

# SPECIAL EVENTS PLANNING CHECKLIST: EMERGENCY PREPAREDNESS

Event: \_\_\_\_\_ Location: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Event Coordinator: \_\_\_\_\_

## Event Coordinator Priorities:

- Designate safety officer as lead to work safety issues
- Consider security, weather, fire, safety and other potential risks
- Notify appropriate University departments about the event (Risk Services, Police Department, EH&S, etc.)

## Complete the following tasks:

- Contact the UCI Environmental Health and Safety Special Events Fire Marshal at 949-824-4077 or [dale.saunders@uci.edu](mailto:dale.saunders@uci.edu) to discuss fire safety planning for any large assembly (50 or more people)
- Contact the UCI Police Department Special Events Sergeant at 949-824-5223 or [UCIPDspecialevents@uci.edu](mailto:UCIPDspecialevents@uci.edu) to discuss event management details and security issues if event has over 50 people, dignitaries, alcohol, or other special considerations. If UCIPD has representatives at the event, document this information. Call 911 for all emergencies. Additional information is available here: <http://www.police.uci.edu/services/police-special-event-services/index.php>
- Event organizers should establish a **chain of command** so decisions can be relayed in a timely manner. On-site main contact (name/phone): \_\_\_\_\_
- Event organizers should establish a **safety officer** to work safety issues and respond to any zotALERT emergency notifications.  
Safety officer main contact (name/phone): \_\_\_\_\_
- Event organizers should establish a process to notify event staff in the event of an emergency. Consider using radios and/or cell phones. Document the contact numbers in your written communication plan/procedure
- Survey event locations and identify appropriate areas to secure/shelter-in-place and evacuation routes. Designated emergency assembly areas for campus buildings are located here: <http://www.ehs.uci.edu/em/zonemap.html>. AED locations on campus are located here: <https://www.ehs.uci.edu/programs/occhlth/AED/AEDLocations.pdf>
- If working with outside agencies proof of liability insurance must be provided to Risk Services. More information can be found here: [https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf3/max/render.uP?pP\\_cmsUri=public%2FPurchasing%2FRiskManagement%2FInfoPageSpecialEventsInsur.xml](https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf3/max/render.uP?pP_cmsUri=public%2FPurchasing%2FRiskManagement%2FInfoPageSpecialEventsInsur.xml)

## Non-Emergency Contact Information

Emergency Management	949-824-7147 / 949-236-9682	<a href="http://www.police.uci.edu/em/index.php">http://www.police.uci.edu/em/index.php</a>
Environmental Health & Safety	949-824-6200	<a href="https://ehs.uci.edu/">https://ehs.uci.edu/</a>
Facilities Management	949-824-5444	<a href="http://fm.uci.edu/">http://fm.uci.edu/</a>
Procurement Services	949-824-6516	<a href="http://procurement.uci.edu/">http://procurement.uci.edu/</a>
UCI Police Department	949-824-1885	<a href="http://police.uci.edu/">http://police.uci.edu/</a>

## EMERGENCY WARNING NOTIFICATION CHECKLIST

Upon receipt of a zotALERT emergency notification (or other notice by first responders) 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.

### SECURE-IN-PLACE – POLICE ACTIVITY

- Possible Secure-In-Place incidents: active shooter, protest/civil disturbance, investigation/other police-related activity
- Designated Safety Officer should notify event staff using their communication plan that a secure-in-place notification has been received
- Event staff should begin securing the space (closing blinds, turning off lights, silencing A/V and other equipment, and locking doors/creating barricades). Encourage participants to stay inside.
- Once the space is secure, do not let anyone else inside
- If event is outside – guide event participants to the nearest building and then begin secure-in-place procedures
- If required, use the attached pre-canned notification message
- Reference the Emergency Procedures Flip Chart for general procedures:  
[http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)
- The designated Safety Officer should notify event staff when first responders have given the incident an all clear and event participants are safe to resume normal activities

### SHELTER-IN-PLACE – HAZMAT

- Possible Shelter-In-Place incidents: hazardous materials spill, fire, wildfire, poor air quality
- Designated Safety Officer should notify event staff using their communication plan that a shelter-in-place notification has been received
- Event staff should close any windows and doors. Encourage participants to stay inside
- Once the space is secure, do not let anyone else inside
- If the event is outside – guide event participants to the nearest building to take shelter
- If required, use the attached pre-canned notification message
- Reference the Emergency Procedures Flip Chart for general procedures:  
[http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)
- The designated Safety Officer should notify event staff when first responders have given the incident an all clear and event participants are safe to resume normal activities

### EVACUATE

- Possible evacuation incidents: fire, fire alarm activation, as directed by Police/Fire/Zone Crew
- Designated Safety Officer should notify event staff using their communication plan that an evacuation is necessary
- Event staff should begin directing event participants to the nearest safe exits and to the designated emergency assembly area
- If required, use the attached pre-canned notification message
- Consideration should be given to event participants who have functional needs

- Reference the Emergency Procedures Flip Chart for general procedures:  
[http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)
- Contact 911 if emergency assistance is needed
- The designated Safety Officer should notify event staff when first responders have given the incident an all clear and event participants are safe to return

## EARTHQUAKE

- DROP, COVER, and HOLD ON
- If outside – designated Safety Officer should direct group to an open area away from tall buildings, trees, power lines, or other falling hazards
- Once the shaking has stopped, the Safety Officer should assess the surroundings and check for any injuries
- Evacuate only if you feel it is unsafe to stay inside. If you must leave, use extreme caution and watch for falling debris
- Reference the Emergency Procedures Flip Chart for general procedures:  
[http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)
- Call 911 if emergency assistance is needed
- Expect aftershocks
- Follow instructions of campus zotALERT, if issued, after the earthquake

## MEDICAL EMERGENCY

- Call 911 if emergency assistance is needed. Provide detailed information on situation and exact location to Dispatch. Assign someone to flag down first responders
- Reporting person stays with the patient until UCIPD/OCFA arrives
- Provide CPR/first aid as necessary and only if trained to do so
- Reference the Emergency Procedures Flip Chart for general procedures:  
[http://police.uci.edu/em/UCI\\_EmerProc.pdf](http://police.uci.edu/em/UCI_EmerProc.pdf)

## zotALERTS

- Designated Safety Officer should notify event staff anytime a zotALERT is issued
- Follow actions as outlined in zotALERT (evacuation, shelter-in-place, etc.)
- Follow instructions from on-scene first responders (UCIPD, OCFA)
- Make announcements to participants as necessary

## CAMPUS EMERGENCY NOTIFICATION METHODS

- **zotALERT text messages**
- **ZotMail email messages**
- **Alertus Desktop notifications**
- **UCI Emergency Hotline: 866-IRV-NEWS**
- **Zot Radio WQTB 1690 AM**
- **KUCI 88.9 FM**
- **Social Media**
  - **Facebook** <http://facebook.com/UCIrvinePD>
  - **Twitter** <http://twitter.com/UCIrvinePD>
  - **Nixle** <http://nixle.com/University-of-California-Irvine-Police-Department>
- **Zone Crew**
- **Other Campus Staff/Faculty**

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

***Evacuation***

Ladies and gentlemen, may I have your attention please. The UCI 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 UCIPD]**. 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.

***Secure-In-Place – Police Activity***

Ladies and gentlemen, may I have your attention please. A Secure-In-Place zotALERT has been issued for the campus. At this time, we need you to remain calm and stay inside. Event staff are going to secure the area and lock the doors. Please refrain from utilizing telephones, cellular phones, or any other electronic/electrical devices. Remain calm and quiet. Please DO NOT leave the area until we have been given an all clear. We will provide additional information as the campus provides updates.

***Shelter-In-Place - HAZMAT***

Ladies and gentlemen, may I have your attention please. A Shelter-In-Place zotALERT has been issued for the campus. At this time, we ask that you stay away from **[give exact location(s) as provided in the zotALERT]**.

**If inside** – Everyone should stay inside until we have been given an all clear.

**If outside** - Everyone should seek shelter immediately in the nearest building. Once inside, stay inside until we have been given an all clear.

We will provide additional information as the campus provides updates.

***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. Cooling stations have been set up at \_\_\_\_\_. (If applicable) The First Aid Station is located at \_\_\_\_\_, if needed. (If set up)

**If you have additional questions or concerns please contact Anne Widney-LeSage, UCI Emergency Management Director, at [awidney@uci.edu](mailto:awidney@uci.edu) or 949-824-7147 (office) or 949-236-9682 (cell).**