



Alpha Kappa Alpha Sorority, Incorporated[®] Theta Rho Omega Chapter

Event Safety & Planning Checklist

Date: _____ Destination: _____



EVENT ACCESS/EGRESS & PARKING

- Entry/Exit areas are clear and accessible for staff and expected attendees.
- Entry/Exit area are adequate for emergency services.
- Thoroughfares are well defined and clearly marked.
- Adequate parking for the number of attendees expected.

ACCESSIBILITY

- Handicapped parking close to event
- Check to make sure that any handicapped accessible entrances are unlocked and unobstructed
- Ramps in place to provide access to the building
- Open all exit doors to check the door swing and remove any obstructions

EVENT EMERGENCY PROCEDURES

- Emergency Response Plan documented
- Current site map available

EVENT SIGNAGE

- Adequate signage for entries, exits, toilet facilities, hand washing facilities, waste
- Adequate signage for any hazardous/restricted areas
- Confirm emergency lighting is operable
- Clear First Aid services and fire extinguishers

AMENITIES

- Adequate provision/location of toilets and hand washing facilities
- Adequate shade from sun for attendees

FIRE PREVENTION

- Suitable fire extinguishers/fire blankets in appropriate areas, tested and dated.
- Personnel trained in extinguisher/fire blanket where appropriate
- Fire evacuation procedure posted
- Confirm there are at least two clear exits
- Fire doors must never be blocked, wedged open or chained shut
- Know the location of the manual fire pull stations and assure they are available

FINAL NOTES: