



Security Checklist for Events at the University of Zurich

This checklist is based on the Guidelines on Health and Safety Provisions for UZH Events. The safety concept must be developed in collaboration with the Safety, Security and Environment office at the earliest possible time.

Safety Concept for the Safety, Security and Environment Office and Event Management

Creation of a safety concept in line with the Guidelines on Health and Safety Provisions for UZH Events, with the following content:

- Event areas and their uses ([order plan template](#)): cloakrooms, storage/loading zones, furniture and equipment, waste disposal stations, number of toilets, first aid/emergency, security, organizing committee rooms, smoking zones
- Access and admission concept
- Security (controlled areas, location points, functions)
- Emergency escape routes and fire extinguishing equipment
- Barriers
- Waste disposal concept in consultation with Facility Management
- Event coordinator (name, telephone number before/during/after the event)

Approval, costs, insurance, liability

- Approval by Event Management, SSE office, and fire safety authorities as well as any other offices as necessary
- Clarification regarding costs, insurance, liability: [Regulations on the Use of Rooms and Exhibition Spaces at UZH](#)

Following the event

- Report used fire extinguishers to the Safety, Security and Environment office

i Additional approval is required from the [City of Zurich Office for Events](#) in the following situations: Use of public space, sale of food and drink, installation of temporary structures (tents, stages, show standards), use of amplification systems outdoors. The City of Zurich is also responsible for approving the use of fog machines and fireworks outdoors.