



# Risk Planning Tool

## *For Special Events, School Activities, and Field Trips*

Complete at a minimum of 15 days prior to the event being held on School District Campus.

This tool is designed to assist you in planning your Special Event. The audience for this tool is designed to be used in coordination with the most recent copy of the Special Event Risk Planning Guide (SERPG) (see link below) along with the rules and directives set by each department. PTA, PTO, PTSA must fill out the Risk Planning tool for Leasing.

**Audience:**

- After School Program Directors
- Club Sponsors/Boosted Clubs
- Department Heads & Directors
- Project Graduation Coordinators
- School After Care Directors
- School Based Admin
- Summer Camp Directors

Name of School or Facility	Website Address (if applicable to event/company)		
Name of Lessee, (PTA/PTSA/PTO, Booster Club, For Profit Educational Services provider, etc.)			
Contact Name of Person Completing Tool?	Title	Phone#	Email Address
Contact Name of Person Vendor #1	Title	Phone#	Email Address
Contact Name of Person Vendor #2	Title	Phone#	Email Address

<b>1. DESCRIPTION OF EVENT (attach any flyers, brochures, etc.):</b>					
Date of Event	Length of Event	Hours: Start	Hours: Finish	Maximum Daily Attendance	Total Daily Attendance

Will this be open to the public?      Yes      No

Will there be participants on site during the night (after midnight or before 6:00am)      Yes      No

**2. Have you reviewed the latest version of the Risk Planning Guide?**      Yes      No

**What type of activities are Planned?**

Green Light Activities?      Yes      No      Describe:

Yellow Light Activities?      Yes      No      Describe:



**Risk Planning Tool, cont.**

**6. RUNNING/WALKING BICYCLE EVENT - (Reminder: Color Runs are a red light activity):**

Running/Walking/Bicycle Event?      Yes      No      N/A

Is the route free of hazards and clearly marked?      Yes      No      N/A

Will all pedestrians and vehicular traffic be separated and rerouted?      Yes      No      N/A

Will "color powder/paint" be part of the event?      Yes      No      N/A

**NOTE: If yes, you must reach out to Risk and Benefits Management to review the materials being used.**

**7. PROJECT GRADUATION, PROMS AND DANCES:**

Are students allowed to leave and return?      Yes      No      N/A

What events are being planned for this event?

Yellow Light: \_\_\_\_\_

Green Light: \_\_\_\_\_

**8. HOMECOMING:**

A. Will golf carts be used?      Yes      No      *NOTE: Golf cart certificate training required. District personal and certified volunteers only.*

B. Parade Floats      Yes      No

How is it being built?

Who is driving?

Auto Insurance?      Yes      No      Name of Company?

Will float have secure spots for students/faculty to sit or stand?      Yes      No

C. Alumni flag football game?      Yes       No

D. Bonfire?      Yes      No

Does the municipality or city, county require a burn permit?      Yes      No

Desired location of the burn?

E. Police involved?      Yes      No

Adequate firefighting equipment?      Yes      No

Extinguishers?      Yes      No

What fuel will be used?

**REMINDER: School Police and Risk Management MUST BE CONTACTED if a bonfire is being considered.**

**Risk Planning Tool, cont.**

**9. ANIMALS OR REPTILES: (Event shall be in compliance with School Board Policy.)**

Will there be animals or reptiles at the events?      Yes      No

**NOTE: Lessees are not permitted to bring animals on School District property.**

**10. TRAFFIC CONTROL:**

Is traffic control needed?      Yes      No

Will they have a safety vest available and/or be dressed in bright colors?      Yes      No

Are parking areas properly designated?      Yes      No

Will there be adequate parking?      Yes      No

What are the alternate parking plans if needed?

**NOTE: If this is a highly visible event or controversial in nature, Risk Management must be contacted in regards to content of activity and size of expected crowds.**

**11. FIRST AID: (Example PTA/PTSA/PTO Events)**

Will first aid be available for the event?      Yes      No

Will the schools AED(s) be available for the event participants?      Yes      No

Will first aid/CPR certified District staff be on site in the event of AED operations?      Yes      No

**12. HOLD HARMLESS AND INSURANCE REQUIREMENTS:**

Does the lessee have liability insurance in the same name as the applicant entity?      Yes      No      N/A

Does the insurance meet the minimum Polk County School Board requirements? If yes, attach certificate      Yes      No      N/A

Will the lessee hold the Polk County School Board harmless?      Yes      No      N/A

Will any and all additional sponsor/vendors agree to hold the District harmless?      Yes      No      N/A

**NOTE: The Polk County School Board shall be listed as additional insured on all general liability certificates of insurance.**

Will any vendors be providing staff for operation and supervision of equipment?      Yes      No

If yes, vendor shall provide sponsor with proof of workers' compensation insurance coverage certificate in the amount of Florida statutory coverage requirements.

Will the lessee/vendor be bringing motorized vehicles (box trucks, bus, tractor trailers?) on campus to load/unload?      Yes      No

If yes, lessee/vendor shall provide sponsor with proof of minimum Polk County School Board required automobile insurance coverage.

Will lessee/vendor be bringing golf carts for use?      Yes      No

**NOTE: Lessees/vendors are not permitted to use District Golf Carts.**

**Risk Planning Tool, cont.**

**Filming:** Have you contacted Public Relations regarding filming? Yes No

**13. SINGLE SOURCE - WAIVERS AND "RIGHTS OF CONTENT" signed?** Yes No

**14. FOOD SERVICE PROVIDED:**

What types of food and or drinks are being served the event?

Food allergies warnings posted? Yes No

Will School Food Service personnell be serving food at the event? Yes No N/A

Will food trucks be at the event? *If yes, attach all the required documents* Yes No N/A

**15. Is the Polk County School Board site being leased for a funeral/wake/repass/memorial service** Yes No

Will the lease take place while students are present? *Caskets are not allowed.* Yes No

**Is this a highly visible event or potentially controversial in nature? If yes, notify Risk Management.** Yes No

**Be sure to review the most recent Bulletins for Special Events and the most recent Special Events Risk Planning Guide updated yearly on the Risk Management home page. Also, you must comply with the department rules and regulations.**

*Leasing Coordinator*

*Principal or Director Signature*

*District Office*