

Boulder County Special Events Checklist

Operations Plan

Sanitation Plan Requirements

Water supply

- Note whether water will be used for drinking and lavatory purposes
- Amount of water to be supplied
- Source of water
- Description of how water will be stored and dispensed

Restrooms and Sinks

- Note whether portable toilet and/or hand washing facilities will be used
- If using a company to provide facilities, provide company name and address, contact person and phone numbers for home, work and cell
- Amount of each type of facility
- Amount of accessible facilities
- Location of facilities

Trash and Recycling

- Note whether the event will be a Zero Waste event
- If using a company to transport recyclables and trash, provide company name and address, contact person and phone numbers for home, work and cell
- Amount of trash receptacles
- Amount of recycling bins
- Provisions for recycling corrugated cardboard
- Location of receptacles
- Location of feed zones and bottle discard zones

Safety and Security Plan Requirements

- Number and location of law enforcement officers and from which jurisdiction
- Number and location of certified flaggers
- Number and location of marshals
- Number of and location supervisors
- Length of shifts
- How relief will be provided
- Method of deployment for mobile members

Signing Plan Requirements

- Identify all types of signing to be used during event
- Illustration of all signs to be used for event. Illustration must identify text, sign materials, and dimensions
- Description of method of installation
- Number and location of all signs to be used for event

Transportation Plan Requirements

Access and Parking

- Identify routes to access site*
- Identify dedicated emergency response access route and means of delineation
- Identify employee/volunteer parking location(s)*
- Identify attendee parking location(s)*
- Identify disabled parking areas*
- Identify # spaces for parking location(s)*
- Identify circulation patterns for parking areas
- Identify any temporary no-parking areas
- Identify any vehicle relocation areas for towed vehicles
- Identify any drop-off/pick-up areas
- Identify any shuttle bus routes, stop locations, and direction of travel

Pedestrian and Bicycle Access

- Identify recommended pedestrian access routes*
- Identify designated pedestrian crossings*
- Identify any special pedestrian crossing tactics, i.e., road closure, mid-block crossings
- Identify pedestrian access routes and crossings suitable for disabled attendees
- Identify recommended bicycle access routes*
- Identify designated bicycle crossings*
- Identify any special bicycle crossing tactics, i.e., road closure, mid-block crossings

Traffic Flow

- Identify road closures*
- Identify detour routes*
- Identify alternate routes*
- Identify emergency access routes*
- Identify transit routes*

Traffic Control

- Identify road closures*
- Identify directional lane control*
- Identify event route*
- Identify parking restrictions
- Identify command post location*
- Integrate signing plan, when possible
- Identify location of permanent and variable message signs
- Identify location and number of traffic/safety equipment, i.e., cones and barricades
- Identify equipment staging areas

Medical Plan Requirements

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify mix of staff trained in basic first aid
- Identify method for collecting and disseminating participant emergency information, for athletic events
- Consider the plan requirements below and include as appropriate

For Events Requiring a Medical Director

- List name of and contact information for Medical Director
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, paramedics, nurses, doctors)
- Identify method of medical staff identification specifically signage, same color shirts with medical logos
- List number and location of medical stations with specific attention to high risk areas such as finish line, swim course extraction points, steep descents, and hard to access areas
- List name of ambulance service if required for size/nature of event
- Identify method of other medical transport, both ambulances and private vehicles/ATV utility vehicles
- Identify method of communication with emergency medical staff specifically how will non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers
- Identify means available to control environmental thermal injuries, i.e., hyperthermia and hypothermia for high risk events such as summer triathlons on exposed courses
- List of hospitals and fire protection departments to notify one week prior to event.

Communications Plan Requirements

- Clearly spelled out and shared with everyone
- Ability to communicate with everyone involved in the event
- Convenient and easy to use
- Utilized to share event specific information
- Utilized to request resources

Accessibility

Paths of Travel/Accessible Routes

- Your event should include accessible routes throughout your event location, including parking areas and passenger loading and unloading zones.
- Accessible routes must be a minimum of 36" in width, not including the curb. If your route is less than 60" wide, then passing spaces at least 60" by 60" must be located at reasonable intervals not to exceed 200'.
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes more than ½".
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel.
- An alternate path of travel is required when the public right-of-way is obstructed.

- If an alternate path of travel is provided, signage designating the alternate travel path should be placed in readily visible locations.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible. An alternate path of travel should have no protrusions up to a height of 80", including scaffolding and scaffolding braces.
- If the alternate path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.

Accessible Parking/Transportation

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place disabled parking areas as close to the event venue as possible. If the surface is level and provides
- access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.
- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Use accessible public transportation in your event plans whenever possible.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

Accessible Restrooms/Sinks

- A minimum of 10% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

Accessible Communication

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international symbol of accessibility where applicable throughout your event venue.