

# Special Event Emergency Planning Guide

Emergencies can happen at any time or any place at the University of Kansas. This Special Event Emergency Planning Guide is intended to aid university departments in planning a safe event for KU students, faculty, staff, and visitors. Event planners are encouraged to review the Building Emergency Plan during the event planning process. Please notify KU Public Safety of your event by emailing this Special Event Planning Guide to [kupso@ku.edu](mailto:kupso@ku.edu).

## Event Information

Name of event:

Event date:

Event time(s):

Location:

Building(s):

Room #(s):

Estimated number of attendees:

Department/group hosting the event:

Primary event contact:

Primary contact #:

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Evacuation Assembly Area(s):

Area #1

Area #2

Shelter in Place Location:

Automated External Defibrillator (AED):

First Aid Kit:

Emergency Notification: If an incident occurs on campus that creates an immediate threat to life or safety, or immediate action is required, the University will use text message alerts and other means of communications to advise you of the incident and provide instructions.

At least one person on the event-management team should be able to receive text message alerts and have his or her phone on during the event. \_\_\_\_\_

Weather: Severe weather can impact event operations and create safety issues, especially for outdoor events. If there exists a threat of high winds or lightning, outdoor events should be moved inside or postponed to a later date. If hazardous conditions develop during an outdoor event, move all attendees inside as soon as possible.

Backup indoor venue/weather refuge: \_\_\_\_\_

At least one person on the event-management team should be able to monitor weather conditions and receive weather alerts. \_\_\_\_\_

Pre-Event Briefing: Conduct a pre-event briefing with managers, ushers, volunteers, and other staff to discuss the following items:

- Details of the venue, including entrances and exits, number of people attending, and specific information about the audience/attendees (ages, special needs, etc.).
  
- Policies and procedures on unacceptable behavior.
  
- Expected weather conditions and severe weather plans (include date, time, and source of forecast).
  
- Identify those who may need assistance evacuating or sheltering and who will assist.
  
- Evacuation, shelter-in-place, and emergency communication plans.
  
- Medical procedures.

If an emergency occurs at the event:

1. Call 911 or KU Public Safety at 785-864-5900
2. Arrange for a member of the staff to meet emergency responders at the main entrance and escort them to the location of the incident.
3. If you receive an alert of an incident elsewhere on campus, you may have to deliver the message to event attendees:
  - Stay calm.
  - Be assertive.
  - Be honest and empathetic about the situation.
  - Give the audience as much important information as possible, but do not overwhelm them with unnecessary details.
  - Let the audience know when you will be communicating again. Try to manage the audience's expectations.

Evacuation: During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include smoke/fire, gas leak, or bomb threat.

1. No one may remain inside a building when an evacuation is initiated
2. Close windows and doors as rooms are vacated
3. Proceed calmly but quickly to the nearest emergency exit
  - a. Direct attendees to the nearest emergency exit, which may not be the main entrance where they came in
4. Use stairways to evacuate. **Do not use elevators** unless they are designated as Emergency Exit Elevators
5. Account for all members of your group (if possible). Report anyone missing to emergency responders as soon as possible.
6. No one may reenter the building until given the "All Clear" instruction by emergency responders.

Shelter in Place: During certain emergency conditions, it may be safer to remain inside a building than to evacuate. Examples include severe weather, hazmat release, or active threat.

1. Move to the designated shelter in place location, or the lowest level of the building to an interior room.
2. Move away from doors and windows.
3. In an active threat emergency: lock and barricade the door, turn off lights, and silence cell phones.
4. In a severe weather emergency: put as many walls between you and the outdoors as possible. Use a blanket or furniture to provide extra protection from debris.
5. In a hazardous materials emergency: seal all doors, windows, and vents. Turn off ventilation systems.