Special Event Emergency Planning Checklist: Considerations
(As of Aug 14, 2017)

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.

☐	Contact the Purdue University Fire Department (PUFD) at 765-494-6919 for any fire related or emergency medical service questions. If PUFD has representatives at the event, document this information. **Call 911 for all emergencies.** **Chief Kevin Ply is the primary PUFD contact.**
☐	Contact the Purdue University Police Department (PUPD) at 765-494-8221 for any event management details and security issues. If PUPD has representatives at the event, document this information. **Call 911 for all emergencies.** **Sgt Nick Crosby is the primary PUPD contact.**
☐	Event organizers should establish a ***chain of command*** so decisions can be relayed in a timely manner. <table><tr><td>On-site leader main contact (name/phone)</td><td></td></tr></table>
☐	Event organizers should establish a ***safety officer*** to work safety issues and monitor weather conditions. <table><tr><td>Safety officer main contact (name/phone)</td><td></td></tr></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: <table><tr><td>Local TV and Radio broadcasts</td><td>http://www.wlfi.com/weather</td></tr><tr><td>National Weather Service</td><td>http://www.crh.noaa.gov/ind/</td></tr><tr><td>NOAA Weather Radio (NWR)-- Broadcasts continuous weather information directly from nearest NWS office</td><td>http://www.nws.noaa.gov/nwr/</td></tr><tr><td>**AccuWeather**</td><td>www.accuweather.com</td></tr><tr><td>**Weather Bug**</td><td>http://weather.weatherbug.com/</td></tr><tr><td>**Weather Channel**</td><td>www.weather.com</td></tr><tr><td>**Weather Underground**</td><td>https://www.wunderground.com/</td></tr></table>❖ 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. 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 (a list of attached pre-formatted messages is attached)…adjust wording as needed. • 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 deputies 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 All-Hazards Outdoor Warning Sirens are activated for a Tornado Warning where are your shelter locations? • If an active threat, such as an active shooter on campus, what would you do? Consider trying to "run"/escape, "hide"/shelter in a safe location based on situational awareness, or "fight"/take action.
☐	Review the RISK MANAGEMENT FOR STUDENT ORGANIZATIONS information on the Student Activities and Organizations website…will 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 departments from: • Business Office for Student Organizations (BOSO) • Convocations/Hall of Music (HOM) • Emergency Preparedness • Grounds • Student Activities and Organizations (SAO) • Purdue Fire Department (PUFD)/Purdue Police Department (PUPD) • Risk Management • Safety & Security

Non-Emergency Contact Information

Buildings and Grounds	765-494-3087	https://www.purdue.edu/physicalfacilities/units/buildings-grounds/index.html
Emergency Preparedness	765-494-0446	http://www.purdue.edu/ehps/emergency_preparedness/
PUFD	765-494-6919	http://www.purdue.edu/ehps/fire/
PUPD	765-494-8221	https://www.purdue.edu/ehps/police/
Fire Protection Engineering Safety	765-494-1424	https://www.purdue.edu/ehps/fireprotection/
Radiological & Environmental Management (REM)	765-494-6371	https://www.purdue.edu/ehps/rem/

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.**

	Distance	Safety Action
☐	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.	

Emergency Warning Notification Checklist

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.
SHELTER IN PLACE	

Possible Shelter in place incidents: • Tornado Warning • Lightning in the area • Active threat, such as a shooting incident • Hazardous materials release	

Normally, the On Site Leader will receive notification through the Purdue ALERT emergency warning notification system. However, you should 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.*
	If required use the attached pre-canned notification messages (adjust as needed).
☐	Consideration should be given to event participants who have functional needs.
☐	Reference the Quick Reference Guide…attached or on the EP Website: (https://www.purdue.edu/ehps/emergency_preparedness/index.html) or the Emergency Procedures Guide for general procedures: (https://www.purdue.edu/emergency_preparedness/flipchart/index.html)
☐	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. The all clear for a tornado warning is normally the National Weather Service expiration time.

Emergency Warning Notification Checklist

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EVACUATE	

Possible Evacuation incidents: • Fire Alarm activation • As directed by Purdue Police/Fire personnel	

Normally, the On Site Leader will receive notification through the Purdue ALERT emergency warning notification system. Purdue University has several different sounding fire alarms, i.e., voice, bell, siren, etc. Basically, if an alarm is sounding inside a building you must evacuate the facility. 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):	

☐	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.*
☐	If required use the attached pre-canned notification messages (adjust as needed).
☐	Consideration should be given to event participants who have functional needs.
☐	Reference the Quick Reference Guide (attached to this EAP) or the Emergency Procedures Guide for general procedures: https://www.purdue.edu/emergency_preparedness/flipchart/index.html
☐	Contact 911 if emergency assistance is needed.
☐	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.

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

Evacuation

Ladies and gentlemen, may I have your attention please. The Purdue 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 PUPD].** At this time, do not enter the **[indicate area(s) or other prohibited vicinities]**. Any and <u>ALL</u> 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
(Sirens should be activated by Tippecanoe County Emergency Management Agency)

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)

PURDUE UNIVERSITY
Main Campus

READY Purdue
PREPARE. PLAN. STAY INFORMED

CAMPUS EMERGENCY SITUATIONS

QUICK REFERENCE GUIDE

FOR ANY EMERGENCY:
CALL 911

WHAT TO DO...

EVACUATION PROCEDURES--FIRE
- Activate a pull station
- When fire alarm is activated, evacuation is mandatory
- Warn others as you evacuate
- Once outside, call for help—dial 911
- Evacuate in accordance with the Building Emergency Plan or via the nearest exit
- Evacuate immediately—if possible take your belongings
- Evacuate to an area away from the building that does not impede responders
- Assist persons with disabilities, if possible
- DO NOT USE ELEVATORS
- Do not re-enter the building until authorized by Public Safety officials

SHELTER IN PLACE—TORNADO WARNING
- If the All Hazards Sirens are activated or you are notified of a warning, immediately seek shelter inside the nearest facility
- Proceed to the lowest level. If a basement is not available, seek an interior hallway or small interior room on lowest level, away from windows and doors
- "All clear" will be announced over the local TV and radio stations or by the expiration of the initial National Weather Service warning

SHELTER IN PLACE—HAZARDOUS MATERIALS (HAZMAT) RELEASE
- If advised to shelter for a HAZMAT incident, immediately seek shelter in nearest facility
- Close all windows, exterior doors, and any openings to the outside
- If possible, move to an interior room above ground floor with fewest windows and vents
- Do not leave the building until authorized by Public Safety officials

NON EMERGENCY PHONE #s:
Purdue Police Department: 494-8221
Purdue Fire Department: 494-6919
Physical Facilities Services: 494-9999
Radiological & Environmental Management: 494-6371

SHELTER IN PLACE—ACTIVE THREAT
- Decide whether to Run, or Hide, or Fight
- If you decide to hide (shelter in place), seek a safe area in nearest facility. Lock or block the room door.
- Do not leave your area until authorized by Public Safety officials

The Emergency Procedures Guide & your specific Building Emergency Plan provides more detailed information.

How *you* will be notified...Purdue ALERT
(Our emergency warning notification system)
- All-Hazards Emergency Warning sirens: (*Shelter In Place*)
- Fire alarms: (*Evacuate* the building)
- Text messaging: Sign up via the Campus Status Page to receive an emergency notification text message.
- Twitter: Follow @PurdueEmergency to receive information on emergencies.
- Desktop Popup Alerts: Alert will be sent to classroom & lab computers if logged in.
- Alert Beacons: Alert will be sent to beacons that are installed in large classrooms.
- Digital Signs: Alert will be sent to many signs throughout campus.
- Email: An e-mail will be sent to all people with a **purdue.edu** address.
- Web: Purdue Campus Status page, www.purdue.edu/ea , is the focal point of the most complete information in all campus-related emergencies.
- Boiler TV: The Boiler Television Emergency Alerting System may also broadcast emergency information.
- Local Media: The University works with the news media, radio, TV, newspapers, and Internet, to help spread the word.

FOR MORE INFORMATION: http://www.purdue.edu/emergency_preparedness/
Dec 19, 2016