ORGANIZING A SAFE COMMUNITY EVENT
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Crime Prevention Vanier / P C V / Prévention du crime Vanier
Creating a safe community one block at a time
Bâtir une communauté sécuritaire un bloc à la fois

Note : This checklist is not presented in order of importance, is meant as a guide only and should not be considered exhaustive

Before the event:

☐ Obtain a license, insurance and/or park permit for the event	
☐ Research all public transport options (promote car-free options)	
☐ Execute a CPTED (Crime Prevention Through Environment Design)	
☐ Survey the area for potential dangers (i.e. broken sidewalks, pot holes, broken glass or other sharp objects, graffiti, dog poop, cigarette butts, weak or broken tree branches)	
☐ Access to washrooms including a washroom for persons with disabilities	
☐ Plan for impromptu weather (i.e. super hot, windy, rain)	
☐ Provide adequate, safe and secure cycle parking	
☐ Inform emergency services of the event (i.e. paramedics, fire)	
☐ Inform Ottawa Police Service of the event	
☐ Inform City Councillor of the event	
☐ Inform community association & BIA of the event	
☐ Inform community police officer of the event	
☐ Inform area neighbours of the event & give contact information in case of problem	
☐ Ensure that emergency vehicles can gain access	
☐ Ensure that pedestrians & vehicles can co-exist	
☐ Ensure sufficient lighting particularly in obscured areas	
☐ Would a road closure make the event safer?	
☐ Have a pre-event meeting of the volunteers/staff (set expectations, and what if scenarios)	
☐ What is your evacuation plan (incl. rally point)? Communicate with volunteers	
☐ Have grassy areas treated for pests	
☐ Is a permit required for the use of propane?	
☐ How many people can be on the site at one time?	
☐ Think of how best to lower the speed of vehicles – traffic calming measures	
☐ Ensure adequate parking facilities for persons with disabilities	
☐ Do vendors require appropriate insurance and license?	

☐ Appoint one or two individuals responsible for the safety & security aspect of the event	
☐ Ensure that traffic flow has minimal impact on area residents	
☐ Are there any construction sites nearby or planned for the same time as the event?	
☐ Invite OPS, Fire Department, Crime Stoppers, Safer Roads Ottawa to visit the event	
☐ Have risk assessments & mitigating strategies where appropriate (i.e. high volume of cars, sudden violent weather, criminal acts, medical emergency)	
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Venue:

☐ Provide adequate, safe and secured bicycle parking	
☐ Assess the location for full accessibility for persons with disabilities, seniors, and strollers (try walking the site blindfolded!) – no tripping hazards	
☐ Use barricades to contain the event	
☐ Clearly post markers indicating the different features of the event (i.e. map of the event indicating washrooms, bus stop, First Aid, lost & found, privacy area)	
☐ Have areas to wash hands (incl. hand sanitizer)	
☐ Have adequate electrical power or generator	
☐ Ensure all electrical cords are properly taped down	
☐ Ensure that tables, tents, banners, chairs are properly secured	
☐ Minimize vehicle movement on site	
☐ To the extent possible, reduce noise pollution	
☐ Ensure wide entrance & exit	
☐ Segregate / fence potential hazardous areas (i.e. steep decline)	
☐ Clearly mark where the fire extinguishers are (& have buckets filled with sand near electrical equipment or open flames)	
☐ Ensure plenty of parking for vehicles, scooters, bicycles – and assign a volunteer to keep watch	
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Event:

☐ Serve milk, sugar, etc in jugs or bowls rather than in individual packets to minimize clean-up	
☐ Provide (in high traffic areas including exits) and promote recycling on site (incl. separate receptacles for glass, plastic, paper)	
☐ Use recyclable serving supplies, promotional tools, give-aways	
☐ Keep the site free of litter throughout the event (incl. regular emptying of garbage/recycle containers)	
☐ Provide shade, repellant, bottle water, sun screen	
☐ Have a PA system in case of emergency (i.e. missing child)	
☐ Safety officer should ensure that everything is erected safely and adequately & no new safety hazards occur as the event proceeds	

☐ Ensure you have a First Aid station with appropriate staff	
☐ Have a safety officer and event organizer walk the site prior to the event	
☐ Identify the ingredient of the food or warn against allergies	
☐ Folks serving food should be properly attired (i.e. gloves, hair nets)	
☐ Clearly indicate where the First Aid kiosk is and tell parents to show it to their children	
☐ If there are live animals, ensure proper protocol is enforced	
☐ If dogs are not allowed, ensure that it is announced & enforced. If dogs are allowed, provide poop bags, water dishes and/or kids' plastic pool(s) and proper receptacles for disposal of poop bags. Dogs must be leashed or must be muzzled?	
☐ Enforce parking time limit if applicable	
☐ Restrict pedestrian access during set up	
☐ Vendors are provided with event emergency plan	
☐ Vendors, performers have cell # of organizers	
☐ Exits should remain clear at all times during the event	
☐ Ensure there are no marquee pegs or electrical cords sticking out	
☐ No daisy chaining of extension colds	
☐ Ensure that proper cash handling procedures are in place	
☐ Have a Lost & Found area that is clearly identified	
☐ Have barriers around the site to control comings & goings	
☐ Have a clear chain of command & control	
☐ Ensure that the put-up/take-down of structures are done by experienced persons	
☐ To avoid smoking near entrances/exists, identify a nearby smoking area & provide buckets.	
☐ Ensure that there is handwashing facilities for the vendors' use?	
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Volunteers/Staff:

☐ Ensure the volunteers are clearly identifiable (i.e. reflective vests)	
☐ Ensure the 'security' volunteers are clearly identifiable (i.e. 'Security' t-shirts)	
☐ Share the cell # of all organizers with volunteers (and vice versa)	
☐ Ensure that litter-picker-uppers have the appropriate tools to do the job safely	
☐ Identify the nearest hospital to the volunteers	
☐ Have volunteers at all entrances & exists	
☐ Have a volunteer do periodic head-counts	
☐ Have parking attendants	
☐ All volunteers should have name tags	
☐ Ensure that volunteers rotate so not one volunteer is overburdened or over exposed to the elements	
☐ Provide meal vouchers to volunteers	
☐ Ensure you have enough volunteers in case you want to assign a volunteer to a suspicious person or a person that might need special care or attention	
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Post-event:

☐	Request feedback from participants	
☐	Ensure that you are leaving the site as you found it – or better! Clean-up is everyone's responsibility including vendors & performers!	
☐	Have a post-event meeting to assess best practices, lessons learned, ways to improve	
☐	Send thank you letters to volunteers, venders, performers, special guests	
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