

Event Preparedness Handbook

Originated: 05/01/06, Reviewed: 12/11/15, Revised: 12/11/15

As the event organizer you are responsible for the safety and well-being of your event participants. To assist you with your event we are providing some basic preparedness information.

Contact Information

<u>Department</u>	<u>Office Number</u>	<u>Emergency Number</u>
Events Management	865-8469	(308) 627-6044
Facilities	865-1800	(308) 627-6044
Parking Services	865-8923	(308) 865-8911
Police	865-8911	(308) 865-8911
Emergency Management	865-8992	

Off Campus Contacts

Police	237-2104	911
Fire	233-3226	911
Ambulance	865-1700	911
Nebraska Roads		511

CHECK LIST FOR YOUR EVENT

- Know where your safety equipment is located.
 - Fire extinguishers
 - Pull Stations
 - Emergency Exits
 - AED's
 - Tornado Shelters
 - Emergency Contact Numbers
- Determine or know where your evacuation site will be.
- Know what you will say if an emergency message needs to be announced.
- Know who will deliver the message and how it will be delivered.
- Identify any special needs populations and a plan on how you might be able to assist them
- When setting up for the event do not block exits, emergency signs or emergency equipment.
- If you have predetermined an event may happen i.e. weather forecasters have predicted high probability of tornadoes, provide information at the beginning of your event so participants know the plan for their safety.

EMERGENCIES

All emergencies should be reported directly to 911. "Emergency Phones" are located throughout campus and dial directly to 911. If you feel you are in immediate danger leave the area at once notifying people of the situation as you leave.

ACCIDENT or ILLNESS

- For serious injuries call 911. Give the exact location and a brief description of the emergency. If possible, have someone meet emergency personnel at the building entrance, to direct them where to go.
- AED locations go to http://www.unk.edu/bf/files/PoliciesAndProcedures.pdf#nameddest=Automatic_External_Defibrillato

FIRE EMERGENCY

If the fire alarm activates or you see or smell smoke or flames evacuate the building immediately.

- Leave by the nearest exit, closing doors behind you. **DO NOT USE AN ELEVATOR.**
- If the nearest exit is blocked by smoke, heat or flames, go to an alternate exit.
- If all exits from a floor are blocked, go back to your room:
 - Close the door. Seal cracks around the door with any available items to keep out smoke.
 - Open the window. Attract attention by hanging an object out the window and shouting for help.
 - Call 911
- After leaving the building, dial 911, stand clear of the building and follow the directions of fire and police personnel.
- If you find out the alarm is false, leave the building and call UNK Police at (308) 865-8911 to report a false alarm. They will respond, verify the alarm is false and then silence the alarm.

Helping Individuals with Physical Disabilities

Event organizers should identify and escort to safety, if possible, individuals who are physically unable to evacuate. Individual who are not able to evacuate need to gather at the entrance to the stairwells. If stairwells are unsafe and individuals are unable to leave the building return to an exterior room and follow the above directions.

Fire Safety Precautions

- Make sure exits are not blocked. Egress to the exits must be kept clear at all times. Exit lighting must not be blocked, or covered.
- Do not overload electrical outlets. Check electrical cords and if they are worn or frayed or feel warm replace them.
- The use of candles is prohibited.
- Smoking is not allowed in any UNK building.

TORNADO

Watch – A watch means conditions are favorable for a Tornado to develop. Monitor your local media for updates and be prepared to possibly seek shelter.

Warning –If a warning is issued, immediately proceed to the designated shelter and advise others on your way. Do not use elevators. If time does not permit, get into the safest area of the building. Avoid window, auditoriums, gymnasiums or other structures with free span roofs. Shelter may be taken underneath desks or other heavy furniture. Outside warning sirens may not always be heard, thus it is recommended that when notification of a Watch is received, monitor your local media.

Helping Individuals with Physical Disabilities—Event organizers should identify and escort to safety all individuals who are otherwise physically unable to shelter. Elevators may be used to transport individuals with physical disabilities to tornado shelters, along with their escorts. Visually impaired and hearing-impaired individuals may be escorted down the stairs to tornado shelters. Individuals who are unable to use the stairs should move to an interior location without windows.

Designated Shelter Locations

http://www.unk.edu/bf_files/

[PoliciesAndProcedures.pdf#nameddest=Designated_Shelter_Locations](http://www.unk.edu/bf_files/PoliciesAndProcedures.pdf#nameddest=Designated_Shelter_Locations)

SHELTER-IN-PLACE

Active Shooter/Disturbance

- Lock and barricade doors.
- Turn off lights, close blinds or curtains and block windows.
- Turn off or silence anything that makes noise.
- Keep yourself and attendees calm, quiet and out of sight. Take adequate cover.
- As quietly as possible have one person call 911.
- Stay alert and adjust your plan as the situation changes.

Air Contaminants

- Close and lock all windows, exterior doors and any other opening to the outside.
- Close window shades, blinds or curtains.
- If possible seal gaps around doors and windows.
- Select an interior room above the ground floor, with the fewest windows or vents. Avoid overcrowding and avoid rooms with mechanical equipment.
- Close the interior door to the room.
- Choose a room with a standard landline phone if possible.
- Anyone showing obvious symptoms of exposure to a contaminant must be separated from others. If the chemical is on the person, if possible they should remove the contaminated clothing and as soon as possible they should wash/shower with soap and water and place contaminated clothing in a sealed bag if possible.
- Event organizers should identify and escort to safety, if possible, individuals who have disabilities or are otherwise physically unable to shelter, if possible.

ELEVATOR – Someone stuck

The elevator system will call UNK Police or you can call UNK Police directly at (308) 865-8911. Talk to the trapped person (s) to keep them calm and assure them that help is on the way.

For more detailed information go to emergency.unk.edu