

# Special event planning requires special tools

By Lisa Knapton

In light of attacks in recent years at special events held in Boston, Paris, Manchester, Berlin and Las Vegas, it is now more important than ever to analyze and respond to potential risks when it comes to bringing gatherings of people together. Whether a Member is involved in organizing its own events or permitting others to organize events within its jurisdiction, protocols should be in place, designed to provide or permit the safest event possible. Members should strive to minimize exposures associated with the operation of special events and secure the transfer of risk regarding losses related to events operated by others. To assist with establishing these controls, WCIA's Risk Services and Claims departments have collaborated to create the Special Event Toolkit.

The Toolkit is full of great resources helpful to staff responsible for planning or permitting events. The Toolkit provides information on what constitutes a special event and includes a list of the various types of gatherings or activities for the Member to identify the types of events that are already being held within their jurisdiction.

Throughout the year, the Risk Management Representatives field a variety of questions from the Membership surrounding special events. The Toolkit contains a summary of WCIA's most frequently asked questions along with a comprehensive self-check list to analyze protocols for organizing or permitting a special event. There is information on parking, traffic control, medical and first aid, sanitation, site safety, food service, fireworks and emergency planning. There are guidelines and sample policies and forms in the kit from WCIA's Liability Resource Manual specific to special events and other related topics addressing parades, fun runs, use of volunteers, contract language, and more!

The Toolkit also provides detailed information about the Tenant User Liability Insurance Policy (TULIP) coverage, costs, and excluded activities. This information will help Member staff determine when TULIP is, and more importantly, is not a good fit for the proposed use or activity.

And there's more! Did you know FEMA provides a web-based training course designed for public safety agencies specific to large event planning? The Toolkit provides information on the course, curriculum objectives and other areas of assistance offered through this program. If that isn't enough, there are newsletter articles and risk management bulletins applicable to special event permitting and planning along with sample forms developed by other Members of WCIA.

Members may wish to choose the Special Event Toolkit as an Option 2, Targeted Risk Management Review, for the annual audit or request a special presentation by their assigned Risk Management Representative. Your Rep can work to schedule a date for a presentation which will include a copy of the Special Event Toolkit. You must be logged into the WCIA website to view the document. Use the following link: <http://www.wciapool.org/services/RiskManagement>, login, then select WCIA Services, Risk Management and then choose the Special Event Toolkit from the list provided. A copy can also be electronically forwarded upon request.

Another tool for your Risk Management tool belt!