

## SHSU Special Event Emergency Planning Checklist: (As of AUG, 2016)

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.

<input type="checkbox"/>	Refer to the SHSU <b>KatSafe</b> website ( <a href="http://www.shsu.edu/katsafe">www.shsu.edu/katsafe</a> ) for up the minute information, important numbers, road closure and procedures in the event of an emergency. Have planning personnel download the <b>KatSafe</b> app from the SHSU Guidebook app.								
<input type="checkbox"/>	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. <b>Call 911 for all emergencies.</b>								
<input type="checkbox"/>	Event organizers should establish a <b>chain of command</b> so decisions can be relayed in a timely manner. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;">On-site leader main contact (name/phone)</td> <td style="width: 50%;"></td> </tr> </table>	On-site leader main contact (name/phone)							
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<input type="checkbox"/>	Event organizers should establish a <b>safety officer</b> to work safety issues and monitor weather conditions. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;">Safety officer main contact (name/phone)</td> <td style="width: 50%;"></td> </tr> </table>	Safety officer main contact (name/phone)							
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<input type="checkbox"/>	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: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%;"><b>AccuWeather</b></td> <td style="width: 50%;"><a href="http://www.accuweather.com">www.accuweather.com</a></td> </tr> <tr> <td><b>Weather Bug</b></td> <td><a href="http://www.weather.weatherbug.com">www.weather.weatherbug.com</a></td> </tr> <tr> <td><b>Weather Channel</b></td> <td><a href="http://www.weather.com">www.weather.com</a></td> </tr> <tr> <td colspan="2" style="text-align: center;">❖ Bolded items denote free app download for iPhone, Droid, Blackberry and Windows</td> </tr> </table>	<b>AccuWeather</b>	<a href="http://www.accuweather.com">www.accuweather.com</a>	<b>Weather Bug</b>	<a href="http://www.weather.weatherbug.com">www.weather.weatherbug.com</a>	<b>Weather Channel</b>	<a href="http://www.weather.com">www.weather.com</a>	❖ Bolded items denote free app download for iPhone, Droid, Blackberry and Windows	
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<input type="checkbox"/>	Event organizers should establish a <b>notification system</b> 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.								
<input type="checkbox"/>	Brainstorm possible natural and human-caused emergencies. Consider the following: <ul style="list-style-type: none"> <li>• Possible preformatted warning messages. Recommended messages for use and modification located at the end of this checklist.</li> <li>• Evacuation locations/routes (pre-plan an evacuation route and discuss with event organizers/participants).</li> <li>• Shelter-in-place locations (discuss possible locations with building managers).</li> </ul> <p>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.</p>								
<input type="checkbox"/>	Coordinate shelter-in-place locations with impacted building managers to ensure they are available for use. Consider the following: <ul style="list-style-type: none"> <li>• Size of location to meet the population need.</li> <li>• Any building alarms.</li> </ul>								

	<ul style="list-style-type: none"> <li>• Key/swipe cards to open facility (if applicable).</li> <li>• Process to inform event attendees of where to shelter.</li> </ul>
<input type="checkbox"/>	<p>Consider “<i>what if?</i>” scenarios. How would you respond if the following situations—including, but not limited to—occurred?</p> <ul style="list-style-type: none"> <li>• If the outdoor warning loudspeakers are activated for a severe weather warning. Where is the nearest shelter location?</li> <li>• 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.</li> </ul>
<input type="checkbox"/>	<p>Review the potential threats and steps to take on the <b>KatSafe</b> website or app to help answer questions and anticipate proactive steps to take should emergency situations arise.</p>
<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> <li>• Rec Sports</li> <li>• Risk Management and Safety</li> <li>• Emergency Preparedness</li> <li>• Facilities Management</li> <li>• Student Services</li> <li>• Health and Counseling Services</li> <li>• University Police Department (UPD), Fire, and EMS</li> <li>• Communications and Marketing</li> </ul>
<input type="checkbox"/>	<p>Events meeting Prohibited Concealed Carry Location criteria per SHSU Policy, contact Director of Emergency Preparedness (936-294-2474) for signage placement coordination. PCCL request must be made 90 days in advance of event. Event PCCL request form available on KatSafe at: <a href="#">PCCL Request</a></p>

**SHSU Non-Emergency Contact Information**

UPD (non-Emergencies)	936-294-1800
<b>UPD EMERGENCIES – call 911</b>	<b>936-294-1000</b>
Safety	936-294-1921
Emergency Preparedness	936-294-2474
Counseling Services	936-294-1720



**RESOURCES:**

**Thunderstorm/Lightning/High Winds Checklist**

<p>The “<b>Flash to Bang</b>” 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.</p>	<ol style="list-style-type: none"> <li>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.</li> <li>2. If you can hear thunder, the storm is close enough that lightning could strike your location at any moment!</li> <li>3. If you hear it—clear it!</li> <li>4. <b>Do not resume outdoor activities until 30 minutes after the last clap of thunder.</b></li> </ol>	
	<b>Distance</b>	<b>Safety Action</b>
<input type="checkbox"/>	Less than 10 miles from any venue point	<ul style="list-style-type: none"> <li>• Event activities should be suspended.</li> <li>• All participants should immediately seek shelter.</li> </ul>
<input type="checkbox"/>	10-50 miles from any venue point	<ul style="list-style-type: none"> <li>• Event staff closely monitors the weather.</li> <li>• Event staff prepares for the possibility to shelter.</li> <li>• On site leader reviews notification process.</li> <li>• Event participants are notified of possible severe weather; voluntary evacuation begins.</li> </ul>
<input type="checkbox"/>	Greater than 50 miles any venue point	<ul style="list-style-type: none"> <li>• Event staff monitors the weather.</li> <li>• All event staff are informed of possible severe weather; review emergency notification and response procedures.</li> </ul>
<b>High Winds</b>	<p>Event organizers must be vigilant of high winds and the impact the winds may have on high standing equipment, tents, stages, etc. These 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.</p>	



## Emergency Warning Notification Checklist

<b>Responsibilities</b>	<b>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.</b>
<b>SHELTER IN PLACE</b>	
Possible Shelter in place incidents:	
<ul style="list-style-type: none"> <li>• Tornado Warning</li> <li>• Lightning in the area</li> <li>• Civil disturbance</li> <li>• Hazardous materials release</li> </ul>	
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 <b>shelter in place</b> incident (the most likely shelter in place scenarios would be a Tornado Warning or lightning in the area):	
<input type="checkbox"/>	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. <i>Note – Event staff should seek shelter if their safety is in immediate jeopardy.</i>
<input type="checkbox"/>	Consideration should be given to event participants who have functional needs.
<input type="checkbox"/>	Reference the SHSU <i>KatSafe</i> website and app for procedures.
<input type="checkbox"/>	<b>Contact 911</b> if emergency assistance is needed.
<input type="checkbox"/>	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.



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<b>EVACUATE</b>	
Possible Evacuation incidents: <ul style="list-style-type: none"> <li>• Fire Alarm activation</li> <li>• As directed by UPD or fire personnel</li> </ul>	
Normally, the On Site Leader will receive notification through the <b>KatSafe</b> 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 <b>evacuation</b> incident (the most likely evacuation scenario would be an activation of a building fire alarm system):	
<input type="checkbox"/>	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). <i>Note – Event staff should evacuate if their safety is in immediate jeopardy.</i>
<input type="checkbox"/>	If required use the attached pre-canned notification messages (adjust as needed).
<input type="checkbox"/>	Consideration should be given to event participants who have functional needs.
<input type="checkbox"/>	Reference the SHSU <b>KatSafe</b> website and app for procedures.
<input type="checkbox"/>	<b>Contact 911</b> if emergency assistance is needed.
<input type="checkbox"/>	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.



**SHSU EMERGENCY ANNOUNCEMENTS**  
**Modify as needed to address specific emergency**  
**Repeat announcement as needed**

***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).