­­**University of Houston Outdoor Emergency Response Plan Template**

**[Outdoor Event Name/Logo]**

**Introduction**

The Outdoor Event Emergency Response Plan Template is an all-hazard plan that details the emergency procedures specific to the **[Outdoor Event Name]** on the campus of the University of Houston (UH). The purpose of the plan is to ensure the safety of the individuals participating in the **[Outdoor Event Name]** on the UH campus in the event of an emergency. This plan has been developed to improve the efficiency of the **[Outdoor Event Name]** response to an incident in order to promote safety. This template supports but does not supersede any specific plans the **[Outdoor Event Name]** already has in place.

**Explanation of Terms (Resource)**

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 University of Houston 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

Outdoor Location Evacuation

* Highlight below the parking areas and access/egress points where participants should be directed
* **Assembly/Meeting Areas are located here:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Access/Egress Points are located here:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Should the event need sudden evacuation, announcements will be made via all available PA systems or through the event staff. Additionally, staff and security will begin the process to escort patrons to the nearest evacuation point.

Shelter In Place

* **Lightning:**
  + Upon the observation of lightning in the area, guests will be directed to take shelter in nearby shelter-in-place locations or in their vehicles. These shelter locations can be parking garages or near-by buildings if available and open.
  + Follow instructions provided by event staff
  + **Shelter-in-Place Locations (Garages or Near-by Buildings)**
    - **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
    - **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
  + After 30 minutes of no lightning present within 5 miles of area, the all clear will be given. Should the event need to be canceled or postponed, alerts shall be sent via pre-determined communication channels.
* **Tornado Warning:** 
  + Seek shelter indoors in an interior room away from windows, and on the lowest floor possible
  + Follow instructions provided by the event staff
  + 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)**
    - **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
    - **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Hazardous Materials Release:** 
  + Move indoors to a windowless room away from hazardous materials and, if possible, cover the vents.
  + Follow instructions provided by event staff
  + Wait for an “All Clear” before leaving your safe space
* **Extreme Heat:** 
  + If extreme heat is expected and or present, consider moving the event indoors to avoid possible heat exhaustion and or heat stroke.
  + Possible postponement and or cancelation may be considered.
  + If the event remains outdoors, consider the following:
    - Provide plenty of water
    - Encourage patrons to drink plenty of water
    - Slow down activities
    - Remind patrons to dress appropriately
    - Allow locations for shade and cooling
    - If a heat related emergency occurs; contact UH Police at 713-743-3333 or dial 911
    - Contracting outside EMS services to work the event
    - Visit: <https://uh.edu/emergency-management/be-prepared/extreme-heat/>

Active shooter / Person with a weapon

[AVOID – DENY – DEFEND](https://uh.edu/police/safety-security/active-shooter/)

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 **[Outdoor Event Name]** 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 **[Outdoor Event Name]** will contact UHPD dispatch at 713-743-3333 and request medical response.

Facilities Related Response Plan

In the event an incident has occurred at **[Outdoor Event Name]** 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:

**Call UH Facilities Services at 713-743-4948.**

Weather Response Plan

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

Outdoor Area: **[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 gates open if needed.]**

**Hazard/Incident Specific Procedures**

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

* Missing Person Procedure
* Postponement/Cancellation
* Bomb Threat/Suspicious Activity/Package, etc.
* Protest/Riot
* Power Outage/Loss of water

**Staff Responsibilities**

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

Venue/Outdoor Space 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 event 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 (included list of cell phone number as an attachment to the plan)

External Communications Process

In the event that emergency information needs to be communicated to all outlets outside **[Staff Member(s)]** will communicate this information via all PA channels or through event staff 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. Event Staff announcements

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 Facilities Service Center (FIX-IT)** | **713-743-4948** |

For UH specific 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. Maps
5. Accident/Incident Reporting Form
6. Command Post Logistics
7. Emergency Briefing Checklist
8. Insurance Information
9. Permits
10. Vendor List
11. Additional Policies
12. Event Specific Procedures