

# Pre-Activity/Event Checklist & Planning Document for PACs

*The following pre-activity/event checklist is intended to demonstrate that the activity/event organizers have properly planned this activity/event in order to prevent accidents and handle emergencies if (when) they occur and will help you prepare an appropriate emergency plan. Please also refer to the “Sanctioning Requirements and Guidelines for PACs” **Please attach any additional risk management information as it relates to the event.** Checklist items may not apply to certain PAC activities/events.*

## Activity/Event Support Team

How many staff and volunteers do you plan to involve? \_\_\_\_\_

Who is the activity/event Safety Coordinator? \_\_\_\_\_

Who is responsible for planning and leading emergency procedures? \_\_\_\_\_

Who is responsible for inspecting the activity event site for possible hazards? \_\_\_\_\_

Who is responsible for coordinating officials and insuring that all rules are followed? \_\_\_\_\_

Who is responsible for relaying activity/event rules and possible hazards to participants?

-----

## Emergency Plans

All activity/event management must be briefed on emergency procedures, both for spectators and participants. Briefing should include procedures to follow in case of medical or other emergency, including location of medical personnel, emergency evacuation plans, location of communication equipment, etc.

What are your procedures for medical emergencies? \_\_\_\_\_

\_\_\_\_\_

Are there emergency vehicles on site? \_\_\_\_\_

What are your plans for emergency communication? \_\_\_\_\_

\_\_\_\_\_

Briefly, what are your plans for emergency evacuation of spectators and participants? \_\_\_\_\_

\_\_\_\_\_

## Activity/Event Site

How many participants are you expecting? \_\_\_\_\_

How many spectators are you expecting? \_\_\_\_\_

Are there safety boats, and if so, how many and how will they be used? \_\_\_\_\_

\_\_\_\_\_

What provisions are being made for shelter from sun, heat or cold? \_\_\_\_\_

What provisions are being made for drinking water and toilet facilities? \_\_\_\_\_

How will you manage spectators? \_\_\_\_\_

The following information is provided to help activity/event organizers in their activity/event planning. Responses to these guidelines are not requirements that must be submitted. However, answers may have already been provided above. The ACA suggests you include them with your certificate request.

**Organizing Party**

- Who is the primary activity/event organizer (name, ACA number, address, and phone number)?
- Who is the primary sponsoring entity? (i.e., Paddle America Club)
- List names and contact information for co-organizers.
  - Who is in charge of first aid and emergency response? (List his/her qualifications.)
  - Who is in charge of event safety overall?
- How many event staff, including volunteers, will assist during set-up, during the event, and during cleanup?
- Provide ratio of staff to participants.
- Schedule a pre-event participants meeting. List time, location and person in charge. Create a written agenda of items to discuss.
- Include any other personnel information.

**Activity/Event Site**

- Prepare a detailed description and/or map of the activity/event site.
  - Show first aid stations and emergency access points.
  - Show water access areas, parking, camping and other pertinent areas.
  - Identify known and potential hazards.
- Arrange for land access permission. Many state, county, city, and private landowners require at least a 30 day notice and a permit application along with proof of insurance in order for us to receive land permission.
- List the names, addresses, and phone numbers of any private owners or public agencies that have given permission for the use of their property during the activity.
- Record the date, description, contact person and phone number for each permit obtained. List the names of vendors, types of goods (food, accessories, souvenirs, etc.), and any signed contracts.
- Include any other site considerations.

**Insurance**

- Date ACA activity/event insurance was applied.
- Names of property owners/sponsors requiring a certificate of insurance.
- Date certificate of insurance was received.

- ❑ Who needs to receive a copy of the certificate of insurance?
- ❑ If the activity/event includes automobile transportation, are the drivers properly licensed and insured?
- ❑ Who will be in charge of sending in all final report forms to the ACA after the activity/event?

**Activity/Event Details**

- ❑ How many participants do you expect? How many spectators?
- ❑ When and where will the activity/event take place, including foul weather alternatives?
- ❑ Record the average weather and water conditions for this time of year.
- ❑ Prepare a safety plan including:
  - Safety boats - quantity, private or law enforcement, placement, and ratio to participant boats.
  - Safety equipment - throw ropes, safety rings, flares, spare paddles, etc.
  - Communication - land phones, cell phones, two way radios, PA system, etc. Ensure each communicator knows who to call in case of emergency. Lead contact must have updated list of all emergency (first aid, rescue, law enforcement) personnel listed in jurisdictions. Sufficient information on where emergency access exists must be made available to 911 services.
  - Method for maintaining an accurate count of people on the water.
  - Method for evaluating water and weather conditions to make the “go/no go” decision.
- ❑ Prepare an emergency plan including participant and spectator evacuation, and detailed record keeping with an incident report form.
- ❑ Copy ACA waivers for signature by all non-ACA participants or non-PAC members.
- ❑ Copy activity/event rules and make them available for distribution.
- ❑ List other considerations or conditions that may affect the activity/event.
- ❑ List procedures for cleaning up after activity/event.
- ❑ HAVE FUN!!!