



Safety Checklist

Pre-Event

Check off when complete

- Secure all appropriate sanctions and insurance certificates at least 45 days in advance.
- Review all contracts to determine your liability.
- Contract with local public safety officials for security and medical personnel.
- Ensure all independent contractors, including medical and security, provide adequate insurance and are aware of safety concerns.
- Secure certificates of insurance from all contractors.
- Inspect your site or facility for potential problems that can be corrected.
- Inspect all equipment to be used.
- Identify and mark emergency facilities for threatening weather conditions.
- Assemble an emergency checklist with contact information.
- Set up volunteer orientation meetings and emphasize safety concerns, including emergency medical response, weather-related evacuation procedures and on-site communications.
- Obtain waivers and medical releases from all participants and volunteers. Consult an attorney to ensure your waiver is appropriate.

Event

- Focus on running a safe event.
- Monitor the facilities for unusual or unexpected problem areas, such as:
 - ✓ Vehicle/foot traffic control near the competition area
 - ✓ Participant/spectator bottlenecks and conflicts
 - ✓ Congestion in inappropriate areas, such as vehicle access points
- Assign staff to monitor all restricted areas and notify security of infractions.
- Assign staff to monitor weather for conditions continually.
- Provide medical, security, law enforcement and event operations with appropriate radio communication.
- Provide immediate medical attention to any accident or incident that occurs at the facility.

Post-Event

- Identify and document, in writing, on the USATF incident form, all incidents including accidents, medical problems and property damage.
- Review and follow-up on incident reports to make sure all have been handled appropriately. (Send copies of all reports to USATF).
- Document post-event report with safety suggestions for next year.
- Secure certificates of insurance from any contractors used in tear down.
- Close all "open" accounts with contractors and vendors. Complete an incident report for any losses.

**Note: This is not a comprehensive list. It is provided only as a starting tool for event organizers.*