

Illinois SMP Safety Checklist for Venue Sites

When scheduling a presentation, the SMP staff/volunteer who books the event should ask the following questions that pertain to the safety of both the SMP volunteer(s) and audience members at the presentation. The volunteer presenter should be informed of any safety issues. When the volunteer arrives at the venue, they should quickly assess the facilities. Any health and safety issues should be raised with the venue representative if possible. If a concern still exists, the volunteer should call the SMP Coordinator or agency point of contact for direction.

Volunteer Name: _____

Presentation Site: _____

Date & Time: _____ **Estimated Number of People:** _____

Host Supervisor/Point of Contact: _____

*This person must be someone who can be easily contacted at the time of the event in case of emergency, whether that is the SMP Volunteer Coordinator or someone else they designate at their agency.

Responsible Party at Venue Site (Required)		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will a responsible party at the venue (e.g. staff or group leader) meet the volunteer and deal with any safety issues that may arise during the event, meaning that they will be at the event or accessible in case of emergency?
<p>The volunteer presenter must have the responsible party's contact information:</p> <p style="text-align: center;">Responsible Party's Name: _____</p> <p style="text-align: center;">Responsible Party's Phone: _____</p>		

PLEASE NOTE: A staff member or responsible party at the venue must be available during the presentation in case the volunteer encounters any emergency situation. If the venue cannot guarantee that a responsible party will be on site, **do not schedule the presentation.**

Volunteers, if no responsible party is available on the day of the event, call your host agency supervisor immediately.

Information for Volunteer Presenter
Is there anything our volunteer should know about directions, parking or how to find your building entrance? Please describe: _____
If there are any safety issues related to the presence of older adults at the venue that we or our volunteer presenter should know about, please describe: _____
Is the venue accessible to persons with physical disabilities or limited mobility? Please describe any relevant information we or our volunteer presenter should know: _____
If this event is taking place in the evening, are the front of the building, the streets and parking lot well lit at night? _____
Is there anything else our volunteer should know (e.g., room setup, A/V technology, etc.)? _____

Volunteer Checklist for Day of Event:

- Ask the responsible party if they will be in the room. If not, where will they be?
- Is the room easy to find? If not, can you ask the responsible party for signs?
- If an extension cord or wires are needed for AV equipment, can they be taped down or placed to avoid where participants will walk? Ask the responsible party for help.
- Do the tables or chairs in the room seem sturdy? If there are any concerns, tell the responsible party.
- Are entrances and exits well-lit, easy to see, and unblocked?
- In case of emergency, are the emergency exits marked and uncluttered?
- After the event, scan the room to see if participants left any personal belongings or documents. If so, be sure to leave these with the responsible party before leaving.
- During the event, remember to ensure all participants can easily understand (see or hear) you. Always use a microphone if available. Encourage people to move closer.

Please Remember:

- Volunteers have the right to cancel a presentation if they have any serious safety concerns about the venue that the onsite staff/responsible party cannot address. Volunteers should contact their host agency supervisor/contact person to discuss the problem.

- Home visits by SMP volunteers to a beneficiary's residence are prohibited. SMP Volunteers should never visit a beneficiary's home or room. Volunteers should only conduct SMP duties in the meeting spaces originally booked as the official venue site.
- SMP Volunteers should never write down or take beneficiary's personal information with them from a venue site. Instead, beneficiaries should be instructed to call the Illinois SMP office at (800) 699-9043.