Annex E - Special Event Emergency Planning Guide

1.0   Purpose

   1.1.   The Special Event Emergency Planning Guide is issued to assist WVU Beckley
           Special Event Coordinators develop action plans for any major public gathering
           within an assigned university building.

2.0   Scope

   2.1.   This guide applies to all facilities that have organized public gatherings declared to
           be special campus events by the Chief of University Police but are not covered
           under a specific emergency response plan. This includes but is not limited to
           gymnasiums, auditoriums, dining halls, and student centers.

3.0   Definitions

   3.1.   *Special Event Coordinator (SEC)* – Person designated by campus authorities to
           coordinate planning for the special campus event.

   3.2.   *Emergency Action Plan (EAP)* – Plan developed by the emergency coordinator
           before a special campus event that addresses facility-specific emergency
           procedures.

   3.3.   *Event Emergency Coordinator (EEC)* – Person assigned by the event coordinator
           to monitor the event, maintain communication with University Police and
           implements the emergency action plan. In certain events, a member of the
           University Police may serve in this role.

   3.4.   *Event Staff* – Persons assigned roles within the emergency action plan and trained
           in their responsibilities. Event Staff are typically identified by special clothing.

   3.5.   *Special Campus Event* – An organized gathering of persons within or outside of a
           campus building that, due to specific circumstances, requires coordinated planning
           for emergencies or other special needs.

       3.5.1.   The circumstances under which a Special Campus Event may be declared
                includes one or more of the following:

                a.   A gathering that will fill the facility to its authorized capacity
                b.   Attendance of high-profile or controversial visitor
                c.   Protests
                d.   Attendance of persons with special medical or mobility needs

3.5.2. The University Police has the authority to make the designation.

3.5.3. *Although the guidelines contained herein may be useful in all types of events, this planning guide is directed toward events that are housed within WVU Beckley campus facilities.*

4.0   Responsibilities

   4.1.   Campus Administration
   4.2.   University Police
   4.3.   Event Sponsoring Organizations

5.0   Concept of Operations

   5.1.   The primary goal of the Special Event Coordinator (SEC) is to ensure the safety of event participants. A secondary goal is to protect university property from damage or loss of use.

   5.2.   All events scheduled by campus administration or student organizations will be reviewed by the University Police.

   5.3.   Those events that meet the criteria established under this document or at the discretion of the University Police will have a University Police-approved EEC assigned by the University Police. In certain cases, the EEC may be a member of the University Police Department.

   5.4.   The EEC will develop an event-specific Emergency Action Plan (EAP) using the checklists and template in the appendices of this document. The EAP will be submitted to the University Police at least 3 weeks before the event.

   5.5.   The EAP will be reviewed by the SEC, EEC, and University Police to determine its adequacy and the necessary resources at least 2 weeks before the event.

   5.6.   The University Police will coordinate requirements for police, fire, and emergency medical services (EMS) resources.

   5.7.   The SEC will coordinate requirements for Event Staff and all other resources necessary for the safety of event attendees.

   5.8.   The SEC, EEC, and University Police will review all preparations no later than 5 days before the event.

   5.9.   The EEC will provide just-in-time training to Event Staff immediately preceding the event, as outlined in Section 8.0.

5.10. The SEC and the EEC will maintain communication throughout the event. The EEC will test and maintain communication with the University Police department.

5.11. In the event of an emergency during the event, the EEC will be notified by Event Staff. The EEC will:

5.11.1. Notify the SEC.

5.11.2. Take and/or order immediate actions to protect event participants.

5.11.3. Notify the University Police department and relate the specific nature of the emergency and any resource needs (police, fire, EMS).

5.12. Report to a defined point outside the facility with the SEC and coordinate with the responding University Police officer. The EEC will assume a supporting role to the University Police and assist in crowd control and accountability with Event Staff.

5.13. The EEC will be required to complete a post-event assessment and submit it to the University Police.

6.0 Communication

6.1.1. Primary communication will be in person through the assigned University Police Supervisor and the EEC. Backup communication will be via cell or landline telephones.

6.2. The EEC will relate the specific nature of the emergency to the University Police Supervisor.

7.0 Facility Evacuation

7.1. Facility evacuation planning is the responsibility of the designated SEC and EEC.

7.2. An evacuation plan will be completed and included as part of the EAP.

7.3. Event Staff are responsible for assisting event participants with evacuation and directing them to areas of refuge for accountability and further assistance.

7.4. Persons with disabilities or mobility challenges require special attention and will be prioritized by Event Staff for evacuation. Event participants will be requested to assist as they are capable.

8.0   Training

8.1.   The appropriate sponsoring organization will provide training to all designated campus SECs and EECs as required.

8.2.   The training will cover the following subject content:

8.2.1.   Campus Emergency Plan
8.2.2.   Developing the EAP
8.2.3.   Emergency procedures
8.2.4.   Dealing with the public
8.2.5.   Communication
8.2.6.   Briefing the Event Staff
8.2.7.   Performing a post-event assessment

8.3.   The EEC will provide a briefing to the Event Staff immediately preceding the event, and will contain, at a minimum:

8.3.1.   Defining Event Staff roles and responsibilities, including areas of the building for which they are responsible and accountable

8.3.2.   Explaining the event and the EAP

8.3.3.   Communication procedures and hierarchy

8.3.4.   Evacuation procedures

8.3.5.   Rendering emergency aid and assistance

9.0   Appendices

E1   Emergency Action Planning Checklist
E2   Emergency Action Planning Template
E3   Special Campus Event Staff Briefing Roster
E4   Post-Event Assessment

Appendix E1 – Emergency Action Planning Checklist

Name of Event	
Date of Event	
Event Location	
❏ Chief of University Police review	❏ Meets criteria for Special Campus Event ❏ Does not meet criteria
❏ Special Event Coordinator assigned	Name: Contact Number:
❏ Event Emergency Coordinator assigned	Name: Contact Number:
❏ University Police liaison	Name: Contact Number:
❏ Facilities Management liaison	Name: Contact Number:
❏ Emergency Action Plan (EAP) received at University Police	Due Date: Received Date:

❏ Special resources required
  ❏ Law Enforcement
  ❏ Fire/Rescue Services
  ❏ Hazardous Materials
  ❏ Emergency Medical Services
  ❏ Public Health
	Resources, contacts, and date completed (use back of page if necessary):

❏ EAP reviewed	Approved: Returned to EEC:
❏ Final coordination meeting	Date:
❏ Event Staff trained on EAP	Conducted by: Date:
❏ Post-event assessment completed and returned to Chief of University Police	Date received:

Appendix E2 – Emergency Action Planning Template

EAP Reviewed by	Name Date
EAP Approved by	Chief of University Police Date

1.0   Event Information

Name of Event	
Date(s) of Event	
Facility	Name: Address:
Parking Lot(s)	
Anticipated activities associated with event	
Expected number of attendees/participants	❑ Daily ❑ Per performance
Potential issues impacting attendees/ participants	❑ Unusual weather ❑ Full facility capacity ❑ Attendees with restricted mobility ❑ Protest or acts of civil disobedience ❑ High-profile guest(s) ❑ Other:

2.0 Key Contacts

Administration/Student Organizer/ Host Organization	Name: Contact Number: ❑ Cell (24/7) ❑ Office (Day)
Special Event Coordinator	Name: Contact Number: ❑ Cell (24/7) ❑ Office (Day)
Assigned Event Emergency Coordinator	Name: Contact Number: ❑ Cell (24/7) ❑ Office (Day)
University Police Liaison	Name: Contact Number: ❑ Cell (24/7) ❑ Office (Day)
Facilities Management Liaison	Name: Contact Number: ❑ Cell (24/7) ❑ Office (Day)

3.0 Resources

Event Staff per day or performance	
University Police per day or performance	
Other special resources requested	❑ Law Enforcement ❑ Fire/Rescue Services ❑ Hazardous Materials ❑ Emergency Medical Services ❑ Public Health ❑ Other:
Supporting information	

4.0   Event Internal/External Communication

Contact	Frequency/Contact
University Police	Channel: Telephone:
Event Emergency Coordinator	Channel: Telephone:
Special Event Coordinator	Channel: Telephone:

5.0   Facility Floor Plan

5.1.   A copy of the facility floor plan is to be attached to this document. (It can be obtained from Facilities Management at xxx-xxxx.)

5.2.   The EEC will identify the posting locations for Event Staff using the following symbols:
X = Event Office/EEC
E = Event Staff/Usher
P = Police
F = Fire
* = Medical Aid Station

6.0   Facility Evacuation

6.1.   Each Event Staff member is assigned a specific section or area of the facility in which to assist attendees in the event of a facility evacuation.

6.2.   Event Staff are not to place themselves at risk during rescue. However, they are required to notify the EEC of anyone requiring assistance beyond what they are capable of performing.

6.3.   Using the same facility floor plan from Section 4.0, identify sections of the facility by letter/number assigned to a specific Event Staff person. Identify the evacuation route that the staff member should use to direct attendees out of the facility.

Section	Event Staff Member Assigned	Comments/Specific Instructions
A		
B		
C		
D		
E		
F		

7.0　　Pre-Event Facility Safety Inspection

8.0

Item	Corrective Action/Assigned To
❑ Radio and cell communication checked throughout facility	
❑ Emergency exit doors unlocked and functioning and emergency egress paths clear	
❑ Emergency lighting functioning	
❑ Fire protection systems operational and armed	
❑ Other	
❑ Other	

9.0   Training Plan

9.1.   All Event Staff must receive a briefing on the approved EAP. The briefing will be conducted by the assigned EEC.

9.2.   The EEC must certify on the briefing checklist that the following topics have been covered during the training:

9.2.1. Defining Event Staff roles and responsibilities, including areas of the building for which they are responsible and accountable

9.2.2. Explaining the event and the EAP

9.2.3. Communication procedures and hierarchy

9.2.4. Evacuation procedures

9.2.5. Rendering emergency aid and assistance

Appendix E3 – Special Campus Event Staff Briefing Roster

I certify that the topics required in Section 8.0 of the Emergency Action Plan template have been covered in the briefing conducted for this event.			
Signature			
EEC Name		Date	
Event Name		Date of event	

Complete	Topic
☐	Defining Event Staff roles and responsibilities, including areas of the building for which they are responsible and accountable
☐	Explaining the event and the EAP
☐	Communication procedures and hierarchy
☐	Evacuation procedures
☐	Rendering emergency aid and assistance
☐	
☐	
☐	
☐	

Appendix E4 – Post-Event Assessment

Name of Event	
Date(s) of Event	
Facility	Name:
	Address:
Special Event Coordinator	
Assigned Event Emergency Coordinator	

Special Resources	Requested per plan	Used	Emergent request (unplanned use)
	❏ Law Enforcement	❏	❏
	❏ Fire/Rescue Services	❏	❏
	❏ Hazardous Materials	❏	❏
	❏ Emergency Medical Services	❏	❏
	❏ Public Health	❏	❏
	❏ Other:	❏	❏

Communication	❏ No communication problems ❏ Other:

Staffing	Total number of event staff trained for the event	
	Total number of University Police used for the event	
	Staff and/or training issues	

Other Issues (Please explain)	