**SHSU Special Event Emergency Planning Checklist:** *(As of SEP, 2015)*

During the planning stage of an event, organizers should consider areas such as security, weather, fire, safety, and potential risks. This checklist is not all inclusive, but a guideline document to plan accordingly.

- Refer to the SHSU *KatSafe* website ([www.shsu.edu/katsafe](http://www.shsu.edu/katsafe)) for up the minute information, important numbers, road closure and procedures in the event of an emergency. Have planning personnel download the *KatSafe* app from the SHSU Guidebook app.

- Contact the SHSU Police Department (UPD) at 936-294-1800 (non-emergency) for any event management details and security issues. If UPD has representatives at the event, document this information. **Call 911 for all emergencies.**

- Event organizers should establish a *chain of command* so decisions can be relayed in a timely manner.
  
<table>
<thead>
<tr>
<th>On-site leader main contact (name/phone)</th>
</tr>
</thead>
</table>

- Event organizers should establish a *safety officer* to work safety issues and monitor weather conditions.

<table>
<thead>
<tr>
<th>Safety officer main contact (name/phone)</th>
</tr>
</thead>
</table>

- Event organizers should have a process to monitor the possibility of severe weather while on-site. There are many services that can be utilized to track weather conditions. Here are a few sites to consider:

  - **AccuWeather**  
    [www.accuweather.com](http://www.accuweather.com)
  - **Weather Bug**  
    [www.weather.weatherbug.com](http://www.weather.weatherbug.com)
  - **Weather Channel**  
    [www.weather.com](http://www.weather.com)

  - Bolded items denote free app download for iPhone, Droid, Blackberry and Windows

- Event organizers should establish a *notification system* so information can be relayed quickly to event workers and volunteers. Consider using radios and/or cell phones. Document the contact numbers in your written communication plan/procedure.

- Brainstorm possible natural and human-caused emergencies. Consider the following:
  - Possible preformatted warning messages. Recommended messages for use and modification located at the end of this checklist.
  - Evacuation locations/routes (pre-plan an evacuation route and discuss with event organizers/participants).
  - Shelter-in-place locations (discuss possible locations with building managers).

  Since there may be limited areas to shelter people, monitoring the weather conditions will be imperative. Safety officer should track any approaching severe weather to allow ample time to notify event participants. Weather patterns that deserve serious consideration are tornados and thunderstorms with lightning.

- Coordinate shelter-in-place locations with impacted building managers to ensure they are available for use. Consider the following:
  - Size of location to meet the population need.
  - Any building alarms.
  - Key/swipe cards to open facility (if applicable).
  - Process to inform event attendees of where to shelter.
Consider "what if?" scenarios. How would you respond if the following situations—including, but not limited to—occurred?

- If the outdoor warning loudspeakers are activated for a severe weather warning. Where is the nearest shelter location?
- If a life threatening civil disturbance such as an active shooter on campus what would you do? Consider trying to escape or shelter in a safe location based on situational awareness.

Review the potential threats and steps to take on the KatSafe website or app to help answer questions and anticipate proactive steps to take should emergency situations arise.

Major events may require a meeting with an event planning committee to discuss in greater detail safety, security, and risk detail (such as chain of command, communication procedures and emergency response). The committee may include representatives from:

- Rec Sports
- Risk Management and Safety
- Emergency Preparedness
- Facilities Management
- Student Services
- Health and Counseling Services
- University Police Department (UPD), Fire, and EMS
- Communications and Marketing

**SHSU Non-Emergency Contact Information**

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPD (non-Emergencies)</td>
<td>936-294-1800</td>
</tr>
<tr>
<td>UPD EMERGENCIES – call 911</td>
<td>936-294-1000</td>
</tr>
<tr>
<td>Safety</td>
<td>936-294-1921</td>
</tr>
<tr>
<td>Emergency Preparedness</td>
<td>936-294-2474</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>936-294-1720</td>
</tr>
</tbody>
</table>
RESOURCES:

Thunderstorm/Lightning/High Winds Checklist

The “Flash to Bang” method should be used by event organizers to determine the proximity of lightning and safety actions to implement. Continue to monitor appropriate weather services for additional information.

1. Count the number of seconds between the lightning flash and the sound of the thunder, and divide that number by five. That number is the number of miles the storm is away from you.

2. If you can hear thunder, the storm is close enough that lightning could strike your location at any moment!

3. If you hear it—clear it!

4. Do not resume outdoor activities until 30 minutes after the last clap of thunder.

<table>
<thead>
<tr>
<th>Distance</th>
<th>Safety Action</th>
</tr>
</thead>
</table>
| Less than 10 miles from any venue point | • Event activities should be suspended.  
• All participants should immediately seek shelter. |
| 10-50 miles from any venue point | • Event staff closely monitors the weather.  
• Event staff prepares for the possibility to shelter.  
• On site leader reviews notification process.  
• Event participants are notified of possible severe weather; voluntary evacuation begins. |
| Greater than 50 miles any venue point | • Event staff monitors the weather.  
• All event staff are informed of possible severe weather; review emergency notification and response procedures. |

High Winds

Event organizers must be vigilant of high winds and the impact the winds may have on high standing equipment, tents, stages, etc. Theses equipment types have different wind standards based on size, anchoring, and type. Event organizers should make every effort to understand the parameters and if the wind exceeds these parameters, immediately evacuate to a safe location.
### Responsibilities

The On Site Leader or designated representative will provide emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This checklist should not be considered all inclusive but should be used as a guide to plan accordingly....modify the checklist as needed.

<table>
<thead>
<tr>
<th>Possible Shelter in place incidents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tornado Warning</td>
</tr>
<tr>
<td>• Lightning in the area</td>
</tr>
<tr>
<td>• Civil disturbance</td>
</tr>
<tr>
<td>• Hazardous materials release</td>
</tr>
</tbody>
</table>

Be prepared to make a notification to event participants if a shelter in place need occurs. The On Site Leader should consider the following steps for a **shelter in place** incident (the most likely shelter in place scenarios would be a Tornado Warning or lightning in the area):

- The On Site Leader should notify all event staff using their communication plan that a shelter in place situation has been received. Event staff should begin directing event participants to pre-designated shelter areas. *Note – Event staff should seek shelter if their safety is in immediate jeopardy.*

- Consideration should be given to event participants who have functional needs.

- Reference the SHSU *KatSafe* website and app for procedures.

- Contact 911 if emergency assistance is needed.

- The On Site Leader should notify event staff when the event is over and event participants are safe to leave their shelter. If available, the event Public Address (PA) official and officers in squad cars equipped with PA systems could assist in giving instructions to event participants.
### Emergency Warning Notification Checklist

**Responsibilities**

<table>
<thead>
<tr>
<th>On Site Leader or designated representative will provide emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This checklist should not be considered all inclusive but should be used as a guide to plan accordingly....modify the checklist as needed.</th>
</tr>
</thead>
</table>

### EVACUATE

**Possible Evacuation incidents:**
- Fire Alarm activation
- As directed by UPD or fire personnel

Normally, the On Site Leader will receive notification through the *KatSafe* emergency warning notification system.

The On Site Leader should also be prepared to make a notification to event participants if an evacuation is required when an alarm has not been activated. The On Site Leader should consider the following steps for an evacuation incident (the most likely evacuation scenario would be an activation of a building fire alarm system):

1. The On Site Leader should notify all event staff using their communication plan that an evacuation situation has been received. Event staff should begin directing event participants to pre-designated evacuation areas (Emergency Assembly Areas). *Note – Event staff should evacuate if their safety is in immediate jeopardy.*

2. If required use the attached pre-canned notification messages (adjust as needed).

3. Consideration should be given to event participants who have functional needs.

4. Reference the SHSU *KatSafe* website and app for procedures.

5. Contact 911 if emergency assistance is needed.

6. The On Site Leader should notify event staff when the incident is over and event participants are safe to return. If available, the event Public Address (PA) official and officers in squad cars equipped with PA systems could assist in giving instructions to event participants.
Evacuation

Ladies and gentlemen, may I have your attention please. The Sam Houston State University Police Department requires you to evacuate the event site immediately due to a [provide specific event, whether it is civil unrest, bomb threat, HAZMAT, etc.]. At this time, we ask that you remain calm and immediately proceed to [give exact location(s) as provided by UPD]. At this time, do not enter the [indicate area(s) or other prohibited vicinities]. Any and ALL directions and instructions of public safety officials must be followed.

Lightning in the Area

“Ladies and gentlemen, may I have your attention please. There is a lightning approaching the area. At this time, we need you to proceed to [building name/names] to take shelter. Please enter through the [give directions on where to enter]. Please refrain from utilizing telephones, cellular phones, or any other electronic/electrical devices. Remain calm and proceed to [shelter location].

Tornado Warning

Ladies and gentlemen, may I have your attention please. A tornado warning has been issued for our area by the National Weather Service. Everyone should seek shelter immediately in a building basement or ground floor interior hallway area that is not near doors and windows.

The following locations are available and open for shelter: [recite building names]. They are located at [provide concise building location directions]. Please enter through [provide directions on where to enter for each shelter-in-place location] and proceed to the lowest level. Please be advised: If inside shelter is not available, lie flat in the nearest depression, such as a ditch or ravine [provide location for this if applicable].

Heat Advisory Message

Ladies and gentlemen, may I have your attention please. A heat advisory has been issued for our area by the National Weather Service. A heat advisory means that a period of hot temperatures and high humidity will combine to create a situation in which heat illnesses are possible. Please drink plenty of fluids and stay out of the sun as much as possible. Misting stations have been set up at ______________ to help you cool down. (If applicable) The First Aid Station is located at ____________, if needed. (If set up)