

SAFETY AND EMERGENCY PLANNING SHEET

Key Phone Numbers		Checklist (as appropriate)	Completed	Date
EMERGENCY (cell phone only)	713-743-3333	Notify Advancement Events of potential VIPs and dignitaries	<input type="checkbox"/>	__/__/__
EMERGENCY (campus phone only)	3-3333	Obtain venue emergency plan	<input type="checkbox"/>	__/__/__
EMERGENCY (off-campus)	911	Discuss event details with UHPD	<input type="checkbox"/>	__/__/__
UHPD – Special Events Sergeant	713-743-6031	Discuss event details with campus fire marshal	<input type="checkbox"/>	__/__/__
Fire Marshal	713-743-1635	Hire standby nurse for event	<input type="checkbox"/>	__/__/__
Nurse		Consult UHPD for off-campus security service to assist with access/crowd control	<input type="checkbox"/>	__/__/__
Venue/Event Details to Know:		Schedule walkthrough with all relevant safety/security personnel and venue manager	<input type="checkbox"/>	__/__/__
Know all access points	<input type="checkbox"/>	Create an emergency action plan	<input type="checkbox"/>	__/__/__
Know location of campus/pay phones	<input type="checkbox"/>			
Know disabled accessibility	<input type="checkbox"/>			
Know location of fire extinguishers	<input type="checkbox"/>			
Check if ice is available	<input type="checkbox"/>			
Have first aid kit	<input type="checkbox"/>			
Program emergency numbers	<input type="checkbox"/>			

Who, How and Why to Contact

- 911 calls on a cell phone go off campus. Off-campus personnel do not know the campus as well as UH-based staff. **If calling from a cell phone, call 713-743-3333**, not 911. This will connect you with UHPD who will contact appropriate personnel.
- Program emergency numbers into cell phones and have emergency contact sheet available for all key staff.
- Notify Advancement Events of any government dignitary attending your event. Advancement Events will broadcast a visitor notification e-mail to relevant campus personnel, including chancellor's office, UHPD, fire marshal, etc.
- Prior to your event, contact the UHPD Special Events Sergeant at 713-743-6031 with security questions.
- Consult with the campus fire marshal to pinpoint possible safety issues relating to venue setup.
- Venue managers know their buildings inside and out. Discuss with them your setup and have them point out areas of concern. Be sure they are available at any logistical walkthroughs to discuss possible concerns with safety/security personnel.

Safety Mitigation, Planning, and Follow-up

- Do a risk assessment – look at crowd safety and movement, fire risk, audience demographics and potential venue hazards.
- Create a contact sheet, including cell phone numbers, of all persons to be notified in the event an emergency. Include walkie-talkie channels if walkie-talkies are utilized.
- Document your emergency action plan for your event and have it with you at the event for reference.
- If available, obtain a copy of venue emergency procedures.
- Be aware of building exits and the location of fire extinguishers and fire alarm manual pull stations.
- Emergency information is posted in classrooms and hallways as well as in the campus directory. It can also be accessed on the UH Emergency Information Web site.
- Prepare an event emergency kit for your office and take it with you to events. Include in your kit a radio (put a sticker on the radio with local AM radio news stations and campus radio station), first aid supplies, a flashlight and Ziploc bags (for holding ice).
- For larger events or those where venue setup may cause hazards (steep steps, uneven ground, etc.), hire a standby nurse or paramedic to handle minor accidents or to assist until emergency personnel may arrive.
- If an accident occurs, document the situation and get contact names of affected parties and witnesses, dates, times, etc.
- Discuss with your division head/director any follow up with injured parties, if appropriate.
- If VIPs or dignitaries will be present, discuss event security with UHPD including the need for security access lists or credentials.
- Sponsoring departments hosting a dignitary at an event are responsible for campus or outside security costs related to security and safety at the event.
- If possible, maintain current first aid and CPR certifications.

EVENT EMERGENCY RESPONSE

LIFE THREATENING EMERGENCIES ONLY

Dial 3-3333 (from campus phone) or
713-743-3333 (from cell phone)

713-743-1000	Recorded campus emergency information UH Website
AM Radio KTRH 740	Emergency radio broadcast
FM Radio KUHT 88.7	General public radio stations
KUHT Channel 8 ????	On-campus television UH Plant Operations Call Center - building damage, utilities & HAZMAT spills
713-743-3333	UHPD Escort Service (Cougar Patrol)
_____	Your Venue Manager
_____	Venue Address
_____	Evacuation Location

WHEN YOU MAKE AN EMERGENCY CALL

- Give your name, location (including floor/room number) and number.
- Describe what has happened.
- Do not hang up until asked to do so.
- Have someone outside or at the elevator lobby on the floor to meet and direct emergency personnel.

AFTER ANY EMERGENCY

- Remain calm. Follow university instructions.
- Get information from the Emergency Hotline 713-743-1000 or Emergency Radio AM 740.



MEDICAL EMERGENCY

- Do not attempt to move a seriously injured person.
- Designate someone to call (from a campus phone) 3-3333, (from a cell phone) 713-743-3333 or from an (off-campus phone) 911.
- Try to make the victim comfortable. If you are trained in First Aid or CPR you may assist as needed.
- Gather as much information as you can about the person, their injury/symptoms and the complaints of the victim.

FIRE

- If you see a fire, close the door where the fire is located.
- Pull the nearest alarm.
- Call (from a campus phone) 3-3333, (from a cell phone) 713-743-3333, or from an (off-campus phone) 911.
- Use an extinguisher only if you know how to use it and it is safe.
- Help guests exit the building quickly and calmly.
- Do not use elevators.

EVACUATION INSTRUCTIONS

- When a building evacuation is ordered, follow emergency personnel to assembly areas adjacent to the building.
- In an area-wide disaster, go to the nearest Region Evacuation Area for information and instructions.
- Help guests exit the building quickly and calmly.
- Wait for instructions before re-entering any building.

FREE SPEECH

- Individuals may pass out flyers or protest outside your event space as long as event/pedestrian traffic is not impeded.
- What takes place in a reserved space is at the discretion of the event producer. First Amendment right to free speech stops at the gates to the (reserved/rented space) event.
- Literature may not be distributed inside a venue unless approved. Only signs permitted are those distributed by the event producers inside venue.
- The event manager is the first people responsible for containing a heckler. UHPD should only be involved if the disruptive individual(s) cannot be contained.
- If the person does not stop, ask them to leave the venue. If they refuse, call UHPD. Do not touch the person in any way.

Sample Script:

- You are disrupting the event.
- Please stop the *disruptive behavior*, or I will need to ask you to leave.
- You are currently in violation of university policy.