

School Event Safety Checklist

A practical safety-planning worksheet for dances, proms, carnivals, field days, fundraisers, pep rallies, graduations, and other school events.

School: _____	Date: _____
Event: _____	Expected Attendance: ____
Location: _____	Event Lead: _____
Start Time: _____ End Time: _____	School Contact: _____

Pre-Event Safety Planning

- Identify the administrator or staff member with final authority during the event.
- Review school and district policies that apply to the event.
- Estimate attendance and confirm the space is appropriate for the expected crowd.
- Create written procedures for emergencies, evacuation, severe weather, and early dismissal.
- Confirm staff and chaperone roles before event day.
- Prepare an emergency contact list for administrators, facilities, security, vendors, and local emergency services.
- Identify students or guests who may need accessibility accommodations.
- Review vendor insurance, equipment placement, and safety requirements when applicable.

Entrances, Exits & Access Control

- Use designated entrances and exits so staff can monitor student movement.
- Keep emergency exits unlocked, unobstructed, and clearly visible.
- Assign adults to the primary entrance and check-in area.
- Follow school policy for tickets, identification, guest passes, bags, and prohibited items.
- Decide whether re-entry is allowed and communicate the rule clearly.
- Keep fire lanes, loading areas, hallways, stairs, and doorways clear.
- Provide adequate lighting at entrances, exits, sidewalks, and pickup areas.
- Make sure emergency vehicles could reach the building or event area if needed.

Chaperones & Supervision

- Use the number of chaperones required by school or district policy.
- Assign specific supervision zones instead of asking adults to simply 'watch the room.'
- Cover entrances, exits, dance/activity areas, hallways, restrooms, concessions, and outdoor areas as appropriate.
- Make sure chaperones know who to contact when a concern develops.
- Keep adult supervision visible while allowing students reasonable social space.
- Rotate chaperones during longer events so coverage remains attentive.
- Do not leave isolated areas or secondary rooms unsupervised if students can access them.
- Keep at least one administrator or authorized staff member readily available.

Room, Equipment & Trip-Hazard Check

- Keep walkways, aisles, exits, and the dance floor free of boxes, bags, and equipment.
- Tape down or properly cover cords that cross walking areas.
- Keep speakers, lighting stands, projectors, decorations, and displays stable and out of traffic paths.
- Do not block exit signs, fire extinguishers, sprinklers, alarms, or emergency equipment.
- Check floors for spills, loose rugs, damaged flooring, or other trip hazards.
- Use only venue-approved power distribution, extension cords, and electrical equipment.
- Keep food and beverages away from electrical equipment.
- Remove ladders, tools, carts, and setup materials before students arrive.

First Aid & Medical Readiness

- Know where the nearest first-aid kit and AED are located.
- Identify the staff member responsible for first-aid response.
- Keep emergency medical contact information readily accessible.
- Have a clear plan for contacting 911 or local emergency services when necessary.
- Know the exact event location or address to give emergency dispatchers.
- Keep emergency access routes open.
- Follow school procedures for medication, allergies, and student medical needs.
- Document incidents according to school policy.

Crowd Control & Student Behavior

- Set clear expectations for behavior before the event begins.
- Monitor crowd density in high-traffic or high-energy areas.
- Redirect students if one area becomes overcrowded.
- Address aggressive behavior, harassment, unsafe dancing, or prohibited activity promptly under school policy.
- Keep games and participation activities voluntary and age-appropriate.
- Avoid contests or activities that create unnecessary physical risk.
- Have a plan for removing a student or guest from the event when required.
- Do not rely on the DJ, entertainer, or vendor to enforce school discipline.

Music, Sound & Special Effects

- Use school-appropriate music and communicate lyrical standards to the DJ or entertainer.
- Keep sound levels appropriate for the space and allow safety announcements to be heard.
- Confirm staff have access to a microphone for urgent announcements.
- Do not use fog, haze, strobes, lasers, pyrotechnics, or special effects without school and venue approval.
- Consider students who may be sensitive to flashing lights, loud sound, or other effects.
- Keep lighting equipment and speaker stands outside normal traffic paths.
- Stop music promptly if an emergency announcement or evacuation is required.

Food, Beverage & Concessions

- Keep food-service areas supervised.
- Know how food allergies and dietary restrictions will be handled.
- Keep hot equipment, cords, and serving supplies away from student traffic.
- Clean spills promptly to prevent slips and falls.
- Provide easily accessible drinking water.
- Keep trash and recycling containers available without blocking walkways.
- Follow school policy for outside food, beverages, and food handling.

Outdoor Events & Weather

- Check the weather forecast before the event.
- Identify shelter locations for lightning, severe storms, excessive heat, or other hazards.
- Establish who has authority to delay, relocate, or cancel outdoor activities.
- Provide shade and hydration when heat is a concern.
- Secure tents, signs, decorations, and equipment against wind.
- Keep electrical equipment protected from rain and wet ground.
- Have a communication plan for parents and guardians if weather changes the event.

Arrival, Pickup & Dismissal

- Establish clearly marked student drop-off and pickup areas.
- Keep vehicle traffic separated from student walking routes whenever possible.
- Assign adults to monitor dismissal and pickup.
- Begin pickup reminders early enough to prevent a chaotic ending.
- Have a procedure for students whose ride is late.
- Follow school policy for students leaving early.
- Keep chaperones in position until students have safely departed.
- Do not allow vendor teardown or vehicle movement to interfere with student dismissal.

Emergency Contact & Responsibility Sheet

Role / Responsibility	Name	Phone / Contact	Location / Notes
Event Lead / Administrator	_____	_____	_____
First Aid / Medical	_____	_____	_____
Security / SRO	_____	_____	_____
Facilities / Custodial	_____	_____	_____
DJ / AV / Vendor	_____	_____	_____
Emergency Meeting Point	_____	_____	_____

Final 15-Minute Safety Walkthrough

- Emergency exits are clear and visible.
- Cords and equipment are secured.
- Entrance and check-in are ready.
- Pickup / dismissal area is ready.
- Chaperones are present and in position.
- First-aid kit and AED location are known.
- Restrooms and hallways have supervision.
- Microphone works for emergency announcements.

Planning Tip: Safety works best when responsibilities are assigned before the event. Instead of relying on everyone to watch everything, give specific adults specific zones, contacts, and procedures - especially for entrances, exits, first aid, crowd areas, and dismissal.