

COMMUNITY SAFETY LEADERSHIP

This needs to be on your Agenda!

Management of Special Events

2016



Photo courtesy of njtransit.com

Special Events include:

- *Art Exhibits*
- *Bike Races*
- *Carnivals*
- *Circuses*
- *Concerts*
- *5K Run/walks & Bike Races*
- *Fairs*
- *Farmers Markets*
- *Festivals*
- *Filming/Movie Production*
- *Fireworks Displays*
- *First Night Celebrations*
- *Founders Day Celebrations*
- *Haunted Houses/Hay Rides*
- *Parades*
- *Polar Bear Plunges*
- *Sporting Events*



Special events are outside the normal business operations of a public entity.

Even if an event is not organized by a town, the municipality may have responsibilities if the event involves the use of public facilities such as parks or fire stations, or public services such as law enforcement or trash pick-up. However, special events are usually dependent on municipal facilities, services and/or finances. They bring the general public onto municipal property and may create unanticipated legal duties.

For these reasons, it is imperative that you review this document and share it with key administrative personnel in your municipality.

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INTRODUCTION

Many municipalities host at least one special event each year and are discovering that such events are an excellent way to promote community spirit. A special event is defined as any organized assembly or activity conducted by an individual or organization for a common purpose. Special events risk management is the identification and evaluation of exposures associated with a special event, and the use of tools to manage these risks.

A public entity may get involved in a special event through sponsorship of all or portions of the event; providing goods or services for the event; or by providing the facility or property where the event will be held.

Controlling exposures from special events can require the participation and consideration of several different departments. For example, the police chief may develop a traffic control plan focused on keeping traffic moving into and around the event, but may not take into consideration the access needs of larger fire and EMS vehicles. Ambulances and fire apparatus will also need to be able to quickly exit the event area.

This guide is intended to give you an overview on managing a special event. By having a strategic plan in place to properly manage a Special Event, the risk of a tragedy occurring is greatly reduced.

For more information on this topic, contact a MEL Safety Consultant at (877) 398-3046 or (201) 881-7632.

Note: For major events such as air shows, music & arts festivals, etc., that might include aircraft, helicopters, hot air balloons, etc., please contact the Executive Director's office or your Risk Management Consultant for assistance as these present a unique exposure where coverage is not available or might be available under specific circumstances.



PRE-PLANNING OF AN EVENT



INDEMNIFICATION & INSURANCE

The contractual relationship between the vendors and private organizers involved in the special event must outline services to be provided, including the transfer of risk to these parties wherever at all possible. This should be a joint effort between the public entity's attorney, administrative personnel, elected officials, and Risk Management Consultant.

The contract should provide for both:

- Indemnity/hold harmless agreements from the vendors/organizers in favor of the public entity
- Entity Named as an *Additional Insured* on vendors'/organizers' liability policy
- The specific responsibilities of each party to the contract

Each are needed to properly transfer the risk to vendors/organizers. Plaintiff's attorneys often "shot-gun" their lawsuits, (i.e., sue anyone who may even remotely be connected with the event); therefore it is expedient to pinpoint responsibility.

The vendors and private organizer must provide evidence of insurance via a certificate of insurance. The certificate of insurance must be signed by an authorized agent of the insurer and show evidence of:

- Workers' Compensation Insurance and Employer Liability
- Commercial General Liability Insurance Coverage, including Contractual Liability and Products/Completed Operations
- Comprehensive Automobile Liability Insurance covering the use of all owned, non-owned, hired or leased automobiles
- Umbrella Liability, if appropriate
- Liquor Liability, if appropriate

As each event can create a unique exposure, please consult with your Risk Manager as to the type and limits of insurance coverage.

A certificate of insurance is not a contract, but merely evidence of coverage. It tells little about the extent of coverage and impairment of aggregate limits. Policy exclusions could eliminate important coverage and if the aggregate limits are exhausted, a valid certificate could be in force but no coverage available. There are limitations with certificates of insurance that also point out the importance of having a strong indemnity/hold harmless agreement as a first line of defense. If you are concerned that a Certificate of Insurance might not be valid, your Risk Management Consultant can contact the underwriter that issued the Certificate to verify coverage types and amounts.

Remember: It is important to consult your Risk Management Consultant about all of the Special Events elements.



PRE-PLANNING OF AN EVENT

TULIP

TENANT AND USERS LIABILITY INSURANCE PROGRAM (TULIP)

The Tenant and Users Liability Insurance Program (TULIP) is a program where “tenants” and/or “users” of public entity owned facilities can easily purchase a general liability policy written in the name of the tenant or user which automatically names the public entity as an *Additional Insured*.

The program can be useful to public entities in cases where the user of a facility may have inadequate coverage, no coverage at all, or where there is an event being held on public entity owned premises that may warrant a separate limit of coverage. The program can also be useful to the tenant or user in that these policies can be purchased online using a credit card, are date and event specific, carry the proper limits of coverage, and are typically less expensive than purchasing a one day policy from a local insurance agent.

Public entity owned venues can include, but are not limited too, public parks and other outside venues, recreational buildings, municipal buildings, and community centers. There is no cost to the public entity for this program.

Additionally, prior to occupying the premises, the user/tenant should be required to complete and execute the public entity’s use of facility application, agreeing to the terms and conditions of the use of facility agreement. This agreement should also include the hold harmless and indemnification language. If you do not have a use of facilities agreement, contact your Risk Manager or JIF Administrator for a sample or model copy of this agreement

Some issues and documentation that should be discussed with your Risk Management Consultant include:

- Use of Facility Agreements
- Hold Harmless and Indemnification Agreements
- Individual Participant Forms
- Minimum levels of insurance coverage
- Specific notification for fireworks and amusement rides, including inflatables

Prior registration of the municipality is required to utilize this program. Please review the Coverage Bulletin on the TULIP Program available on the NJMEL website (www.njmel.org - then click on Coverage). Also, please be sure to consult with your Risk Management Consultant regarding proper coverage requirements, and limits for new or unusual situations.



PRE-PLANNING OF AN EVENT

Some events will be simple and routine with little or no involvement from any municipal department other than the Clerk's Office (i.e. Sweet 16 birthday party at the Community Center) while others will be complicated and require careful planning and the involvement of many departments. In such events, you should assume nothing, carefully consider all of the logistics involved, and for larger events consider forming a Special Events Committee. Each person on the Committee will have a specific role and responsibility. Whether you decide to form a Special Events Committee or not to assist in the planning of an event is up to the municipality; however, remember it is ultimately the responsibility of the municipality to:

- Be clear about, "What is the event and its purpose?"
- Know the intended audience and determine a realistic expectation of the event's attendance.
- Consider appointing a "Permit Administrator" who will make sure that all necessary permits are secured and in one place.
 - ☐ Make sure that copies of all permit applications, permits, certificates of insurance, indemnification agreements, etc. that are a requirement of the permit issuance are retained by the municipality in accordance with State Record Retention regulations
- The Special Events Committee or Event Organizers can assist with and oversee the following areas:
 - ☐ Collect & Administer all Applications & Agreements for vendors
 - ☐ Collection & approval of Use of Facility Application & Agreement
 - ☐ Collection of Certificates of Insurance including those issued via a TULIP Program
 - ☐ Collection of License Fees & establishment of escrow if necessary
 - ☐ Permits including building/sub code for temporary structures and utilities
 - ☐ Compliance with all appropriate ordinances, health regulations, State Statutes, etc.
 - ☐ Sale and/or Consumption of Alcohol
 - ☐ Public Notification of restrictions or changes in public access
 - ☐ Evaluate the need for security (police), EMS, and other municipal personnel
 - ☐ Make provisions/ accommodations for persons with disabilities and ADA compliance
 - ☐ Plan for lost or stolen property and lost children
 - ☐ Review with your Risk Management Consultant regarding:
 - * Potential exposures
 - * Types & minimum levels of Insurance Coverage dependent on the risk
 - * Any unique coverage required (Non owned aircraft)
 - * Any specific underwriting requirements—NJMEL Coverage Bulletins for fireworks, amusement rides, & inflatables
- Develop specific tasks and time tables for things that must be completed prior to the event day and share with all involved parties
- Assist with event logistics including facility or event lay out, parking, off site parking and bussing, road closures, etc.



SPECIAL EVENT SAFETY CHECKLIST

Event Name:

Event Date:

Internal Contact:



SPECIAL EVENT SAFETY CHECKLIST

Instructions: Please complete this checklist prior to the start of the event. If any of the conditions below are not met, the event may not proceed.

Please Note: Local jurisdiction may have more stringent requirements.

Event Date:		Event Time:		Event #:	
Event Name:					
Event Location (Field, Building & Room #):					
Occupancy/ Capacity of Reserved Space:					
Anticipated Crowd Size:	Weather Forecast for Time of Event:				
Sponsoring Organization:					
Responsible Person:				Phone Number:	

Attach Organizational Chart & Communication Plan

FIRE ALARM SYSTEM (INDOOR EVENT)

1.	Is fire alarm panel in NORMAL condition?	Yes	No	N/A
2.	Are all fire alarm pull stations accessible and in clear view?	Yes	No	N/A
3.	Are evacuation plans posted?	Yes	No	N/A
4.	Has event staff been trained on emergency evacuation procedures?	Yes	No	N/A

AUTOMATIC SPRINKLER SYSTEM AND FIRE EXTINGUISHERS (INDOOR EVENT)

5.	Are the automatic fire sprinkler main supply valves in the OPEN position and secured?	Yes	No	N/A
6.	Do gauges at the automatic fire sprinkler control valve read normal pressure(s)?	Yes	No	N/A
7.	Are there 18 inches of clearance below all sprinkler heads?	Yes	No	N/A
8.	Are all fire extinguishers accessible and unobstructed?	Yes	No	N/A
9.	Do all fire extinguishers read normal pressure, and have pin & seal in place?	Yes	No	N/A

MEANS OF EGRESS (INDOOR EVENT)

10.	Are all exit signs illuminated and visible?	Yes	No	N/A
11.	Are all exit doors unlocked and working properly?	Yes	No	N/A
12.	Are all corridors, exit doorways, exit stairs or exit routes clear of obstructions?	Yes	No	N/A
13.	Are aisle ways and doorways free of obstructions i.e., power cords, tables, chairs, etc.?	Yes	No	N/A
14.	Is there an occupant load sign posted at the main exit/ entrance?	Yes	No	N/A
15.	Will the number of event guests not exceed the posted occupant load sign?	Yes	No	N/A

SPECIAL EVENT SAFETY CHECKLIST

SEATING FOR PLACES OF ASSEMBLY (OVER 50 PEOPLE - INDOOR OR OUTDOOR EVENT)

16.	Was seating arrangement reviewed and approved by Fire Inspector?	Yes	No	N/A
17.	Are there no more than 14 chairs in any row of seats?	Yes	No	N/A
18.	If 250 chairs or more are in use are they bound together in groups of at least three?	Yes	No	N/A
19.	Have bleachers been inspected? Do bleachers over 42" high have side and back rails?	Yes	No	N/A
20.	Are exterior seating areas clearly defined and marked?	Yes	No	N/A
21.	Is crowd monitoring and security adequate for anticipated crowd size and behaviors?	Yes	No	N/A

ELECTRICAL SAFETY (INDOOR OR OUTDOOR EVENT)

22.	Has Electrical / Fire Inspector (s) approved permit and conducted needed inspections? Documentation of permit and inspections are on-site	Yes	No	N/A
23.	Are electrical generating and distribution equipment properly protected from movement, contact from vehicles, workers, and visitors?	Yes	No	N/A
24.	Are electrical wires run in manner to minimize tripping hazards	Yes	No	N/A
25.	Are electrical wires properly secured	Yes	No	N/A
26.	Are extension cords in good condition with no frayed wires?	Yes	No	N/A
27.	Are extension cords secured to prevent tripping hazards?	Yes	No	N/A
28.	Are extension cords supplying power to more than one appliance?	Yes	No	N/A
29.	Are extension cords plugged into a ground fault circuit interrupter when used outdoors?	Yes	No	N/A
30.	Are all portable generators at least 25 feet from any structure, isolated from the public, and of sufficient capacity to run without refueling during the event?	Yes	No	N/A
31.	Are light fixtures below 8 feet high provided with protection from contact (shields, cages, glass, etc.)?	Yes	No	N/A
32.	Is lighting sufficient for all areas of event?	Yes	No	N/A

FOOD HYGIENE (INDOOR OR OUTDOOR EVENT)

33.	Has local Department of Health been notified and made appropriate inspections?	Yes	No	N/A
34.	Are gloves provided for the safe handling of foods? (Note: No bare hands should touch ready to serve foods)	Yes	No	N/A
35.	Are cold foods kept below 40 degrees and hot foods above 140 degrees?	Yes	No	N/A
36.	Is there a three compartment sink provided for cleaning and sanitizing utensils?	Yes	No	N/A
37.	Is there a means to wash hands with soap and water?	Yes	No	N/A
38.	Are signs posted reminding food handlers to wash hands after using restrooms?	Yes	No	N/A
39.	Is a class K fire extinguisher located in the cooking area adjacent each group of cooking appliances?	Yes	No	N/A
40.	Are exterior cooking appliances at least 10 feet from any combustible wall or roof and at least 20 feet from any building air intake, door or window?	Yes	No	N/A

SPECIAL EVENT SAFETY CHECKLIST

SPECIAL HAZARDS (INDOOR OR OUTDOOR EVENT)

41.	Are game / activity areas properly spaced and marked?	Yes	No	N/A
42.	Has security been established for handling / transporting cash?	Yes	No	N/A
43.	Are all hanging fabrics and decorations labeled flame retardant?	Yes	No	N/A
44.	Was a permit issued and approved for use of smoke generating equipment, open flame devices or pyrotechnics?	Yes	No	N/A

FIRE LANE & PARKING (OUTDOOR EVENT)

45.	Are directional signs in place? Are traffic control cones, barricades, etc. in place?	Yes	No	N/A
46.	Are fire lanes clear and unobstructed?	Yes	No	N/A
47.	Are areas designated for emergency vehicles staging? Has area been approved by Police, Fire, and EMS commanders	Yes	No	N/A
48.	Is parking area(s) sufficiently illuminated? Are traffic and parking control officers illuminated?	Yes	No	N/A

TENTS & CANOPIES (OUTDOOR EVENT)

49.	Do large tents/ canopies have certification papers indicating they are flame retardant?	Yes	No	N/A
50.	Are tents/canopies set up at least 10 feet from other tents/canopies and at least 10 feet from cooking equipment?	Yes	No	N/A
51.	Are tent stakes and ropes properly marked / protected from inadvertent contact?	Yes	No	N/A
52.	Have temporary stages and other raised platforms have been issued the appropriate building permits and have been inspected prior to use. Documentation is on hand?	Yes	No	N/A

WALKWAYS / RAMPS / STAIRS (INDOOR OR OUTDOOR EVENT)

53.	Have walking surfaces been inspected for slip-trip-fall hazards?	Yes	No	N/A
54.	Are walking surfaces provided with sufficient lighting?	Yes	No	N/A
55.	Are stair treads and railings in good condition?	Yes	No	N/A

COMPRESSED GAS CYLINDERS (INDOOR OR OUTDOOR EVENT)

56.	Are compressed gas cylinders secured in an upright position and capped when not in use?	Yes	No	N/A
57.	Are there no more than two (2) propane gas tanks in a tent/booth?	Yes	No	N/A

OTHER CONSIDERATIONS (INDOOR OR OUTDOOR EVENT)

58.	For high risk events (e.g. mechanical bull riding, etc.), has vendor provided liability insurance certificate and or has event insurance been purchased?	Yes	No	N/A
59.	Have event / open / athletic fields been inspected for slip-trip-fall hazards?	Yes	No	N/A
60.	Emergency services (first aid station, command post, etc.) are signed / easily identifiable?	Yes	No	N/A

ADDITIONAL COMMENTS

Signature of Event Coordinator or Designee

Name (Printed)

Date

PRE-PLANNING OF AN EVENT



FOCUS ON EFFECTIVE COMMUNICATION

- Notify all municipal departments of all Event Details, i.e., date, time, location, type of event, type of vendors, sale and/or consumption of alcohol, weather conditions/cancellations/postponements
- Make sure you have home and mobile phone numbers for key personnel in all departments
- Ensure all parties are informed of contingency plan for inclement weather or other reason requiring cancellation of event for every event organizer and vendor
- Meet with municipal departments with event responsibilities with the goal of controlling exposures
- Discuss essential services, including, but not limited to:
 - ☐ Security, Crowd Management, Safety, fire and traffic control
 - ☐ First aid stations
 - ☐ Health, sanitation and cleanup
 - ☐ Accessibility to emergency services
- Notify all whom the event may impact such as businesses, schools, churches, etc.

FIRE, SAFETY AND EMERGENCY MEDICAL PRE-PLANNING

- Have you included the local fire and first aid departments in the planning?
- Plan for emergency vehicle access, potential hazards and strategic placement of personnel and apparatus?
- Are there any fire and life safety issues to consider?
 - ☐ Fireworks, open flames, fuel storage, cooking equipment
- Has the fire inspector been informed of the projected occupancy of all enclosures use of tents or other temporary structures?
- Has the fire department and/or code officials determine the number and location (s) of exits?
- Are fire permits needed? If so, have they been collected?
- Will temporary electrical wiring be installed for the event?
- Do standby crews need to be scheduled to monitor specific operations, such as fireworks?
- Will additional apparatus or manpower be needed based on the hazards presented by the event?
- Will additional resources be needed from neighboring municipalities under a mutual aid program?
- Determine if specific site for emergency management services is necessary
 - ☐ First aid stations, fire department standby and emergency telephone areas



PRE-PLANNING OF AN EVENT

Communication

LAW ENFORCEMENT AND SAFETY PRE-PLANNING

- How will the event be “policed?”
 - ☐ Will regular “on duty” police officers be patrolling the event?
 - ☐ Will “off duty” police officers be hired by the event sponsor under a separate contract?
 - ☐ Is the event sponsor bringing in their own private security for the event?
- Plan for law enforcement, internal security and crowd control
- Plan for staffing, overtime costs, and strategic placement of personnel
- Plan for emergency vehicle access
- Plan for traffic and pedestrian safety, street closures
- Plan for barriers, enclosures, and other means to control vehicular and pedestrian flow
- Is perimeter fencing necessary?
- Plan for alcohol distribution and consumption
- Determine if police substations are necessary
- Will private groups employ off-duty police officers?
 - ☐ If so, do you have a policy which addresses this practice?



PRE-PLANNING OF AN EVENT

HAZARDOUS ACTIVITIES PRE-PLANNING

Fire officials are responsible for overseeing fireworks displays and ensure standards, regulations and guidelines promulgated by the National Fire Protection Association and NJ Uniform Fire Code. In addition, there are specific requirements that must be met and approved by the Fund Underwriter before coverage for fireworks and amusement rides will be extended. Please review the Coverage Bulletin on fireworks & amusement rides available on the NJMEL website (www.njmel.org/coverage). For amusement ride vendors, consider the following:

- Check the references and qualifications of the amusement ride vendor. Does the ride have a history of accidents?
- Is the ride licensed?
- What is the clearance around the rides?
- Are the ride operators qualified?
- Are there age and/or height requirements to get on the ride?
- Are the ride's power sources sufficient and wiring secure?

ALERT: Inflatable rides such as slides and bouncy houses are regulated under the New Jersey Carnival and Amusement Ride Safety Act N.J.A.C. 5:14A. Under the Act, vendors who provide amusement and/or inflatable rides are required to have an annual permit issued by the Department of Community Affairs and proof of a minimum of \$1,000,000 general liability insurance. Please refer to the MEL coverage bulletin for [Fireworks Displays/Amusement Ride Requirements](#) and the [DCA Carnival-Amusement Ride Safety](#) website for additional information.

For fireworks vendors, consider the following:

- Check the references and qualifications of the vendor. Does the vendor have a history of accidents or claims?
- Are they properly licensed by the State?
- Have they provided references for similar events?
 - ☐ Have you spoken with the references?

BUILDING, FACILITIES AND CONSTRUCTION PRE-PLANNING

- Are any municipal buildings, roads and/or facilities being used for the event?
- Ensure proper permits are filed for temporary structures
- Inspect all areas of the event:
 - ☐ Walkways, sidewalks, roads, and parking lots
 - ☐ Athletic fields and recreational areas
 - ☐ Permanent & movable structures such as bleachers, grandstands or stages
 - ☐ All electrical, mechanical and structural elements
 - ☐ Indoor venues: fire extinguishers, exits, alarms
- Document all inspections
- Plan accordingly if supplemental lighting may be needed
- Pay significant consideration for sanitary concerns with large crowds and if food is being served
- Are portable toilets necessary? Ensure enough facilities are available. Health departments recommend one toilet for every 250 people.



PRE-PLANNING OF AN EVENT

TRAFFIC CONTROL PRE-PLANNING

- Map out parking areas and travel routes to and from the event site to avoid traffic problems
- Coordinate with local Traffic Safety Officers for the placement of barriers, cones and warning signs
- Plan to ensure that emergency routes are open for ambulances, fire trucks and other emergency vehicles
- Plan for any interruption or detours for public transportation
- Plan for clear appropriate signage to include:
 - ☐ Entrance and exits
 - ☐ Parking
 - ☐ Toilets
 - ☐ First aid
 - ☐ Security

FOOD AND BEVERAGES PRE-PLANNING

- Is food being served at the event? If so:
 - ☐ Verify food handling, preparations and distribution complies with health department food safety guidelines
 - ☐ Coordinate with local health department to schedule inspections
- Is alcohol being served?
 - ☐ If so, the request should be closely scrutinized to determine if it is really appropriate
 - ☐ Who will control its distribution and consumption?
 - ☐ Does the availability of alcohol necessitate additional law enforcement or emergency medical personnel?
 - ☐ Consult with your Risk Management Consultant for all required steps to be taken
- What arrangements will be made for extra waste management bins?

NON-LOCAL AGENCY PRE-PLANNING

- Do any non-local agencies need to be notified of the event?
 - ☐ Public utilities, transportation, county & state agencies, health departments, airports, dispatch and communication centers, newspapers, public figures



PRE-PLANNING OF AN EVENT

HAVE THE SPECIAL EVENTS COMMITTEE ANSWER

- What resources are needed for this Event?
- Staffing: Do you have the necessary staff to effectively plan and execute a Special Event?
- Manpower: How many departments (i.e. police and fire departments) and staff members will be required throughout the event?
- Sanitation and Cleanup: What are the conditions in and around food consumption areas? How soon after the event does the facility need to be restored?
- Potable Water: Is enough drinking water available?

WEEK OF OR DAYS PRIOR TO THE SPECIAL EVENT

- Distribute assigned specific tasks, responsibilities and time tables for the Special Event to all involved departments
- Distribute useful contact phone numbers
- Review with key personnel incident or claim investigation/reporting procedures:
 - ☐ Emphasize with key personnel how to secure an unsafe condition from public access that may arise during the event
 - ☐ Review with key personnel how to report an incident where a member of the public or an employee is injured.
 - ☐ Stress with key personnel their need to document and report any incident that they either witness or which they are made aware inclusive of the following:
 - ☐ Name of those involved
 - ☐ Description of what occurred
 - ☐ Specific location & photos if possible



EVENT DAY PLANNING

The day of the Special Event requires some managing and attention to detail. Those organizing the event will need to manage the necessary vendors and event logistics adhering to the specific time tables and components that were identified during the pre-event planning process.

EVENT DAY PLANNING

- Adhere to the specific time tables that were distributed to all involved departments
- Make sure all event paperwork is organized and accessible to needed parties
- Check-in with all department heads to ensure that their departments are on track
- Have all set-up plans been executed?
- Have all areas been attended to as planned?
- If indoor event:
 - ☐ Is the venue unlocked and available
 - ☐ Are the fire alarms active and are the exits clear of any obstructions?
 - ☐ Walk through venue to check temperature, cleanliness, lighting, set-up, etc.
- Inspect & document inspection of the event area and surrounding areas to confirm plans have been executed accordingly
 - For example:
 - ☐ Are the cones, barriers and flags in the proper locations?
 - ☐ Are the first aid stations located and clearly identified in the planned locations?
 - ☐ Have traffic control devices/detours been put into place?
 - ☐ Are there any obvious tripping hazards or dangerous conditions?
- Is all appropriate signage visible
- Inspect sanitary conditions in and around food preparation, dispensing and consumption areas
- Inspect restroom facilities

DOES YOUR CONTINGENCY PLAN NEED TO BE IMPLEMENTED?

- The contingency plan needs to be implemented if inclement weather or another reason requires event cancellation or postponement.
- Will your fireworks, concerts and amusement rides, be effected by the conditions of the day?



POST EVENT PLANNING

The event may be over but there is still a great amount of work to be handled before considering your event is complete. Tying up loose ends and making sure that all pertinent information regarding the event is compiled will ensure that all is stored accordingly for future reference.

Immediate feedback is a wonderful way to measure the successfulness of the event. Openly discussing the event with key people that attended will reiterate what worked, what did not work and how to improve the event or other events in the future.

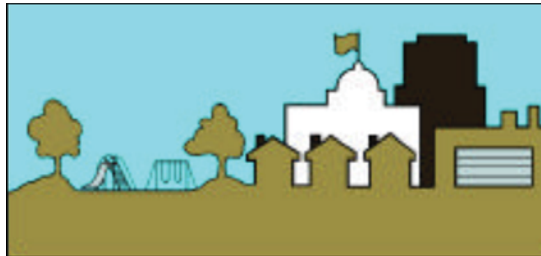
CLEAN-UP PLAN

- Make sure that groups using public facilities have a plan for cleaning up equipment, premises or streets
- Makes sure any private contractor's are aware of their responsibility to clean up and remove equipment from the premises in a timely manner
- Make sure all departments are aware of their specific responsibilities for cleaning up or removing temporary structures and vehicles
- Plan for the removal of any waste, port-a-pots, etc.
- Plan for the removal of temporary signs and traffic control devices

AFTER THE EVENT

- Settle up the finances; i.e. bill for use of "off duty" police, return any unused deposits, or bonds.
- A debriefing meeting should be scheduled with all departments to discuss the events of the day.
- Record the outcomes of the event, both positive and negative
- Discuss suggestions for improvements
- Report any incidents where a member of the public or an employee might have been injured/involved to the municipal claims coordinator for submission to the JIF Claims Administrator
- Thank any and all volunteers and sponsors
- Share your achievements with the local papers and community





Community Safety Leadership

Is this on your agenda?

Municipal Excess Liability Joint Insurance Fund
9 Campus Drive, Suite 216
Parsippany, New Jersey 07054

Tel: (201) 881-7632 Fax: (201) 881-7633 Website: www.njmel.org



Refer to MEL Coverage Bulletins at www.njmel.org