What does the Safety Officer do?

- Is easily identifiable at the event
- Ensures satisfactory safety levels are achieved prior to and during the event
- Has tools to effectively communicate safety concerns with event management

### What are safety risks?

#### Outdoor Event

Weather  
Traffic  
Minor injuries (i.e. slips, trips, falls)  
Emergency

#### Indoor Event

Fire  
Minor injuries (i.e. slips, trips, falls)  
Emergency

### How are safety risks addressed?

- Weather: Contact National Weather Service for forecast and plan accordingly (i.e. shelter, water, warming area)
- Traffic: Use controllers and signs to direct motor vehicles, cyclists, and pedestrians
- Minor injuries: Identify and eliminate unstable surfaces, have First Aid supplies and/or medical personnel on site
- Emergency: Create an Emergency Action Plan (i.e. communications, evacuation routes, emergency shelter, contact information)
- Fire: Identify exits and create evacuation plan

### Need more resources?

- Safety Officer: [http://www.osha.gov/SLTC/etools/ics/safe\\_off.html](http://www.osha.gov/SLTC/etools/ics/safe_off.html).
- Risk Assessment: <http://www.hse.gov.uk/contact/faqs/riskassess.htm>.
- Weather: <http://www.wrh.noaa.gov/byz/event.php>.
- Responsible Alcohol Service Training:  
[http://www.mdt.mt.gov/publications/docs/brochures/safety/alcohol\\_sales.pdf](http://www.mdt.mt.gov/publications/docs/brochures/safety/alcohol_sales.pdf).
- Emergency Action Plan:  
<http://www.osha.gov/SLTC/etools/evacuation/eap.html>.



\*Note: These are examples to help guide event planners, lists are not comprehensive.