



Special Event Annex Plan

Updated: 6/1/2021

Shepherd University- Special Event Annex Plan

Purpose

The Special Event Annex Plan serves as a guide to Shepherd University event coordinators in developing action plans, for safety, at any public gathering on university property. Event coordinators may adapt additional guidelines and plans supplemental or in addition to these requirements. Please consult department chairs and building managers for additional, facility specific, requirements.

Scope

This guide is suggested for use at all university properties that have organized public gatherings and declared to be a special campus event (as outlined below) by Shepherd University designee(s). This guide will be reviewed and updated by the Threat Assessment Team annually by June 30th of each fiscal year.

Definitions

- **Special Campus Event:** an organized gathering of persons within or outside of a campus building that, due to specific circumstances, requires coordinated planning for emergencies or other special needs.
 - The circumstances under which this Special Event Annex Plan is suggested to be used are when the following could occur as a result of an event:
 - A gathering of 50 or more people.
 - A gathering that will fill the facility to its authorized capacity.
 - Attendance of high-profile and/or controversial visitor.
 - Political or movement focused rallies, vigils, demonstration, etc.
 - Other gathering as deemed necessary by the Office of Community Relations and/or the University Police Department.
- **Event Host:** person hosting the special event and/or representative from the sponsoring organization.
- **Event Coordinator (EC)*:** person designated by campus authorities to coordinate planning for the special campus event. In certain events, this may also be the event host if they are a Shepherd University employee. The primary goal of the EC is to ensure the organization and safety of event participants. A secondary goal is to protect university property from damage or loss of use.
- **Event Safety Coordinator (ESC)*:** person assigned by the event coordinator to monitor the event, maintain communication with University Police, and implement the emergency action plan. In certain events, a member of the University Police may serve in this role.
- **Event Staff*:** persons assigned roles during a special event which may have specific duties within the emergency action plan and trained in their responsibilities. Event Staff should be easily identifiable by special clothing and/or name badges.
- **Emergency Action Plan (EAP):** specific emergency procedures for a specific campus facility. Please obtain a current copy of the building's EAP from the facility's Building Manager. Please contact the Student Center Director for any needed assistance with Emergency Action Planning for your event.

** Recommended to be a Shepherd University employee unless an exemption is permitted by the facility's Executive Leadership Team member or designee.*

** For smaller events one individual may serve in multiple Event and Safety roles.*

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Concept of Operations

- All special event planning should be compiled in a timely manner in order to give all campus constituencies time to determine and plan for needed support. When possible this should occur at least two weeks prior to the event. Guidance in planning for an event, including requests made to supporting departments, may be obtained at: <https://www.shepherd.edu/special-event-request-form>
- All events scheduled by unsponsored off-campus groups **must** be reviewed by the Office of Community Relations or designee.
- All events scheduled by student organizations **must** be reviewed by the Office of Student Affairs or designee.
- It is suggested that events scheduled by campus faculty and staff follow the guidelines laid out within this document with approval from the area and/or Division administration.
- The Student Center Information Center may assist those in need of securing reservations and the Student Center Director may assist with necessary approvals and/or planning documents.
- Event Coordinators should review event plans for campus policy compliance. Potentially affected departments including SUPD, Facilities, and Campus Services should be consulted in a timely manner so they may develop plans for logistical support and assess if additional fees should be added, where needed, to provide adequate support.
- Those events that meet the criteria established under this document, or otherwise designated as such by University Administration, should have an identified ESC that is familiar with this document and the University's Emergency Operations Plan.

Implementation of Plan

- The ESC should develop an event-specific Emergency Action Plan (EAP) using the checklists and template in the appendices of this document. The EAP should be compiled at least 1 week before the event and shared with affected departments. In some cases, the preexisting facility EAP may be used and can be obtained from the facility's Building Manager. The Student Center Information Center may assist those in need of securing necessary reservations and the Student Center Director can assist with approvals and/or planning documents.
- An EAP should be reviewed by Campus Police or the Student Center Director to determine its adequacy and the necessary resources. These requests should be given in a timely manner but not less than at least 48 hours before the event.
- With proper notification, Campus Police may coordinate requirements for police, fire, and emergency medical services (EMS) resources.
- The EC should coordinate requirements for Event Staff and all other resources necessary for the safety of event attendees.
- EC will, at the beginning of an event, provide a briefing/announcement stating the facility's emergency procedures and evacuation information to attendees.
- When security, safety, and first responder support is needed for a given event, the EC, ESC, and Campus Police should review all preparations no later than 5 days before the event. Please note, an EAP should be developed in coordination with Campus Police when there is a substantial chance first responder support will be needed.
- The ESC should provide any necessary training to Event Staff immediately preceding the event.
- The EC and the ESC should maintain communication throughout the event.

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Emergencies During the Event

- In the event of an emergency during the event, the ESC should be notified by Event Staff. The ESC will:
 1. Take and/or order immediate actions to protect event participants.
 2. Notify Campus Police of the specific nature of the emergency and any resource needs (police, fire, EMS).
 3. Notify the EC.
- In the event of a facility evacuation, all Event Staff should report to a defined point outside the facility and meet with the responding Campus Police/EMS personnel. The Event Staff will assume a supporting role to the Campus Police/EMS and assist in crowd control and accountability.
- The EC should complete a post-event assessment. The EC may review the post event assessment with Campus Police and the Student Center Director. A post event assessment should always occur with Campus Police when criminal activity or injuries occurred during the event. Student Affairs should be notified when any student conduct issues occur during an event. <https://www.shepherd.edu/post-special-event-assessment/>

Communication

In the event of an emergency, primary communication with Emergency Services will be dialing 9-1-1.

Facility Evacuation

- Facility evacuation planning is the responsibility of the designated EC and ESC.
- An evacuation plan should be completed using the existing posted evacuation plans and included as part of the EAP. It should be noted if the event plan differs from the posted plan(s).
- Evacuation plans should be announced at the onset of any Special Event whenever possible.
- Event Staff are responsible for assisting event participants with evacuation and directing them to areas of refuge for accountability and further assistance.
- Event Staff are not to place themselves at risk during rescue. However, they are required to notify the EC or ESC of anyone requiring assistance beyond what they are capable of performing.
- Persons with disabilities or mobility challenges require special attention and will be prioritized by Event Staff for evacuation. Event participants will be requested to assist as they are capable.
- Each Event Staff member should be assigned a specific section or area of the facility in which to assist attendees in the event of a facility evacuation.

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Training

- The appropriate Event Host and EC should provide training to all event staff, as required. The training should cover the following, but not limited to, subject content:
 - Emergency Action Plan
 - Dealing with the public
 - Communication methods
 - Briefing the Event Staff
 - Special concerns related to the type of event
- The EC and ESC should provide a briefing to the Event Staff immediately preceding the event, and should contain, at a minimum:
 - Defining Event Staff roles and responsibilities, including areas of the building for which they are responsible and accountable
 - Schedule and key moments of the event
 - Explaining the event and the EAP
 - Communication procedures and hierarchy
 - Evacuation procedures and review of specific environmental hazards
 - Rendering emergency aid and assistance

Appendix 1: Special Event Brief (day of event outline)

Appendix 2: Emergency Action Plan Template

Appendix 3: Additional Resources

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Appendix 1: Special Event Brief

The EC should compile, distribute, and brief event staff on the following items:

- Event Coordinator Contact information
- Event Safety Coordinator contact information
- Event/Group Host contact information
- Campus Police contact information
- List of other emergency phone numbers
- Copy of event schedule
- List of Event Staff with defined duties
- List of AED/FA locations
- List of certified personnel working event
- Include copy of “Basics of Emergency Response”
<https://www.shepherd.edu/emergency/basics-of-emergency-response>

Additional items for EC and ESC to review with Event Staff during briefing:

- ✓ Defining Event Staff roles and responsibilities, including areas of the building for which they are responsible and accountable
- ✓ Explaining the event and the EAP
- ✓ Communication procedures and hierarchy
- ✓ Evacuation procedures
- ✓ Rendering emergency aid and assistance procedures
- ✓ Radio and cell communication procedures
- ✓ Emergency exit doors and emergency egress paths clear

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Appendix 2: Emergency Action Plan Template

The following items are the minimal requirements for your event EAP.

Name of event

Date/time of event

Location of event (name and address)

Unconscious Victim

- First Responder
- Second Responder
- Support Staff

Conscious Victim

- First Responder
- Second Responder
- Support Staff

Other Emergencies to Consider

- Medical emergencies specific to attendance demographic
- Natural Disaster
- Power Outage
- Fire
- Location of Automated External Defibrillator (AED's)
- Active shooter
 - Evacuate
 - Hide Out
 - Take Action Against the Active Shooter
 - How to respond when law enforcement arrives

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Appendix 3: Additional Resources

Accident/Incident Report

<https://www.shepherd.edu/accident-incident/>

Building Manager Information

<https://www.shepherd.edu/facilities/building-managers>

Emergency Operations Plan

<https://media.suweb.site/2020/01/EOP-Emergency-Operations-Plan-Formatted.pdf?v=1583140897>

Emergency Response Guidelines

<https://media.suweb.site/2019/10/Shepherd-Emergency-Guidelines.pdf?v=1569951180>

Contact Information

- Emergency Services: 9-1-1
- Campus Police: 304-876-5202
- Student Center Director: 304-876-5076
- Student Center Information Center: 304-876-5497
- Director of Community Relations: 304-876-5030
- Facilities Management: 304-876-5236
- Conference Services: 304-876-5273
- IT Services: 304-876-5457