* Will the event potentially draw a threatening crowd or disrupt event/business operations? (Contact Public Safety for additional threat assessment/security planning)
* Does the venue have an existing emergency plan to follow?
  + Is there a fire alarm for the building?
  + Where are the pull stations?
* Is there a public address system that can be used and how to use it?
* Where is the location of evacuation assembly area?

|  |  |  |  |
| --- | --- | --- | --- |
| * Primary |  | * Outdoor | * Indoor |
| * Secondary |  | * Outdoor | * Indoor |

* Are there any known participants with disabilities?
  + Is there a plan to assist persons with disabilities during an emergency?
  + Are there companions/caretakers with the participant?
  + Accommodations for disabilities can be made by calling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Evacuation process
  + Who decides to implement an event emergency response?
  + Who interacts with response agencies?
  + What are the roles in an emergency (instruction sheet given, discussion held)
    - OSU Organizer
    - Vendors
    - Leaders of support and participants *(e.g. ushers, event leader, catering staff)*
  + Who interacts with crowd/group of attendees
  + Who will make the announcement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + How are announcements made to evacuate?

|  |  |  |  |
| --- | --- | --- | --- |
| * Radio | * Fire Alarm | * Other: |  |
| * PA | * Verbal |  | |

* Who decides to cancel event?
* Building Point of Contact during the event:
  + Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff and Volunteer training/preparation:**

* At least 1 day prior to the event, Email response plan to volunteers and staff to read and study
* Review emergency procedures with volunteers and staff at the event location the day of the event
* Include venue emergency plan and floor plan

**Evacuation Message Script: (sample)**

“We are interrupting the performance/ lecture for this emergency message. Please stay calm and evacuate the building immediately. There are facility staff to assist you in getting to the secure location on Parker Plaza which is across 26th street. All areas must be evacuated until the Fire Department clears the building.”

**Earthquake Message Script (Sample)**

“This is an earthquake, shelter in place until the shaking stops. Duck between rows of seats and protect your head. Do not evacuate the building until the shaking has stopped. Once it is safe to move, exit though the nearest emergency exit and gather across the street on Parker Plaza.”

**Customized script for a specific event:**

|  |
| --- |
|  |