**Safe Event Plan**

**Event Basics**

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| --- | --- |
| **EVENT NAME** |  |
| **EVENT DATE**(s) |  |
| **EVENT TIME**(s) |  |
| **EVENT LEAD** (Name) |  |
| **EVENT PHONE\*** |  |
| \* 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.  |
| **NUMBER OF PARTICIPANTS** |  |
| **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. |

**Event Details**

|  |  |
| --- | --- |
| **RELATIONSHIP TO UBC:** | [ ]  Faculty [ ]  Staff [ ]  Student [ ]  External  |
| **AUDIENCE:** Is the event open to the public? | [ ]  YES [ ]  NO  |
| **LIABILITY INSURANCE** | [ ]  YES [ ]  NO |
| Liability insurance is required for all external events taking place on the UBC campus. UBC events that take place off-campus may be required by the venue to show a Certificate of Insurance. |
| **DESCRIPTION:** [Please provide a brief description of your event and types of activities included] |

### Food Safety

UBC recommends having food prepared and served by those with appropriate Foodsafe certification. If not professionally pre-packaged or catered, food should be prepared according to Foodsafe guidelines.

### Communicable Disease Statement

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

[ ]  *I acknowledge that this event must follow all public health and UBCO requirements related to communicable disease*

Review the criteria listed under Protecting Teaching and Research and check yes or no. If you answer “no” to all items, please submit your Safe Event Plan to operations.ok@ubc.ca for information only. No approval is required.

This submission is for (check one): [ ]  Information [ ]  Review and approval

### Minimizing disruption to teaching and research

Certain activities require additional measures to ensure safety and prevent unreasonable disruptions to teaching, learning and research. These events must be sponsored by an appropriate UBC leader and require **approval** from Campus Operations and Risk Management.

#### Submission timelines:

* Any of the below activities: Minimum 10 business days in advance (30 days encouraged)
* Events including bolded activities: Minimum 30 days in advance
* Large events: 90 days in advance

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| --- | --- | --- |
|  |  | *If yes, please:*  |
| **Large events (1,000 people or more)**  | [ ]  YES [ ]  NO  | Submit 90 days in advance (timeline attached). City of Kelowna’s Large Events process applies.  |
| **Alcohol served** | [ ]  YES [ ]  NO  | Answer the additional questions below. |
| **Amplified sound (PA, DJs, live music)** | [ ]  YES [ ]  NO  | Include details on volume management. |
| Barbeques or open flame | [ ]  YES [ ]  NO  | Include precise details below.  |
| **Extreme sports** | [ ]  YES [ ]  NO  | Detail the activity and supporting equipment used. |
| Potential for environmental impact  | [ ]  YES [ ]  NO  | Include description of impact (i.e. garbage, impact to turf, chemical release, use of generators) |
| 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.  |
| Temporary installations | [ ]  YES [ ]  NO  | Include details in your event description, including site map, duration, and nature of installation. |
| **Traffic changes or closures** | [ ]  YES [ ]  NO  | Submit a Traffic Management Plan to the Traffic Management Committee for approval.  |

|  |  |
| --- | --- |
| **ALCOHOL**Complete this section if alcohol will be served at your event. Events serving alcohol are subject to additional requirements outlined by the province. | Served by Scholars’ Catering? [ ]  YES [ ]  NO Is alcohol being sold? [ ]  YES [ ]  NO Staff/faculty only? [ ]  YES [ ]  NO Is there a charge to attend? [ ]  YES [ ]  NO  |
| **OTHER POTENTIAL TO INTERFERE** | [Please provide details related to any items where you checked “yes” above, such as the nature of the activity, i.e. live music and names of performers, names/topics of guest speakers.]  |
| **UBC SPONSOR NAME** |  | **APPROVAL** [ ]  RECEIVED [ ]  PENDING  |
| A UBC sponsor is a relevant Dean, Director, AVP or relevant UBC leader who supports the event in principle.  |

**Event Submission**

Please save this form and submit as attachment to operations.ok@ubc.ca for review with any relevant attachments (i.e. site map).

**Resources**

For assistance with your Safe Event Form, email operations.ok@ubc.ca.

## Attachments checklist

Please ensure that relevant attachments are provided with your event application. Relevant attachments may include:

[ ]  Liability Insurance(external and off-campus only)

[ ]  Special Events Permit

[ ]  Site Map

[ ]  Potential to Interfere checklist (see Appendix A)

[ ]  Large Events checklist (see Appendix B)

## 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 may contact operations.ok@ubc.ca.

**Approvals Section**

## 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):**  |

## Facilities Management Review and Recommendations

*To be completed by Facilities Management*

|  |  |
| --- | --- |
| [ ] [ ] [ ] [ ] [ ]  | **Additional garbage/recycling bins required required** **Additional power required** **Sprinkler shutdown required** **Chargeable** * **Cost Recovery: CC\_\_\_\_\_\_\_\_ PM\_\_\_\_\_\_\_\_\_\_**

**Other:**  |

## Determination of Approval

*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]  |

**Appendix A – Potential to Interfere Checklist**

### Preferably 30 but no less than 10 business days prior to event

The Event Organizer:

[ ]  Reserves event venue by submitting a request to the Central Booking Office (CBO).

[ ]  Submits *Safe Event Application* form to CORM with required documentation

[ ]  Applies for approved vendors to supply physical barriers/fencing, port-a-potties, and lighting if required

[ ]  Advises University departments of event for information purposes and addresses concerns (FM, SHCS, Parking Services, etc)

[ ]  Arranges contracts with event security, first-aid, and emergency services

Safe Events Committee:

[ ]  Once reviewed and recommendations are made, Safe Events Committee submits application to Director of Campus Operations and Risk Management Services (CORM) and University Relations for pre-approval

Campus Operations and Risk Management:

[ ]  If required, Safe Event Application Form with documentation is submitted to UBC Executive for approval and signature.

Events organized by faculty and staff may not require executive approval at the discretion of the Director, CORM. All events organized by students require executive approval, typically from AVP Students.

### 10 business days prior to event:

[ ]  Provide documentation (quotes) to Campus Security for personnel and physical controls (i.e. security, fencing)

[ ]  Approved communication and media plan from University Relations

### 5 business days prior to event:

[ ]  If required, organizer deploys *external communication plan* in consultation with University Relations

### 2 business days prior to event

[ ]  If required, CORM deploys internal communications plan.

### Event Occurs

[ ]  Manage sound in accordance with predetermined decibel limit of 86 decibels.

[ ]  Ensure that music/artists are in compliance with UBC’s Statement on Respectful Environment for Students, Faculty and Staff.

### Post Event

[ ]  Event Organizer: Ensure event site is restored to previous condition and submits work order to Facilities Management as needed. Event organizer is liable for damages and/or restoration services.

[ ]  Event Organizer: responds to concerns from the community.

[ ]  Stakeholders meet with event organizer and revises process as required

**Appendix B – Large Events Checklist**

### 90 days prior to event:

[ ]  Event Organizer must only consider performers/music that will abide by UBC’s Statement on Respectful Environment for Students, Faculty and Staff

[ ]  Acquire sponsorship from UBC Executive – *See Appendix 1*

[ ]  Reserve event venue by submitting a request to the Central Booking Office (CBO).

[ ]  Submit *Safe Event Application* to the office of CORM with required documentation – *See Appendix 2*

[ ]  Submit City of Kelowna Outdoor Events Application to the office of CORM

[ ]  Office of CORM reviews event in consultation with Campus Security and other relevant stakeholders

[ ]  Once reviewed, Director, CORM presents proposed event to Principal’s Executive Committee (PEC).

[ ]  Executive Sponsor provides approval

#### After Executive approval received:

[ ]  Director of CORM provides signature within the City of Kelowna Large Events application.

[ ]  Event organizer submits application to City of Kelowna for review

[ ]  Once City of Kelowna permit has been received and city recommendations have been satisfied, Event Organizer provides a copy to the office of CORM.

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### 60 days prior to event

The Event Organizer:

[ ]  Contracts approved vendors to supply physical controls and infrastructure such as porta-a-potties, fencing, and lighting.

[ ]  Advises University departments of event for information purposes and address concerns (Facilities Management, Services, Student Housing & Hospitality Services, Parking Services, etc.).

[ ]  Develops onsite Traffic Management Plan in consultation with Parking Services and Campus Security.

[ ]  Provides status update on performers/music.

### 30 days prior to event

[ ]  Event organizer submits work orders to Facilities Management (power requirements, irrigation shut-off, waste disposal).

[ ]  Confirmation from production company or responsible entity that all materials and equipment will be removed immediately post event.

[ ]  Event organizer obtains parking and identification cards for all volunteers and event staff if applicable

[ ]  Event organizer notifies BC Transit and taxi companies of event

[ ]  Event organizer ensures approval from University Relations on external communication and media plan

[ ]  Event organizer provides status updates and the following to the office of CORM

[ ]  Provide update on artists, security, first aid quotes, and physical controls: fencing, lighting, and porta-potties including contracts where complete.

[ ]  Copy of signed contracts with emergency services

[ ]  Certificate of insurance (5 million dollars per occurrence/UBCSUO as named insured).

[ ]  Campus Security provides status update to Director, CORM

[ ]  Campus Security provides status update to UBC stakeholders

[ ]  Director of CORM provides update to PEC

[ ]  Pre-event briefing: Scheduled by the event organizer with various stakeholders such as emergency services, the City of Kelowna and Campus Security

### 5 business days prior to event

[ ]  Event organizer deploys *external communications plan* if required and in consultation with University Relations.

### 2 business days prior to event

[ ]  CORM deploys internal communications plan.

### Event occurs

[ ]  Manage sound in accordance with predetermined decibel limit. Currently, UBC Okanagan’s predetermined decibel limit is normally 86 decibels, which is less than the amplified sound restrictions for events similar in nature/capacity held in the City of Kelowna (ex; Centre of Gravity). The current decibel limit is UBC best practice and is in place to minimize disruption to University and neighbouring communities.

[ ]  Music/artists must be in compliance with UBC’s Statement on [*Respectful Environment for Students, Faculty and Staff*](http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf). Non-compliance may result in event interruption or termination.

### Post Event

[ ]  Event Organizer: Ensure event site is restored to previous condition and submits work order to Facilities Management as needed. Event organizer is liable for damages and/or restoration services.

[ ]  Event Organizer responds to complaints in collaboration with University Relations

[ ]  Event Organizer debriefs with stakeholders and revises process as required.