

Special Event Information Form



Please submit completed form to Campus, Safety and Emergency Planning by emailing: events@uwindsor.ca

At a minimum, forms should be submitted 4 weeks prior to the event to allow time for approvals

| Event Information |
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| Event Name: |
| Event Date(s) and Time(s): |
| Location of Event (Building, Room #, Area, Outdoor Location): |

| Contact Information | |
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| Event Contact Name (Organizer): | Department: |
| Phone Extension: | Other contact information (email, mobile, etc.): |
| Estimated # of Event Staff: | # of Supervisory Staff: |
| Alternate Contact Name: | Alternate Contact Information: |

| Event Description (Please provide a summary of the event activities): | |
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| Estimated # of Event Attendees: | Event Attendees: <input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> General Public <input type="checkbox"/> Other: |

| Event Details | |
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| Safety Hazards Will the event involve any high-risk activities or potential hazards to participants (e.g. slip/trip or fall hazards, sprains or strains, ergonomic hazards, heat stress/cold stress, noise, hazardous materials, fire hazards, etc.)? If YES, please list potential hazards: | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Personal Protective Equipment / Safety Controls Will preventative measures be taken to address any potential hazards? (e.g. personal protective equipment, eyewash station/drench hose, administrative procedures and controls, etc.) If YES, please list: | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Event Set-Up Will the event involve the assembly of temporary staging, chair set-up, or bleacher seats? If YES, please describe set-up: | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Accident/Injury Response & Reporting | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |

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| <p>A member of the event staff has been delegated as the person responsible to assist with response and reporting requirements for any injuries requiring medical attention, and reporting them to Campus Community Police at ext. 911 (519-253-3000 ext. 4444 from cell phone)?</p> <p>If YES, please list person(s) responsible:</p> | |
| <p>First Aid Kit</p> <p>A first aid kit will be readily available at the event, and the location has been communicated to event staff as part of the emergency plan?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Event Fire Safety Plan / Emergency Plan</p> <p>For events that are deemed as high-risk or large in scope, an <i>Event Fire Safety Plan</i> must be developed, outlining the roles and responsibilities of all event staff in the event of a fire or evacuation. Please provide a copy of the fire safety plan, and the training records (sign-off sheets) for event staff and volunteers. Has the Event Organizer referenced the <i>Event Organizer Responsibilities for Evacuation</i>, and other applicable documents at: www.uwindsor.ca/safety/fspspecialevents</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Event Floor Plan</p> <p>A floor plan is required to be submitted to H&S in advance for fire safety approval, if the event:</p> <ul style="list-style-type: none"> • <i>Is held in a space not designed for continuous occupancy, or within a means of egress (e.g. corridors, lobby spaces, egress routes, exterior fire routes, events which require adding additional furniture to a means of egress such as vestibule or stairwell).</i> • <i>Is determined to be large in scope or involves high-risk activities or hazards (e.g. alcohol served, entertainment, amusement devices, etc.)</i> • <i>Will require a tent set-up</i> • <i>Will involve inflatables, special effects, special fire hazards, or temporary electrical equipment or services.</i> <p>Is a floor plan required and attached?</p> <p>Please note:</p> <ul style="list-style-type: none"> • Aisle widths must be indicated on floor plan (minimum 3.5 feet, 7 feet if bi-directional travel). • For chair set-ups in rooms with occupancies of 200 or greater, chairs must be ganged together. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Tents Will a tent be used for this event?</p> <p><u>If yes, please see below for specific requirements :</u></p> <ul style="list-style-type: none"> • additional WFRS Special Events documents must be completed referenced at: www.uwindsor.ca/safety/fspspecialevents • All tents or group of tents having an area of 60 square metres (645 sq. ft.) or more must have a building permit prior to putting up the tent. • An area at least three metres (~10 feet) surrounding the tent must be kept clear of all materials or vegetation that will support and allow fire extension. • A site plan/drawing will be required • Attach the proof (e.g. flameproofing certificate) of a recognized flame retardant standard upon inspection (e.g. NFPA 701, CAN/ULC S109) | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Flame Proofing Certificate</p> <p>Will tents, pipe and drape, curtains, etc. be used at the event?</p> <p>If YES, attach the proof (e.g. flameproofing certificate) of a recognized flame retardant standard upon inspection (e.g. NFPA 701, CAN/ULC S109)?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Fire Extinguishers</p> <p>Portable fire extinguishers are available in the event location?</p> <p>Please refer to the WFRS Special Events Policy for further details: www.uwindsor.ca/safety/fspspecialevents</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| <p>Electrical Safety Authority</p> <p>Will electrical equipment or services (temporary or otherwise) be installed/required for this event?</p> <p><u>If YES, please note:</u></p> <p>Under the provisions of the Ontario Electrical Safety Code, any additional electrical equipment installed for this event must have an inspection by ESA. Please refer to WFRS Special Events Policy at: www.uwindsor.ca/safety/fspspecialevents.</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |

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| Fireworks/Pyrotechnics/Special Effects Will the event include any fireworks/pyrotechnics/special effects? If yes please describe: Please refer to the WFRS Special Events Policy for permit requirements at: www.uwindsor.ca/safety/fpspspecialevents | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Technical Standards & Safety Authority Requirements Will the event involve the operation of amusement devices (ie. inflatable/bounce devices), appliances and/or fuel? If YES, Event Organizers must comply with the requirements of TSSA for operation of amusement devices (ie. inflatable/bounce devices), appliances and fuel. Please refer to the WFRS Special Events Policy at: www.uwindsor.ca/safety/fpspspecialevents | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Chemicals/Hazardous Materials Will the event involve any of the following: <ul style="list-style-type: none"> • Dyes, paints or glues • Lasers • Gases • Chemicals or hazardous materials? If YES, please email the SDS to events@uwindsor.ca , indicating the title of the event you are planning. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Conferences and Accommodation Does the event include accommodations at University residences? | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Food and/or Refreshments Will the event include food, alcohol, refreshments, or concessions? Consult with Food Services regarding requirements in advance of the event. | <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Alcohol <input type="checkbox"/> N/A |
| Security Will security personnel be used for this event? (e.g. if alcohol served, large crowds, or high-risk) Consult with Campus Community Police in advance of the event. | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A |
| Other: Please list any other relevant event details or potential hazards: | |

| Signature | |
|--------------------|------------------------|
| Form Completed by: | Date Submitted to H&S: |

| Campus Safety and Emergency Planning Office Use ONLY | |
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| Date sent to WFRS (if applicable): | Date of WFRS/H&S Inspection (if applicable): |
| Inspection issues noted: | Action: |
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| Approved by: | Date Approved: |