­­**[Venue Name/Outdoor Location] Emergency Response Plan**

**Introduction**

The **[Venue Name/Outdoor Location]** Emergency Response Plan is an all-hazard plan that details the emergency procedures specific to the **[Venue Name/Outdoor Location].** The purpose of the plan is to ensure the safety of the students, faculty, staff and visitors of the **[Venue Name/Outdoor Location]** in the event of an emergency. This plan has been developed to improve the efficiency of the **[Venue Name/Outdoor Location]** response to an incident in order to promote safety.

**Explanation of Terms**

National Incident Management System Overview: The National Incident Management System (NIMS) is a comprehensive, nationwide systematic approach to incident management. NIMS is flexible due to its application to any incident regardless of cause, size, location or complexity. In addition, its principles are to be utilized in order to develop all-hazard plans and procedures. Lastly, NIMS provides an organized set of scalable and standardized operational structures. This standard is critical for allowing various organizations and agencies to work together in a predictable, coordinated manner. The UH Board of Regents formally adopted NIMS in November of 2008.

One major component of NIMS is the Incident Command System (ICS). ICS is a management tool that includes 14 key features that has become the standard for managing emergencies across the country. ICS may be used for planned events, natural disasters, and acts of terrorism. This response plan is in compliance with NIMS and the 14 features of ICS (<https://www.uh.edu/emergency-management/training-and-outreach/nims/>).

One key feature of ICS is “Management by Objectives.” Objectives and initial decisions for any emergency should be based on the following three (3) priorities:

1. Life Safety
2. Incident Stabilization
3. Property Preservation

These priorities are utilized to establish objectives. General Emergency Planning Objectives include:

1. Save lives and prevent injuries
2. Promote an effective action in responding to emergencies
3. Minimize loss of campus property
4. Restore conditions to normal and with minimal disruption

**Emergency Response Procedures**

Reporting an Emergency

Contact UH Police at 713-743-3333 or dial 911

* Tell the dispatcher exactly where you are, including venue name and room number
* Give your full name and telephone number
* Describe the nature of the emergency clearly and accurately
* Do not hang up unless your safety is threatened or you are told to do so
* If possible have someone watch for arrival of emergency personnel and direct them
* After emergency personnel arrive, stay out of the way and follow all directives given

For Building Specific Emergencies, please also notify the following building contacts **[Or include specific actions/plans you require for building occupants]**:

1. [**Name**] at [**Phone** **Number**]
2. [**Name**] at [**Phone** **Number**]

Fire Evacuation

* If the fire alarm is not sounding, activate the nearest fire alarm pull station
* Call UHPD at 713-743-3333 or 911 to report the fire
* Check immediate area for other employees who may not be aware of the fire alarm and warn them.
* Accompany or assist personnel with mobility issues, visitors and any co-workers who appear to need calm direction or assistance
* Leave the area and take personal items with you.
* Shut all doors behind you as you leave. Closed doors can slow the spread of fire, smoke and water.
* Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack. Be prepared to slam it shut if heat or smoke rushes in.
* Never use an elevator during a fire emergency. An elevator might be called or sent to the fire floor thus exposing passengers to deadly heat and gases.
* Do not re-enter the building until authorized to do so by emergency personnel. Never assume an alarm is false
* If unable to exit the building, go to nearest exit stairwell or safe area of refuge and call 713-743-3333 or 911 to report your location
* If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke
* Make sure you know at least two emergency exits for your building
* **Two Assembly/Meeting Areas for the building are located here:**
	1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Near – not near a Fire Department (FDC) Connection)**
	2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Far)**
* Emergency Procedures for Disabled Individuals
	1. If the fire is not on the same floor as the disabled person, close all doors and wait for assistance.
	2. One person should stay with the disabled individuals while another person reports to the University Police.
	3. Hearing-impaired and visually impaired persons need only one person assigned to assist them during an evacuation. They must be notified of fire alarms and guided to safe escapes routes.
	4. If needed, disabled employees and students may be assisted to the stairwell landings to wait for emergency personnel. All doors to the stairwell must be kept closed in order to reduce the buildup of smoke.

Shelter In Place

* **Tornado Warning:**
	+ Seek shelter indoors in an interior room away from windows, and on the lowest floor possible
	+ Check [www.uh.edu/emergency](http://alerts.uh.edu/) for shelter-in-place directive for the UH campus
* **Potential Shelter-in-Place Locations (Windowless/Interior Room/Lowest Floor)**
	1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Hazardous Materials Release:**
	+ Move indoors to a windowless room away from hazardous materials and, if possible, cover the vents.
	+ Wait for an “All Clear” before leaving your safe space

Active shooter / Person with a weapon

AVOID – DENY – DEFEND

Once notified, Law Enforcement will respond to an Active Shooter as quickly as possible.

Response time averages about three minutes. Your immediate actions should be focused on maximizing your personal safety until Law Enforcement is able to stop the threat.

* **Avoid**: Pay attention to your surroundings. Have an exit plan. Move away from the source of the threat as quickly as possible. The more distance and barriers between you and the threat, the better. Call 713-743-3333 to reach UH Police directly, or dial 911
* **Deny**: Keep distance between you and the source. Create barriers to prevent or slow down a threat from getting to you. Turn the lights off. Remain out of sight and quiet by hiding behind large objects and silencing your phone.
* **Defend**: If you cannot Avoid or Deny be prepared to Defend yourself. Be aggressive and committed to your actions. Do not fight fairly; this is about survival.

Medical Response Plan

In the event of a medical emergency at **[Venue Name/Outdoor Location]** requiring a response from the UHPD or medical services, the following protocol will be following:

Basic first aid is available in **[enter location here]**

If the situation required more advanced medical response, the **[Venue Name/Outdoor Location]** will contact UHPD dispatch at 713-743-3333 and request medical response.

Facilities Related Response Plan

In the event of an incident has occurred at **[Venue Name/Outdoor Location]** requiring assistance from UH Facilities Services, FIXIT will be called. If the Facilities Services requires extensive repair of **[Venue Name/Outdoor Location]** the following protocol for event notification will be followed:

**[Event Notification of Facilities Emergency Here]**

Weather Response Plan

In the event of severe weather, **[list title of responsible party who will monitor weather]** will monitor throughout the event.

Outdoor Venue: **[Provide plan for sheltering patrons as needed. Also include potential for cancelation due to severe or prolonged weather events.]**

Patrons/Guests waiting outside: **[Provide plan for sheltering patrons prior to doors open if needed.]**

Re-Entry Procedure

* 1. After an evacuation of the building and it has been deemed safe for re-entry, attendees that have left the venue will be permitted to re-enter the facility with an event ticket.
	2. Event staff will resume their post at the entrances and will allow attendees to return to the event by showing their event ticket.
	3. Event staff will monitor the number of attendees by utilizing handheld clickers to keep count.

**Hazard/Incident Specific Procedures**

**[Insert additional hazard/incident-specific procedures as deemed necessary by your area.]** A sample list has been provided for your use below.

* Bomb Threat/Suspicious Activity/Package, etc.
* Protest/Riot
* Power Outage/Loss of water
* Elevator Failure
* Mechanical and Plumbing

**Staff Responsibilities**

**[List different staff titles and their responsibilities during an emergency/incident. Examples Below]**

Venue Representative or Designee:

1. Responsible for coordination of regular event operations during the event
2. Work in consultation with the Incident Commander and respective public safety entities regarding crowd management decisions.
3. In the event of an emergency, coordinate with promoter/organizer.
4. Communicate to Athletics staff and third party entities working the event, in the case of a delay, suspension, cancellation or postponement of the event

**Communications**

**[Update these based on your building’s communication measures. The following are examples to think of and update. Remove/Delete if needed]**

Internal Communication Channels (defined as communication devices used to communicate amongst internal staff) are listed below:

1. Hand-held radios
	1. Special Event Radios - utilized primarily by **[Staff]**; Radios are administered and distributed by **[Staff]**
	2. A list of the radio channels utilized for the event are provided by **[Staff]**
2. Cellphones
	1. Cellphones provide an additional option for communication

External Communications Process

In the event that emergency information needs to be communicated to all outlets in the building **[Staff Member(s)]** will communicate this information to the PA Booth for distribution.

External communication channels (defined as communication devices used to communicate from event personnel to patrons) is listed below:

* 1. Public Address (PA) System
		1. The PA system serves as the primary means of communication with persons in the venue.
	2. Videoboard messaging
		1. Text can be added to display on the videoboard that is consistent with the emergency information being read over the PA System
	3. Fire Panel Annunciator (if venue is equipped with this type of panel)
		1. The annunciator (PA capability) on the Fire Panel may be utilized as a back-up communication method in the event that the primary PA is inoperable.
		2. If an announcement needs to be read, and UH Fire Marshal’s Office personnel are at the event, they are responsible for activating the panel to read the appropriate emergency PA script as requested.
1. Outside Venue Channels
	1. External Public Address (PA) System outside **[Location]**
	2. Bullhorns
		1. Located **[Location]**
	3. **[Other]**

**UH Important Phone Numbers - EMERGENCIES**

|  |  |
| --- | --- |
| **UH Police**  | **713-743-3333 Or****911** |
| **UH Environmental Health and Safety** | **713-743-5858** |
| **UH Fire Marshal’s Office** | **713-743-5858** |
| **UH Health Center** | **713-743-5151** |
| **UH Facilities Service Center (FIX-IT)** | **713-743-4948** |

For UH emergency information, go to [www.uh.edu/emergency](http://www.uh.edu/emergency).

\*Feel free to add to this list as needed.

**Attachments**

**[The following are examples of attachments you may wish to include]**

1. Personnel Roster and/or Phone Tree
2. Specific Staff Assignments During Emergencies
3. Emergency Public Address (PA) Scripts
4. Building Maps
5. Seating/Layout
6. Additional Policies
7. Event Specific Procedures