



Sertoma Insurance Program

Sertoma, Inc. is pleased to present your Lockton Companies Team. Insurance professionals are just a phone call away. Please do not hesitate to call for direction and assistance regarding our insurance program.

Coverage questions: **Terri McClaskey, AVP** **(816) 960-9241 direct phone**
 Account Executive **(816) 783-9241 direct fax**
 E-mail address tmclaskey@lockton.com

Peggy Henley, VP **(816) 960-9026 direct phone**
 Unit Manager
 E mail address phenley@lockton.com

Main office: **Lockton Companies**
 444 W 47th St, Ste 900
 Kansas City, MO 64112
 (816) 960-9000

Sertoma, Inc. an insurance program which includes the following:

General Liability Insurance – Philadelphia Insurance - Policy #PHPK462517
Hired & Non Owned Automobile Liability - Philadelphia Insurance - Policy #PHPK462517
Employee Dishonesty Coverage (volunteers are defined as employees) Philadelphia Insurance - Policy #PHPK462517
Umbrella Liability - Philadelphia Insurance - Policy #PHUB282762

Who Is Insured?

Sertoma, Inc.
Their clubs, districts, regions, chapters, Serteen, Collegiate clubs
Sertoma Canada

Club members and volunteers are also insured's when involved in Sertoma activities.

General Liability – Coverage outline

The Limits of Liability are:

\$1,000,000	each occurrence (Bodily Injury and Property Damage)
\$2,000,000	Annual aggregate limit
\$15,000	Medical Payments coverage
\$300,000	Fire Legal liability
\$1,000,000	Hired & Non-owned Automobile Liability
\$1,000,000	Liquor Liability

Coverage basics:

Sertoma, Inc.'s General Liability Insurance Policy protects clubs and club members in their activities, while acting within the scope of their duties. The policy provides coverage for the insured for their liability for bodily injury and property damage arising from accidents on premise or in the course of their business operations. This Policy also provides medical payment benefits to third parties without admission of legal liability. In addition, Sertoma club members are covered for medical payments up to the policy limit, however coverage only applies while working at a Sertoma sponsored event. Medical payments will not be extended to club members if injured while attending a Sertoma club meeting, conference, convention, etc. This coverage applies either on club premises or at club events where you may be held responsible by contract for that premises.

Coverage extensions:

- Premises, Operations and Activities
- Contractual Liability
- Personal Injury Coverage
- Incidental Malpractice
- Liquor Liability including Host Liquor (except in excluded states noted below)
- Products and Completed Operations
- Broad Form Property Damage
- Fire Legal Liability
- Hired and Non-owned Automobile

COVERAGE LIMITATIONS:

Host Liquor -

Host Liquor Liability is included when alcoholic beverages are served by others at functions incidental to your club activities.

Hired & Non Owned Automobile -

Liability for the use of automobiles (including buses and trailers) owned or leased by the named insured are not covered, but liability (not comprehensive or collision coverage) for the use of non-owned automobiles and hired automobiles is covered. If a Sertoma organization owns an automobile (or other vehicle), it must be insured separately.

Special Events –

Events and activities held throughout the year are automatically covered under your General Liability policy with the following exceptions, subject to terms, conditions and exclusions:

- The following activities require Special Event Coverage and are excluded under the General Liability policy:
 - a. Parades
 - b. Any event involving Aircraft
 - c. Motorcycle runs and automobile rallies
 - d. Fireworks
 - e. Firearms
 - f. Animals
 - g. Carnivals and fairs involving mechanical rides
 - h. Rock, Hip-Hop or Rap concerts
 - i. Events including contact sports – Contact sports are those sports where regular physical contact is expected, football, wrestling, boxing, rugby, etc.
Non-contact sports include such sports as golf, tennis, softball, baseball, basketball, cheerleading, etc.
Participants are **not** covered at any time for the sport activity; they should carry their own accident coverage.
 - j. Rodeos
 - k. Political Rallies
 - l. Any event lasting more than ten (10) days
 - m. Any event with more than 1,000 people present at any one time (volunteers do not count toward this number)
 - n. Any public event where liquor is being sold, either directly or as part of a ticket in the following states due to their state specific laws: Alabama, Alaska, District of Columbia, Hawaii, Iowa, Louisiana, New Hampshire, Vermont, & West Virginia. Additional coverage will need to be obtained elsewhere.
 - o. Mechanical devices (Roller Coasters & Ferris Wheels)
 - p. Rock Climbing Walls
 - q. Moon Bounces (any and all inflatable devices)

The club will need to submit a Special Event – General Liability Supplemental Application for all events. The Special Event – Liquor Liability Supplemental Application will also be required whenever alcohol is present. Both forms follow this section of the manual. The other events listed above may require the purchase of additional coverage as well under a separate Special Events policy. If you have any questions regarding events or the need for additional coverage please contact your Lockton representative for assistance.

Although we have attempted to list specific exclusions, other club activities may be considered unreasonably hazardous. If your club sponsors an activity that might fall within this category, you should check with Lockton Companies several weeks prior to the event for a specific determination of coverage. In doing so, you will help us to limit your exposure to personal liability.

Activities Involving Outside Contractors/Vendors – protect yourself from the liability of others:

In general, the policy applies to normal operations and activities of clubs and Divisions. It is emphasized that proper certificates

of insurance must be obtained from any party who conducts or assists in conducting any activity sponsored by Sertoma. Operators of carnivals, fairs or rodeos, concessionaires or any other parties conducting functions for Sertoma must carry their own liability insurance, and their policy should also name the club, International and division as additional-insured parties.

Additional Coverage

Professional Liability –

This coverage provides protection for the errors and omissions for which the club may be held legally liable in their work as a human service organization. The policy provides coverage in the amount of \$1,000,000 each incident and \$2,000,000 annual aggregate limit.

Employee Dishonesty Coverage -

Protection is provided up to \$250,000 for loss because of a dishonest act committed by an employee acting alone or in collusion with manifest intent to cause the insured to sustain a loss and the dishonest employee to obtain financial benefit.

Umbrella Liability -

Umbrella Liability is provided to extend your General Liability and Hired & Non owned Automobile Liability by an additional \$1,000,000 limit. This policy follows the underlying coverage and is subject to the same terms, conditions and exclusions.

Request for Certificates of Insurance

If the need for proof of insurance is requested please complete the Special Event – General Liability Supplemental Application form that is provided following these insurance pages. You can fax, or e-mail your request to Lockton as outlined on the form. The individual/organization requesting the certificate will be mailed the certificate automatically. The club will be sent a copy as long as an address, e-mail or fax is provided. Sertoma, Inc. receives a copy of all certificates issued. Before using photocopy a quantity of the blank form for your files and future use.

Requests for Certificates:

Terri McClaskey
(816) 960-9241 - direct phone line
(816) 783-9241 - direct fax line
tmclaskey@lockton.com – email address

Are We Insured?

Typical questions and answers are provided to explain coverage within this program:

- Q.** Is there coverage for fire legal liability for damage to contents of buildings, such as furniture, carpeting, fixtures, when rented to or used by Sertoma? –
- A.** No. Property you own or have regular access to should be covered by a property policy in the name of your club.
- Q.** Is there coverage for fire legal liability for damage to buildings rented to or used by Sertoma?
- A.** Yes, coverage is limited to \$300,000 please review your lease requirements and call your Lockton representatives should you need assistance.
- Q.** Are Regional, District and other Sertoma Conventions and meetings covered?
- A.** Yes as respects the general liability coverage outlined above. Any convention or meeting lasting ten days or more must submit the Special Event – General Liability Supplemental Application prior to the event.
- Q.** Is there any fire protection for buildings and contents owned by Sertoma?
- A.** No. Owned property should be protected by a property policy in the name of the club.
- Q.** Are athletic events, horse shows, picnics, parades, pancake days, dances, contests and similar activities covered?
- A.** You must refer to the Special events section of the insurance outline to determine the answer to this question, when in doubt call and find out!
- Q.** Is an injury or damage caused by a Sertoman assisting on a Sertoma project covered?

- A. Yes, subject to the terms and conditions of the policy, coverage applies to bodily injury & property damage to others for which you are held legally liable while acting on behalf of Sertoma.
- Q. Does coverage extend to the operation of automobiles (including buses and trailers) loaned to Sertoma organizations?
- A. Yes, the policy provides excess and contingent coverage only. There is no comprehensive or collision coverage on such vehicles. If your club owns or leases an automobile or trailer, it will not be covered under our policy.
- Q. Does the policy apply to food poisoning?
- A. Yes, if Sertoma is held legally liable for the bodily injury to third parties.
- Q. Our club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Do we need separate liability insurance?
- A. Coverage requirements vary by State on trailers. Please check on your State requirements as they differ based on size and weight of trailers, license requirements may not be the only factors. If you do need coverage, then you need to purchase an auto liability policy and comprehensive and collision coverage as you desire.
- Q. Are foundations or affiliated or sponsored organizations operated or controlled by local clubs covered?
- A. Foundations or similar organizations incorporated as separate entities must be responsible for their own insurance requirements.
- Q. Our club sponsors a speech and hearing clinic. Are we covered for malpractice on the part of a licensed physician or nurse we would employ? Is the doctor who donates his services covered?
- A. No. Obtain certificates of insurance from professionals doing testing and from owners of facilities and/or trailers.
- Q. If volunteers were injured while working on behalf of Sertoma, would they automatically be covered under the medical payments?
- A. Yes, volunteers can collect under medical payments.
- Q. Am I covered under medical payments if I am injured while working as a “volunteer” at a Sertoma sponsored event?
- A. Yes, club members can collect under medical payments. (This is a new coverage effective April 4, 2007.)
- Q. Where may I receive additional information about Sertoma’s comprehensive insurance coverage?
- A. Direct all inquiries to Lockton Companies, Terri McClaskey (816 960-9241) or Peggy Henley (816-960-9026).

The policy is designed to cover the usual and customary activities of Sertoma clubs. It does, however, exclude unusual events like those mentioned above. The policy also includes exclusions that include war, nuclear, auto, aircraft, and watercraft. Losses involving property in your care, custody or control is also excluded. All coverage is subject to the specific terms, conditions and exclusions of the policy.

This material explains the general purposes of the insurance but in no way changes or affects the policy that is actually provided through Lockton Companies.

Claims Procedure

General Information

The **prompt** and **proper** reporting of **all losses and potential claims** is the key to effective loss adjustment and the ultimate success of your insurance program.

There may be times when you are unsure if an incident that occurs requires reporting. If a situation does arise and you are unsure of what to do, you may call the Client Service Team at Lockton Companies. One of the team members will be glad to assist you.

Client Service Team Phone..... 816-960-9666
Client Service Team Fax 816-960-9608
Client Service Team E-mail..... KC-CST@lockton.com

Emergency/After Hours

PHONE: 1-800-765-9749 - there is 24 hour catastrophic loss assistance available through your program with Philadelphia Insurance Company.

ONLINE: www.phly.com

FAX: 1-800-685-9238

E-MAIL: claimreport@phlyins.com

MAIL: Philadelphia Insurance Companies

Attention: Claims Department

One Bala Plaza, Suite 100

Bala Cynwyd, PA 19004

Loss reporting instructions for General Liability

In the event of a situation that might give rise to a claim, do the following:

1. Secure first aid for the injured person, if necessary.
2. Secure name, address and telephone number of the injured person and all details of how the injury or damage occurred.
3. Secure names and addresses of any witnesses.
4. **Never make any commitment.** Obtain the facts as given to you on the situation and let injured party know that the incident will be reported for immediate action.
5. **You can never give us too much information!** Details of conversations and the attitudes of the involved parties will be of help in evaluating the situation.
6. Telephone or fax all losses to:

Client Service Team	Direct Line	816-960-9666
Lockton Companies	Main Line	816-960-9000
444 West 47th Street, Suite 900	Fax Number	816-783-9000
Kansas City, MO 64112-1906		

Any letters, bills, suit papers . . . everything received by you pertaining to a claim **must be mailed in immediately** to Lockton Companies.

Sertoma Club Loss Control Information

SERVICE CLUBS AND MEMBERS HAVE TO FIGHT FOR THEIR CAUSES

During a recent fundraising event of the ABC Service Club, Mrs. A. Smith of 123 Main Street tripped on an unsecured power cord, resulting in minor head injuries and a broken hip. Though her direct medical costs were provided for, Mrs. Smith brought separate lawsuits against the ABC Service Club and each of its members for lost wages and pain and suffering.

Even though the club carried liability insurance, the members had not properly maintained the club's incorporation, leaving them exposed to individual liabilities. Fortunately, a settlement was negotiated with the club and its insurance carrier, and the suits against the individual members were dropped.

As one member stated, "We never thought the cause we would be fighting for was protecting the future of our club and families in court – we do not plan to stop working to help our community, but we will no longer believe good intentions are enough protection."

PREVENTION IS PRICELESS

You would not want to be the club in this example, and there are numerous ways you can protect your club and members. Two of the most important are the liability insurance provided through Sertoma, Inc. and properly incorporating your club – and then maintaining the incorporation by filing the required annual reports.

Loss Prevention at Fundraising Events

We can support our sponsorships because of our ability to raise funds in our communities. This ability to conduct events is directly related to our ability to retain liability protection for our clubs and members. During the past decade, as costs for insurance have soared, so too have the requirements to maintain a policy. At the same time, coverage is no longer available for many "high risk" activities. For example, we currently cannot obtain coverage for youth programs at our International Convention. For some organizations, availability itself is an issue. We are fortunate that Sertoma, Inc. has not been as dramatically impacted by these changes as have many of our peer organizations.

It is essential that every club and member work to maximize our protection by limiting losses during club fundraisers and activities. The insurance carrier, even if it does not lead to a claim being paid, tracks every report of an incident. The frequency of reported incidents and claims has a significant impact on our policy costs, even if the dollar amount of claims paid is relatively low.

We are working closely with our carrier to ensure that we manage our costs and protect our coverage. At the recommendation of our carrier, we will be increasing our education efforts to help our clubs better manage the risks associated with fundraising events.

Great Food, Cold Drinks, Good Times, Big Problems

Whether directly, or through outside contractors and vendors, it is critical that your club is prepared when hosting an event that serves food and beverage or provides other entertainment. There are numerous issues that can evolve into a claim against your club. Some potential claims include tainted food, personal injury, inadequate security, poor crowd control and product liability.

In reviewing our incident record we see many of these issues, but the most common is personal injury in the form of a "slip and fall." So how do we protect ourselves and limit accidents from occurring?

Little Acts, Big Solutions

We may not be able to prevent every accident, but many can be avoided by systematically making sure that the event is as safe as possible. It begins with an initial inspection of your site, but there are several other steps you should take to maximize your protection.

- **Appoint a Risk Management Chair:** It is important to assign a member who will be responsible for safety issues before and during your event. This person does not need to have formal safety training, but should have an understanding of the issues, as well as the authority to correct conditions impacting public safety. During the event the chair and his/her assistants should

constantly monitor and correct potential problems, such as wet floors and keeping exits clear. In most communities, your police, fire and health departments will be willing to help your chair perform an evaluation of your public safety issues.

- **Develop a Comprehensive Checklist:** Most events are more than one-time activities, so take the time to develop a safety checklist for each event. This is an important tool for volunteers to ensure no area is overlooked. The list should be a working document that records the results of your inspections and risk prevention efforts. This is important information should an incident or claim occur. Accidents do happen, but there should never be a concern of negligence on the part of your club. A generic checklist can be found at the end of this section or at www.sertoma.org.
- **Complete an Incident Report:** The Incident includes the date; time; name, address and contact numbers of the “wronged party”; the club’s and/or medical personnel’s description of the incident and the location where it occurred; follow-up by the club; and the name of the club member/medical personnel who completed the Incident Report. It is suggested that you document *all* incidents, no matter how minor they are perceived to be, *for your records* (do not send these reports to Headquarters or to the insurance company). *Example:* A year after an event, there was serious injury claimed by a Ferris wheel rider during the event. The event director was able to avoid a lawsuit by referring to the original Incident Report that listed every person, even to the number of Band Aids distributed. Thus, the event personnel would have completed an Incident Report for serious injury of the type claimed. Clearly, the lawsuit was dropped. A generic incident report can be found at the end of this section or at www.sertoma.org.
- **Obtain proof of licenses and insurance from vendors:** Not all states require licenses for vendors or contactors, but if your state does, make sure that they have current and valid licenses. You should have a copy in your safety file. In addition, you should require a certificate of insurance verifying proof of appropriate coverage. The dollar amount of the coverage should be as high as Sertoma, Inc.’s coverage (currently \$2 million). Again, keep this certificate on file permanently in case a claim is filed months or even years after an event.
- **Vendors should sign an Indemnification Agreement:** All vendors should sign an Indemnification Agreement or Hold Harmless Agreement in favor of your club. Most claims will be filed on the theory of joint and several liability. This means that the plaintiff will try to recover from as many sources as possible. If a vendor sells tainted food or does not clean up a spill that results in a fall, you will be held liable unless you have a properly executed Indemnification Agreement that assures any financial loss is borne exclusively by the vendor. A sample indemnification agreement can be found at the end of this section or on the Sertoma Web site, www.sertoma.org.

PRESERVE YOUR PUBLIC IMAGE

Your fundraising activities do more than just raise important and needed funds. They should also be key avenues to raise public awareness of Sertoma in your community. Your ability to manage risk and assure that issues of public protection are handled in a competent and professional manner are important elements of building positive public awareness of your club and event.

(We wish to thank American International Group, Inc. (AIG) and Charles Morgan of Safety Resources, LLC, for providing source material.)

Sertoma, Inc. and its Subsidiaries Insurance Forms

1. Special Event – General Liability Supplemental Application
2. Special Event – Liquor Liability Supplemental Application
3. Sertoma Club Incident Report - Special Events
4. Sertoma Club Indemnification Agreement - Special Event
5. Sertoma Club Comprehensive Safety Checklist – Special Event



Sertoma, Inc. and its Subsidiaries
 Special Events – General Liability Supplemental Application



Lockton Companies
 Attn: Terri McClaskey
 444 West 47th Street, Suite 900
 Kansas City, MO 64112

Fax: (816) 783-9241
 Phone: (816) 960-9241
 E-mail: Tmcclaskey@lockton.com

1. Name of Event: _____

2. Date(s)/Time: _____

3. Detailed Description: _____

4. Location where event is held: _____

5. Number of participants: Maximum at one time: _____ Total during event: _____

6. Net revenue generated: _____

7. Number of volunteers: Sertomans: _____ Non-Sertomans: _____ Total _____

8. Is a sporting activity being played? Yes No

If Yes: Which sport? _____

Are participants required to sign a waiver? Yes No

Do participants have to show proof of personal health insurance? Yes No (participants are excluded under standard CGL)

Are lifeguards on duty? Yes No Are they hired by the club at place event is being held? Yes No

Are they lifeguard certified? Yes No C.P.R. trained? Yes No

9. Is alcohol being served? Yes No

If yes: The club must fill out the Special Events – Liquor Liability Supplemental application on the next page.

10. Name/Address of individual or organization requesting proof of insurance, include their interest in event:

Name: _____

Address: _____

Preferred delivery method for certificate: Mail Fax _____

E-mail _____

Individual or Organization needs to be named as additional insured: Yes No

Do we need to provide a certificate of insurance? Yes No By Date: _____

If you have more than one individual/organization requesting a certificate, please include those on an additional piece of paper.

11. Club Name/Address/Member Contact/Phone/E-mail:

Club Name: _____

Member Name: _____

Address: _____

Phone: _____ E-mail _____

12. Preferred delivery to club: Mail E-mail _____

Fax () - Attn: _____

The individual/organization requesting the certificate will be sent the certificate automatically. The club will be sent a copy as long as an address, e-mail or fax is provided. Sertoma, Inc. receives a copy of all certificates issued.



Sertoma, Inc. and its Subsidiaries
Special Event – Liquor Liability Supplemental Application



Lockton Companies
 Attn: Terri McClaskey
 444 West 47th Street, Suite 900
 Kansas City, MO 64112

Fax (816) 783-9241
 Phone (816) 960-9241
 E-mail: Tmcclaskey@lockton.com

1. Name of Event: _____
 Date(s) of Event: _____ Event Hours: _____
 Description of Event _____

Number of Participants:
 Maximum at one time: _____
 Total participants: _____

Revenue Generated:
 Net total revenue: _____
 Total liquor revenue: _____

- 2. Is the Liquor License in your name? Yes No
 If Yes, is it an annual license? Yes No
- 3. Have you ever been assessed a fine or violation of a law concerning the sale, serving or providing of alcohol? Yes No
 If Yes, explain: _____
- 4. Have you had any occurrences that have arisen out of the sale, serving or providing of any alcoholic beverage? Yes No
 If Yes, explain: _____
- 5. Has your liquor liability insurance been canceled or non-renewed in the last 3 years? Yes No
 If Yes, explain: _____
- 6. Are your employees or volunteers serving liquor? Yes No
 If No, who is serving: _____
 and do you secure Certificate of Insurance from the contracting party? Yes No
- 7. Are servers, bartenders and parking valets required to participate in alcohol awareness programs, i.e. T.I.P.S.? Yes No
- 8. Are bartenders hired by the club at place the event is being held? Yes No
- 9. Is there a Designated Driver Program or escort service provided for those unable to drive? Yes No
- 11. Are tickets given out for the beverages? Yes No
- 11. Is there a limit placed on the quantity of alcoholic beverages purchased at one time? Yes No
 Explain: _____

- 12. Club Name/Address/Member Contact/Phone/E-mail: _____

Applicant’s Statement and Declarations

The applicant declares to the best of his/her knowledge the information contained in this application and all supplements attached to be true and that no material facts have been suppressed or misstated. The applicant further understands that any false or fraudulent statements or misrepresentations could result in termination or voidance of any insurance contact issued from the information stated herein.

 Applicant’s Signature Date

**SERTOMA CLUB
INCIDENT REPORT - SPECIAL EVENT**

Name: _____ Date: _____ Time: _____

Address:

Street	City	State	Zip
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Day Phone: _____ Evening Phone: _____

Club Member/EMT Description of Incident and Location:

Follow Up by Club

Additional Notes:

Name of Club Member/EMT Completing Report: _____

**SERTOMA CLUB
INDEMNIFICATION AGREEMENT – SPECIAL EVENT**

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and adequacy of which is acknowledged, the undersigned, _____ (name), of _____ (address), hereafter referred to as "**Vendor**," agrees to indemnify, defend and hold free and harmless, the _____ **Sertoma Club**, _____ (address), hereafter referred to as "**Club**," and each of its members, agents, servants, employees, officers, and directors, from and against any and all actions, claims, liabilities, assertions of liability, losses, costs, and expenses including, but not limited to, attorney fees, reasonable investigative and discovery costs, and court costs, which in any manner may arise or be alleged to have arisen, or resulted, or alleged to have resulted, from the presence, activities, promotions, and/or business of any nature or otherwise of the **Vendor**, and the **Vendor's** agents, servants or employees, on or adjacent to the premises at which the special event known as _____ and located at _____ is being conducted, with said indemnification to include and not be limited to, claims or claims for bodily injury or death of persons, and for loss of or damage to property, including claims or loss by the **Vendor** or the **Vendor's** agents, servants, and employees.

The **Vendor** has executed this Agreement on _____ (date).

"Vendor"

Vendor Name

WITNESS:

By: _____
Vendor Representative

Name

Title: _____
Title

SERTOMA CLUB COMPREHENSIVE SAFETY CHECKLIST – SPECIAL EVENT
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FACILITY CHECKS

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is size of facility adequate for anticipated turnout? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are food or beverages being served? If subcontracted, refer to Vendor/Co-sponsor section. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is facility accessible to the disabled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sanitary facilities sufficient? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are sanitary facilities accessible to the disabled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there sufficient means of egress for the disabled? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does egress comply with requirements of NFPA 101? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there emergency lighting? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there any special hazards to consider due to unique aspects of the building? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does maintenance appear to be adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does flooring appear to be slippery when wet? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are changes in elevation adequately marked? |

PARKING FACILITY CHECKS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is parking adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be valet parking? If subcontracted, refer to Vendor/Co-sponsor section. |
| <input type="checkbox"/> | <input type="checkbox"/> | If valet parking is provided, are MVR reports obtained on all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | If parking garage will be used, is it adequately lighted? |

VENDOR/CO-SPONSOR CHECKS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | If alcohol is to be served, have bartenders been trained in the TIPS Program? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have vendor certificates of liability insurance been obtained from all vendors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a mechanism for keeping vendor certificates on file in the event of long tail claims? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are vendor limits of liability adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has verification of all vendor state licenses been completed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has a hold harmless agreement been executed and signed by all vendors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there co-sponsors participating in the event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the co-sponsors adequately insured? |

SECURITY CHECKS

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a uniformed security service for crowd control? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the security service properly licensed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the local police department been advised of the event? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a contingency emergency response plan in effect? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the staff adequately trained in all aspects of special events management? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property properly alarmed with a central station connection? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the property adequately secured against intruders? |

FIRST AID CHECKS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Is someone on staff trained in CPR? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there sufficient numbers of first aid kits onsite? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there latex gloves or other means of avoiding contamination from bloodborne pathogens in the event first aid is required? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there an external automated defibrillator available, if necessary? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is someone on staff trained in the use of an automated defibrillator? |

FIRE SAFETY CHECKS

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are schematics available indicating alternate routes of escape? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there smoke detectors? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there call boxes in the event of fire? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the fire department been advised of the event? |

- What is the response time?
- Is there sufficient water supply?
- Is the fire department connection capped and well maintained?
- Does the facility have sprinklers?
- Are the stairwells equipped with fire doors with a two-hour rating?
- Is the building fire-resistive?
- Are there fire escapes?

OUTDOOR CHECKS

- Is there a means of protection in the event of precipitation?
- Is there shade in the event of intense sun?
- Is terrain sufficiently flat and level?
- Is a rain date scheduled in the event of cancellation?
- Is the area sufficiently secure?
- Is the area accessible by the disabled?
- Is the area accessible by emergency vehicles?
- Is the lighting adequate?

Additional Comments: _____

Completed By: Name _____ Title _____
 Organization _____ Date _____

We wish to thank American International Group, Inc. (AIG) and Charles Morgan of Safety Resources, LLC, for providing source material for this checklist.

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