Facility Action and Safety Plan v2.3

The Facility Action and Safety Plan is a document that will be used to assist the campus in approving and planning events by reducing and mitigating as much risk as possible. The facility action and safety plan document should be used to gather information and develop a plan to have a safe event on-campus.

**Event name:**

**Date & time of event:**

**Location:**

**Estimated number of event attendees:**

**Event contact name & email:**

**Designated Event Health and Safety Monitor\*:**

\*Must be present during the event and be a University employee

**Description of event logistics:**

**Do you plan to have food at your event?**

**Event contact tracing –** How will you record attendance and seating charts?

**Statement of purpose on why this event must occur, including impact on academic mission or enhancing student success.**

**Special considerations for event.**

**Please attached an approved seating chart or event layout with proper social distancing and traffic flow identified.**