**Safe Event Plan**

Complete the template below and submit to [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca) for review and response. Organizers should be aware that a response typically takes 2-3 weeks, and some events may take longer to review.

**Event Basics**

*Complete the fields below*

|  |  |
| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **EVENT LEAD** (Name) |  |
| **EVENT PHONE\*** |  |
| **NUMBER OF PARTICIPANTS** |  |
| **FLOW-THROUGH\*\* EVENT?** | YES  NO |
| **EVENT LOCATION(S)** (Building/Outdoor) |  |
| **EVENT LOCATION(S)** (Room/Area) |  |
| Space bookings can be made through the [Central Booking Office](https://cbo.ok.ubc.ca/). Booking confirmation does not constitute event approval. | |

\* Please provide the contact number for the Event Lead or other person who will be attending the whole event and who can be reached by Campus Security if required. Please list the contact’s name if different than the Event Lead.

\*\* A flow-through event means an event which patrons continually move through over a relatively short period of time and only interact with vendors or displays, i.e. kiosks and tradeshows.

|  |  |
| --- | --- |
| **RELATIONSHIP TO UBC:** | Faculty  Staff  Student  External |
| **EXTERNAL EVENTS ONLY** | |
| **SPONSOR** (relevant UBC leader/approver) |  |
| **APPROVAL FROM EVENT SPONSOR**  **LIABILITY INSURANCE** | Approval Received  Approval Pending  YES  NO |

### Communicable Disease Statement

Organizers are responsible to ensure that their events follow any applicable public health orders as well as UBC public health policies, including guidelines listed on the [Booking and Events](https://finance-operations.ok.ubc.ca/covid19-resumption/bookings-and-events/) page and the [Campus Rules](https://ok.ubc.ca/covid19/health-safety/#rules). In the case of a change to public health context, previously approved events may need to be adjusted, scaled back, or cancelled without notice.

*This event will follow all applicable public health and UBCO requirements re: communicable disease*

**Event Details**

### Description

|  |  |  |
| --- | --- | --- |
| Is the event open to those beyond the UBC community? | | YES  NO |
| Does an exemption apply? | YES  NO | Relevant exemption: [type here] |
| [If no exemption applies, please provide a brief description of your event and types of activities included, including how the event will follow any applicable public health or UBC communicable disease requirements, including the Campus Rules] | | |

### Food and Beverage

Any food served at UBC events must be safely served and prepared. If not professionally pre-packaged or catered, food should be prepared and served by those who have appropriate Foodsafe certification.

|  |  |
| --- | --- |
| **FOOD SERVICE** | YES  NO  CATERED:  YES COMPANY NAME:  NO FOODSAFE HOLDERS: |
| **LIQUOR** | YES  NO  S.E.P. CONFIRMATION #:  Events serving alcohol may be subject to additional requirements outlined by the province. |

### Protecting teaching and research

Certain activities require additional measures in order to be conducted safely and to ensure that events do not unreasonably disrupt teaching and learning. Large events must be submitted **90 days** in advance. It is recommended that other events including the below activities be submitted **30 days** in advance.

|  |  |  |
| --- | --- | --- |
|  |  | *If yes, please:* |
| Large events (1,000 people or more) | YES  NO | Submit 90 days in advance. City of Kelowna’s Large Events process also applies. |
| Amplified sound (PA, DJs, live music) | YES  NO | Include details on volume management. |
| Barbeques or open flame | YES  NO | Include details in your event description. |
| Extreme sports | YES  NO | Include details in your event description. |
| Outside services, i.e. food trucks | YES  NO | Indicate which services in your event description. |
| Guest speakers | YES  NO | Indicate speaker/topic in your event description. |
| Traffic changes or closures | YES  NO | Submit a Traffic Management Plan to the Traffic Management Committee for approval. |

**Attachments checklist**

Please ensure that any relevant attachments are provided with your event application. Check all that apply:

Liability Insurance(external only)

Special Events Permit

Site Map

**Event Submission**

Please save this form and submit as attachment to [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca) for review.

**Campus Security Review & Recommendations**

*To be completed by Campus Security.*

|  |  |
| --- | --- |
|  | **Additional First Aid (EFRT)**  **Additional Security**   * **Cost Recovery: CC\_\_\_\_\_\_\_\_ PM\_\_\_\_\_\_\_\_\_\_**   **SALTO/Access**  **Liquor License Exemption granted (attach form)**  **Other:** |
|  | **Point Person(s) name and phone number(s):** |

### **APPROVAL SECTION**

*To be completed by the office of Campus Operations and Risk Management.*

|  |  |
| --- | --- |
|  | **APPROVED** |
|  | **REQUIRES FURTHER REVIEW** |
|  | [Briefly provide context for decision] |
|  | **NOT APPROVED**  [Briefly provide context for decision] |

**Resources**

For assistance with your Safe Event Form, take a look at the resources below or email [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca).

### Event exemptions

Certain activities do not require approval but do require notification. This information allows Campus Operations to coordinate with organizers to ensure smooth facilitation of building access and other operational needs. Your event may qualify for an exemption if:

* It is a meeting carried out in the course of regular work duties, including Annual General Meetings for course unions and clubs.
* It is a small tabling event or information booth.
* It is a study or exam review session, information session, or skill-building workshop for the UBCO community.
* Movie screenings, watch parties, and game nights for small groups (under 20).
* Your event is off-campus. Course unions and clubs planning off-campus events **must** request pre-approval from the SUO for off-campus events using [this form](https://www.suo.ca/event-application/?event_type=offcampus).

Relevant exemptions are subject to change. Please view the [Bookings and Events](https://finance-operations.ok.ubc.ca/covid19-resumption/bookings-and-events/) page for the most up-to-date list.

### Event Setup

Various campus services are available to assist with your event. It is recommended that organizers make space bookings and contact service departments as soon as possible:

* Audio-visual: Place an [IT ticket](https://ubc.service-now.com/selfservice)
* Catering: Place an order with [Scholars’ Catering](https://catering.ok.ubc.ca/contact/)
* Event Setup: Place a [Facilities Management Work Order](https://www.fis.infrastructuredevelopment.ubc.ca/archibus) (CWL login)
* Space Bookings: [View room availability](https://cbo.ok.ubc.ca/resources/onlinetimetable/) or make a [booking request](https://cbo.ok.ubc.ca/booknow/) via the Central Booking Office

Confirmation of a support ticket or booking request does not constitute event approval.

### Health & Safety Concerns

* UBC Staff and Faculty should raise their concerns to their supervisor.
* In the event of an emergency please follow the applicable emergency response procedures, such as from the hosting facility or as required under other service agreements.

*Note: This Plan may defer to the specific facility’s response procedures if contractually provided*

* For non-emergencies, event organizers or venue staff may contact [ready.ok@ubc.ca](mailto:ready.ok@ubc.ca).