

# Special Event Emergency Preparedness & Planning Checklist

During the planning stage of any campus event, organizers should consider security, weather and other potential risks. The following checklist should serve as a guideline for successfully planning an event.

<input type="checkbox"/>	Contact the Purdue University Fire Department (PUFD) at <a href="mailto:fire@purdue.edu">fire@purdue.edu</a> or 765-494-0966 for questions related to fire or emergency medical services. If PUFD has representatives at the event, document this information. Call or text 911 for all emergencies.
<input type="checkbox"/>	Contact the Purdue University Police Department (PUPD) at <a href="mailto:police@purdue.edu">police@purdue.edu</a> or 765-494-8221 for event management details and security issues. If PUPD has representatives at the event, document this information. Call or text 911 for all emergencies.
<input type="checkbox"/>	Contact the Office of Emergency Preparedness at <a href="mailto:emergency.preparedness@purdue.edu">emergency.preparedness@purdue.edu</a> or 765-494-0446 for event planning and emergency preparedness questions.
<input type="checkbox"/>	Contact Parking Facilities at <a href="mailto:parking@purdue.edu">parking@purdue.edu</a> or 765-494-9497 for event parking information and questions.
<input type="checkbox"/>	<p>Event organizers should establish an on-site event leader(s) who can relay decisions in a timely manner to participants, patrons and public safety members.</p> <p><b>Name:</b> <span style="float: right;"><b>cell phone #:</b></span>  <b>Name:</b> <span style="float: right;"><b>cell phone #:</b></span>  <b>Name:</b> <span style="float: right;"><b>cell phone #:</b></span></p>
<input type="checkbox"/>	<p>Event organizers should establish an on-site safety officer to oversee safety and monitor weather conditions.</p> <p><b>Name/cell phone#:</b></p>
<input type="checkbox"/>	<p>Event organizers should establish an on-site crowd manager for events with attendance exceeding 250 people.</p> <p><b>Name/cell phone #:</b></p>
<input type="checkbox"/>	<p>Event organizers should establish proactive crowd management practices, such as:</p> <ul style="list-style-type: none"> <li>• Anticipate realistic crowd behaviors and actions based on past events</li> <li>• Determine maximum crowd size for a given location: <span style="background-color: yellow; display: inline-block; width: 100px; height: 1em;"></span> and/or line queuing: <span style="background-color: yellow; display: inline-block; width: 100px; height: 1em;"></span></li> <li>• Identify crowd managers to actively monitor crowd actions and report conditions to on-site leader <ul style="list-style-type: none"> <li>- Guideline: One crowd manager for 250 people</li> </ul> </li> <li>• Event organizers must prepare for unintended consequences, such as larger than anticipated crowd size or property damage</li> <li>• Position crowds in such a way as not to block doors</li> <li>• Distribute lanyards, wristbands, etc.</li> <li>• Provide access to restrooms, indoor sheltering and trash/recycling receptacles</li> </ul>

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<input type="checkbox"/>	<p>Event organizers should have a process to monitor the possibility of severe weather. Here are a few recommended sites to track weather conditions:</p> <ul style="list-style-type: none"> <li>• Local TV and Radio broadcasts <a href="https://www.wlfi.com/weather/">https://www.wlfi.com/weather/</a></li> <li>• National Weather Service-Indianapolis <a href="https://www.weather.gov/ind/">https://www.weather.gov/ind/</a></li> <li>• NOAA Weather Radio (NWR) <a href="https://www.nws.noaa.gov/nwr/">https://www.nws.noaa.gov/nwr/</a> *Broadcasts continuous weather information directly from nearest NWS office</li> <li>• AccuWeather <a href="https://www.accuweather.com/">https://www.accuweather.com/</a></li> </ul>
<input type="checkbox"/>	<p>Event organizers should establish an event notification system. Consider using portable radios, mobile phones and group text messaging. Document the contact numbers in the written communication plan/procedure. Be sure to sign up for <a href="#">PurdueALERT</a> text messages.</p> <p><b>method used:</b></p>
<input type="checkbox"/>	<p>Consider developing the following:</p> <ul style="list-style-type: none"> <li>• Possible preformatted warning messages (see page 6 for examples and templates to use).</li> <li>• Evacuation locations/routes</li> <li>• Shelter-in-place locations <ul style="list-style-type: none"> <li>- Size of location should meet the population need</li> <li>- Key/swipe cards may be needed to open facility</li> <li>- Organized process should inform event attendees of where to shelter</li> </ul> </li> </ul>
<input type="checkbox"/>	<p>To serve food at an event, a <a href="#">Temporary Food Service Application</a> must be submitted to Environmental Health and Safety. The event may require a certified food handler or training. Contact Jennifer Asbury, environmental and health specialist, at <a href="mailto:jkasbury@purdue.edu">jkasbury@purdue.edu</a> or 765-494-1498 for questions.</p>
<input type="checkbox"/>	<p>To serve food at an event, the vendor must be listed on the <a href="#">Purdue Approved Caterer</a> list and a Temporary Food Service Application must be submitted to Environmental Health and Safety.</p>
<input type="checkbox"/>	<p>Anyone operating a Drone/UAS on, over or near the university must complete a <a href="#">Request for Use of Autonomous Technology Devices at Purdue Facilities Form</a> and are responsible for complying with FAA, federal, state and local regulations. See <a href="#">Operating Procedure for Use of Autonomous Technology Devices</a> for more information.</p>
<input type="checkbox"/>	<p>Student organizations must complete an Activity Planning Form for events. Medium to high-risk events may require a meeting with a planning committee to discuss safety, security and risk details. The committee may include departments from:</p> <ul style="list-style-type: none"> <li>• Business Office for Student Organizations (BOSO)</li> <li>• Convocations/Hall of Music (HOM)</li> <li>• Office of Emergency Preparedness(OEP)</li> <li>• Facilities Operations</li> <li>• Grounds</li> <li>• Student Activities and Organizations (SAO)</li> <li>• Purdue University Fire Department (PUFD)</li> <li>• Purdue University Police Department (PUPD)</li> <li>• Risk Management</li> </ul>

## RESOURCES

### Weather 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.</p> <p>Continue to monitor weather 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, then divide that number by five. That equals the number of miles the storm is away from you.</li> <li>2. If thunder can be heard from the event location, the storm is close enough that lightning could strike.</li> <li>3. If you hear it—clear it!</li> <li>4. Do not resume outdoor activities until 30 minutes after the last clap of thunder.</li> </ol>
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	Distance	Safety Action
<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>

High Winds	Event organizers must be vigilant of high winds and the possible impact on equipment, including tents, stages, etc. Different equipment has different wind standards based on size, anchoring and type. Event organizers should understand these parameters. If the wind exceeds these parameters, immediately evacuate to a safe location.
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# Special Event Emergency Preparedness & Planning Checklist

## Shelter in Place Checklist

Responsibilities	The on-site leader or designated representative will provide emergency notification to event participants as quickly as possible. This checklist should be used as a guide to plan accordingly.
<b>SHELTER IN PLACE</b>	
<p>Possible incidents:</p> <ul style="list-style-type: none"> <li>• Tornado warning/watch</li> <li>• Lightning</li> <li>• Active threat</li> <li>• Hazardous materials release</li> </ul>	
The on-site leader will receive notification through the opt-in <a href="#">PurdueALERT</a> emergency warning notification system. The on-site leader should then consider the following steps:	
<input type="checkbox"/>	Notify all event staff using the communication plan. Event staff should begin directing event participants to pre-designated shelter areas.
<input type="checkbox"/>	Consideration should be given to event participants who have functional needs.
<input type="checkbox"/>	Call or text 911 if emergency assistance is needed.
<input type="checkbox"/>	Notify event staff once participants are safe to leave their shelter. The all clear for a tornado warning is normally the National Weather Service expiration time.

# Special Event Emergency Preparedness & Planning Checklist

## Evacuation Checklist

Responsibilities	The on-site leader or designated representative will provide emergency notification to event participants as quickly as possible. This checklist should be used as a guide to plan accordingly.
<b>EVACUATE</b>	
<p>Possible incidents:</p> <ul style="list-style-type: none"> <li>• Fire alarm activation</li> <li>• Direction from police/fire personnel</li> </ul>	
<p>The on-site leader will receive notification through the opt-in <a href="#">PurdueALERT</a> emergency warning notification system. If an alarm is sounding inside a building, event participants must evacuate the facility.</p> <p>The on-site leader should also be prepared to notify event participants if an evacuation is required when an alarm has not been activated. The on-site leader should then consider the following steps:</p>	
<input type="checkbox"/>	Notify all event staff using the communication plan. Event staff should begin directing event participants to pre-designated evacuation areas—Emergency Assembly Areas (EAA).
<input type="checkbox"/>	Consideration should be given to event participants who have functional needs.
<input type="checkbox"/>	Call or text 911 if emergency assistance is needed.
<input type="checkbox"/>	Notify event staff once participants are safe to return to the facility.

## 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]**. Do not enter the **[indicate area(s) or other prohibited vicinities]**.

### Lightning

Ladies and gentlemen, may I have your attention please. There is 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 cellular phones or any other electronic 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.

### Heat Advisory

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 **[give exact location(s)]** to help you cool down (if applicable). The first aid station is located at **[give exact location]**, if needed.