

Event Emergency Planning Guide

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| **Event Information** |
| **Name of Event:** Click or tap here to enter text. |
| **Sponsoring Group:** Click or tap here to enter text. |
| **Event Date:** Click or tap to enter a date. |
| **Event Time(s):** Click or tap here to enter text. |
| **Location:** Click or tap here to enter text. |
| * **Building(s):** Click or tap here to enter text.
 |
| * **Room #(s):** Click or tap here to enter text.
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| **Estimated Number Of Attendees:** Click or tap here to enter text. |
| **Event Coordinator Name:** Click or tap here to enter text. |
| **Primary Event On-Site Contact Name:** Click or tap here to enter text. |
| **Primary Event Contact Cell #:** Click or tap here to enter text. |

**Introduction**

Emergencies can happen at any time or any place at SUNY Cortland. This Event Emergency Planning Guide is intended to aid university offices, departments, and groups in planning a safe event for SUNY Cortland students, faculty, staff, and visitors.

The Emergency Management Office has created the following plan and template to assist groups with general emergency preparedness protocols when planning and preparing for an event on campus.

Event planners are encouraged to review the University’s **Emergency Preparedness and Response Guide (EPRG)** during the event planning process and when completing this template. The EPRG can be found by visiting <cortland.edu/emergency>.

**Scope**

This Event Emergency Planning Guide is an “all-hazard plan” that details the emergency procedures specific to the **[Event Name].** The purpose of the plan is to ensure the safety of attendees and patrons in the event of an emergency at the venue or during the event.

**Event Coordinator Responsibilities:**

1. Responsible for coordination of event planning, event emergency planning, and event operations,
2. In the event of an emergency, coordinate with responding emergency officials if necessary.
3. Responsible for event communications including pre-event safety announcements and any emergency announcements that may need to be made.

**Pre‐Event Meeting:**

Conduct a pre‐event meeting with volunteers, and other staff working the event to discuss the following items:

* Are Certified Crowd Managers Needed? Choose an item.
	+ *New York State Fire Code* ***requires*** *certified crowd managers for indoor events with 500 or more persons and outdoor events with 1,000 or more persons.*
	+ *Crowd Manager Training is a free certification that can be obtained by visiting* [*https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager*](https://www.ncosfm.gov/licensing-cert/pyrotechnics/classes-pyrotechnic-license-fusing-crowd-manager)
* Will the fire alarm system need to be impaired? Choose an item.
	+ *If Yes, has permission been obtained from the Environmental Health & Safety Office?*Choose an item.
* Details of the venue, including entrances and exits, number of people attending, and specific information about the audience/attendees (ages, special needs, etc.).
* Expected weather conditions and severe weather plans.
* Identify those who may need assistance evacuating or sheltering and who will assist.
* Evacuation, shelter‐in‐place, and emergency communication plans.
* General emergency procedures.
* Identifying emergency exits, assembly spaces, and sheltering/weather refuge locations.
* Drafting a pre-event emergency safety announcement… A template can be found on page 7 of this template.

**Venue Specific Information**

Emergency Exits:

* Exit 1: Click or tap here to enter text.
* Exit 2: Click or tap here to enter text.

For Outdoor Events, Sheltering /Weather Refuge Location:

* Click or tap here to enter text.

Automated External Defibrillator (AED) Location:

* Click or tap here to enter text.

Stop-the-Bleed Aid Kit Location:

* Click or tap here to enter text.

Crowd Managers:

* **Name** Click or tap here to enter text.
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**\*Attach individual Crowd Manager certifications to the end of this document\***

**Crowd Manager Duties (per NYS Fire Code)**

The duties of crowd managers shall include, but not be limited to the following tasks:

* Conduct an inspection of the area of responsibility and identify and address any egress barriers.
* Conduct an inspection of the area of responsibility to identify and mitigate any fire hazards.
* Verify compliance with all permit conditions, including those governing pyrotechnics and other special effects.
* Direct and assist the event attendees in evacuation during an emergency.
* Assist emergency response personnel where requested.
* Other duties required by the fire code official, and Emergency Response Procedures

**Emergency Procedures**

**Call 911 to report any fire, medical, or police emergency**.

* Tell the dispatcher exactly where you are, including venue name and room number.
* Give your full name and telephone number.
* Describe the nature of the emergency clearly and accurately.
* Do not hang up unless your safety is threatened or you are told to do so.
* If trained, respond according to your training.
* If safe to do so, send someone to meet emergency responders and lead them to the proper area.
* After emergency personnel arrive, stay out of the way, and follow all directives given.

Fire Evacuation

* If the fire alarm is not sounding, activate the nearest fire alarm pull station.
* Call 911 to report the fire.
* Evacuate the building via the nearest safe exit.
* DO NOT use elevators.
* Warn others as you leave the building.
* Shut all doors behind you as you leave. *Closed doors can slow the spread of fire, smoke, and water.*
* Do not re-enter the building until authorized to do so by emergency personnel.
* If unable to exit the building, go to the nearest exit stairwell or safe area of refuge. Call 911 or use a call box to report your location.
* If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke.
* Make sure you know at least two emergency exits for your building.

Shelter In Place

* **Tornado Warning:**
	+ Seek shelter indoors in an interior room away from windows, and on the lowest floor possible.
* **Hazardous Materials Release:**
	+ Move indoors, if possible, cover any vents and seal any spaces beneath doors.

Active Shooter / Active Threat

**RUN – HIDE - FIGHT**

Once notified, Law Enforcement will respond to an Active Shooter as quickly as possible. Your immediate actions should be focused on maximizing your personal safety until Law Enforcement is able to stop the threat.

If an active shooter or violent person is in your vicinity, please attempt to take the following steps:

* **RUN:** If there is a safe escape path, exit the building immediately and call 911
* **HIDE:** If exiting is not possible, find a place to hide, and secure yourself in place by locking the door and/or blocking the door with large objects to prevent entry. Call 911
* **FIGHT**: As a last resort, and when your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter

Severe Weather Plan

Severe weather can impact event operations and create safety issues, especially for outdoor events. If there exists a threat of high winds or lightning, outdoor events should be moved inside or postponed to a later date. If hazardous conditions develop during an outdoor event, move all attendees inside as soon as possible.

* At least one person on the event team should monitor weather conditions and receive weather alerts.
* Shelter Plan **[Provide plan for sheltering patrons as needed. Also include potential for cancelation due to severe or prolonged weather events.]**
* Prior to “Doors Open”: **[Provide plan for sheltering patrons prior to doors open if needed.]**

**Communications**

**[The following are examples to think of and update. Remove/Delete if needed]**

Internal Communication (defined as communication devices used to communicate amongst event staff) are listed below:

1. Hand-held radios
2. Cellphones

External Communications (defined as communications devices use to communicate information to attendees/patrons from the event staff) are listed below:

1. Public Address (PA) System or Venue Microphone/Speaker System
	1. The PA system serves as the primary means of communication with persons in the venue.
2. Other Mediums
	1. Bullhorns/Megaphones

**Emergency Notification**

If an incident occurs on campus that creates an immediate threat to life or safety, or immediate action is required, the University will use text message alerts and other means of communications to advise you of the incident and provide instructions. **At least one person on the event team should be able to receive text message alerts and have their phone during the event.**

* If you receive an alert of an incident elsewhere on campus, you may have to deliver the message to event attendees:
	+ Stay calm.
	+ Be assertive.
	+ Be honest and empathetic about the situation.
	+ Give the audience as much important information as possible.
	+ Try to manage audience expectations.

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| **Important Phone Numbers** |
| **EMERGENCY (POLICE, FIRE, MEDICAL)** | **911** |
| **University Police (non-emergency)** | **607-753-2111** |
| **Facilities, Operations, and Services (maintenance)** | **607-753-2100** |
| **Emergency Management Office** | **607-753-2112** |
| **Campus Event Management Office** | **607-753-5453** |
| **Environmental Health & Safety Office** | **607-753-2508** |

**Attachments:**

**[The following are examples of attachments you may wish to include]**

* Personnel Roster and/or Phone Tree for Event Team
* Specific Staff Assignments During Emergencies
* Pre-Event Safety Announcement
* Building Maps
* Seating/Layout
* Additional Policies
* Event Specific Procedures
* Fire Impairment Permit (**REQUIRED ATTACHMENT IF FIRE SYSTEM IS IMPAIRED DURING THE EVENT**)
* Crowd Manager Certifications (**REQUIRED ATTACHMENT IF CROWD MANAGERS ARE NEEDED**)

***Pre-Event Safety Announcement Template***

**\*\*modify to event and venue specifics\*\***

1. In case of a fire alarm, you should exit in an orderly fashion through the nearest door leading out of the building *(****point to the different doors***).Do not use elevators and follow instructions of all emergency personnel.
2. In the event of an unforeseen emergency that requires us to evacuate the building or “shelter-in-place”, an announcement will be made, and we ask that you follow the instructions of Emergency Responders and Event Staff.
3. (*For Outdoor Event*) In the event of severe weather or lightning, an announcement will be made, and we will advise you to seek shelter at: Click or tap here to enter text.