

**ARIZONA STATE UNIVERSITY**  
**Event Action Plan**

<b>Event Name:</b>	
<b>Operational Period</b> (Arrival of staff until they leave)	<b>Date(s)</b>
<b>Location:</b> (attach map if available)	
<b>OBJECTIVES:</b> (Add 2-4 additional objectives that you wish to accomplish with this event)	
- Account for all staff, volunteers and members of the community to maintain conditions for a safe operation.	
- Address safety concerns for workers, attendee's, special guests, and the surrounding community prior to, during, and post event.	
- Create and use a single Incident Action Plan (IAP) to manage all incidents related to the event.	
- Track all costs that arise from event.	
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<b>MISSION:</b> (Provide a short explanation of event)	
<b>Event Time Line:</b> (Add as much detail as you have; If you have a separate timeline, put "see attached" in this section)	
<ul style="list-style-type: none"><li>• <u>Employees arrive:</u></li><li>• <u>Start of Event (i.e. Gates Open):</u></li><li>• <u>Anticipated End Time:</u></li></ul>	
<b><u>Anticipated number of attendees:</u></b>	
<b><u>Important Locations:</u></b>	
<ul style="list-style-type: none"><li>• Incident Command Post:</li><li>• Check-in/ out location</li><li>• Staging Area(s):</li><li>• Medical Station(s):</li></ul>	
<b><u>Dignitaries:</u></b>	
<b><u>Job Descriptions for Groups/ Divisions:</u></b> (Describe all jobs listed on the organizational chart, page 7)	
<b>Event Command:</b> Is responsible for making major decisions related to this event. For example, event command, after receiving information that is available, would decide whether to postpone or cancel the event based on a major incident within the event.	
<b>Public Information:</b> Responsible for pre-event coordination with students, visitors, and others. During the event, they may be responsible for posting live strings to social media. In the case of an incident within the event, they will work with first responders to draft and distribute public messaging.	

**ARIZONA STATE UNIVERSITY**  
**Event Action Plan**

**Safety:** Safety is everyone’s responsibility but this person also has the responsibility to approve the safety plan for the event.

**Liaison:** Often includes partners that the event staff is working with to ensure success.

**Operations:** Most often refers those “on the ground” that are making decisions about the event. They may consult with the Event Commander as needed for decisions that may impact the overall event (i.e. moving the start time). Otherwise, they are tasked with running all aspects of the event.  
(List and describe work assignments under Operations on the organizational Chart)

**Planning:** Helps to write and compile the Event Action Plan (EAP). A portion of the EAP is dedicated to contingency plans for unusual occurrences.

**Logistics:** Most often responsible for providing the event facility and all functions related to the facility operations. They are responsible for getting stuff for **workers** that may include but is not limited to; food and water, lighting, barricades, carts for transportation, radios, etc.

**Admin and Finance:** Responsible for tracking cost(s) related to the event. Also responsible for tracking injuries to employees and filing the proper paperwork. May be used to help register/ account for workers at the event.

**Special instructions/ Event Notes (i.e. handouts, promotional, etc):** (i.e. Fireworks, Alcohol service, etc.)

**Communication/ Radio Plan:** (Complete this section if your plan is to use radios)

<u>Channel</u>	<u>Use</u>	<u>Notes</u>

**Safety Plan:**

- **Weather:** (Insert local forecast)
- **Medical:** (Describe use of on-site medical and/or activation of the 911 system if on-sight medical is not provided).
- **Canopies/ Tents:** Canopies/ tents used for shade or cover should be properly secured to avoid flying hazards during gusting winds. If winds should reach 40mph and/or greater, canopies/tents are to be evacuated and not used as shelter.
- **Electrical:** Make certain that all extension cords are kept out of puddles and remain dry. Circuits should not be overloaded and only approved electrical devices will be used.
- **Road Hazards:** Driving should be limited to surface lots and dedicated roadways unless otherwise authorized by event staff. All driving must be done in safe manner while adhering to all traffic laws.
- **Criminal offenses:** Maintain situational awareness and report all criminal acts to the incident command post or directly to the ASU police (480-965-3456 or 911).
- **Food/ Hydration plans:**
- **Other:**

**ARIZONA STATE UNIVERSITY**  
**Event Action Plan**

**Contingency Plans:** (Delete or add to the list as needed to support your event)

- Inclement weather (Heat, Wind, etc.):
- Power outage:
- Unruly crowds:
- Medical emergency:
- Lost child:
- Vehicle, bike, skateboard, or pedestrian incident:
- Child left behind:
- Gas leak:
- Bomb threat:
- Suspicious package:
- Complaints/conflict mgmt./de-escalation:
- Others?

**Examples of contingency plans written for ASU events:**

- ***Any emergency:***
  - Call 911 or ASU PD at 480-965-3456 (calling 911 from a cell phone may connect to Tempe Dispatch, not ASU PD) or notify the command post if operational
  - Notify Safety Officer
- ***Complaints/conflict mgmt./de-escalation:***
  - Notify command or operations.
  - Let them talk and/or vent – don't interrupt them
  - Be sincere – listen to what they're saying
  - Ask if you can get them someone who can help, take their info, address their concern
  - Telling them to "calm down" usually doesn't work and often makes them more agitated or upset
  - Ask if you can get them something to drink (water) or other comfort
  - Ask them if they'd like to sit down and offer them a chair
  - Tell them how long it may take for the person to arrive
- ***Power outage:***
  - The inherent danger during a major power outage is panic; therefore, all university personnel should attempt to remain calm.
  - Notify command and safety about any outages of power.
  - Report outages to FACMAN at 480.965.3633 and the ASU Police 480.965.3456.
  - Make available flashlights and batteries as needed.
  - In Case of a Major, Campus-Wide Outage:
    - Remain calm.
    - Follow directions from the ASU Police Department for immediate action.
    - If evacuation of a building is required, see "EVACUATION" section of this guide.
  - Laboratory personnel should secure all experiments and unplug electrical equipment prior to evacuating. All chemicals should be stored in their original locations. If safe to do so, provide natural ventilation by opening all windows and/or doors. If this is not possible, or natural ventilation is inadequate, evacuate the laboratory until the power is returned.
  - Do not light candles or other type of flame for lighting.
  - Unplug all electrical equipment (including computers) and turn off light switches.
  - If People Are Trapped In an Elevator:

# ARIZONA STATE UNIVERSITY

## Event Action Plan

- Tell passengers to stay calm and that you are getting help. Instruct passengers to pick up the emergency phone in elevator so they can provide direct information to the emergency responders.
  - Notify the appropriate ASU Police Department at 480.965.3456
  - Stay near passengers until police or other assistance arrives, provided it is safe to stay in the building
  - Turn off or secure any powered equipment safely
  - Get flashlights
  - Do a sweep of all interior exhibits and labs to ensure students are out safely
- **Unruly crowds (or threatening person/s):**  
[Civil disturbances include riots, demonstrations, threatening individuals, crimes in progress, or assemblies that have become significantly disruptive]:
    - Call 911 or ASU PD at 480-965-3456
    - Radio for Safety Leads
    - Don't attempt a physical response
    - Avoid provoking or obstructing demonstrators.
    - Secure your area (lock doors, safes, files, vital records, and expensive equipment).
    - Avoid area of disturbance.
    - Continue with normal routines as much as possible.
    - If the disturbance is outside, stay away from doors or windows. STAY INSIDE!
    - Prepare for evacuation or relocation.
- **Acts of violence:**
    - Flee / escape the area
    - Hide in-place (if you can't escape)
    - As a last resort, fight back as a group with anything usable as a weapon
- **Lost child or Child left behind:**
    - Calm / distract them if upset
    - Escort them to the Info Booth
    - Notify command and safety. If they become upset, do not move them any further and update command along with PD.
    - Ask the child questions; how to contact their guardian(s), who they are at the event with...
    - Use Volunteers and/or others to locate the school group
    - Contact PD if reunification is not made in a timely manner.
    - If left behind, command will stay with the child until reunification is made.
- **Vehicle, bike, skateboard, or pedestrian incident:**
    - Call 911 or ASU PD at 480-965-3456
    - Notify command and SEMS.
    - Ask all involved to remain to give a report to ASU PD
    - Apply first aid as trained.
    - Notify Safety Officer
- **Gas leak:**
    - Evacuate the area
    - Once away from the area, call 911 or ASU PD at 480-965-3456
    - Notify command and safety once you are outside of the gas area
    - Call EH&S at 480-965-1823
- **Bomb threat:**
    - Remain calm.
    - DO NOT HANG UP!!
    - Take the caller seriously.

## ARIZONA STATE UNIVERSITY Event Action Plan

- Note (Male/ Female/ unknown caller; number from which the call is originating):
- Ask questions; use the checklist below.
  - Have a co-worker call 911 on another line or call 911 yourself immediately after hanging up.
  - When is the bomb going to explode? \_\_\_\_\_
  - Where is it right now? \_\_\_\_\_
  - What does it look like? \_\_\_\_\_
  - What kind of bomb is it? \_\_\_\_\_
  - What will cause it to explode? \_\_\_\_\_
  - Did you place the bomb? \_\_\_\_\_ Why? \_\_\_\_\_
  - What is your address? \_\_\_\_\_
  - What is your name? \_\_\_\_\_
  - Exact wording of threats? \_\_\_\_\_
  - Things to listen for (Background noise, callers tone or unusual voice,)  
Notes:
- Per the building manager, in consultation with Law Enforcement and Safety, determine if evacuation is required.

- **Suspicious package:**

- Call 911 or ASU PD at 480-965-3456
- Keep everyone away
- **Do not place yourself, or anyone else in danger to gather information!**
- If you receive or discover a suspicious package or foreign device, **do not touch it**, tamper with it, or move it!!! Immediately dial 911 to report it to Emergency Dispatch Center (ASU Police except Downtown Campus - Phoenix police)
- Letter and Parcel Bomb Recognition Checklist; things to look for:
  - Foreign mail, air mail, and special deliveries
  - Restrictive markings such as "confidential" or "personal"
  - Excessive postage
  - Handwritten or poorly typed address
  - Incorrect titles
  - Misspellings of common words
  - Oily stains or discolorations on package
  - Excessive weight
  - Rigid, lopsided, or uneven envelopes
  - Protruding wires or tinfoil
  - Excessive tape or string
  - Visual distractions
  - No return address
  - Handling Suspicious Packages
  - Do not open or shake it
  - Do not carry or show to others
  - Do not sniff, touch, taste
  - Do place on stable surface, preferable a Bio-Safety Cabinet.
  - Do alert others in the area
  - Leave the area, close doors and prevent others from entering by using signs or guarding.
  - Wash hands with soap and water
  - Create a list of persons in the room where the package was received

- **Fires / Explosions:**

- Call 911 or ASU PD at 480-965-3456



# ARIZONA STATE UNIVERSITY Event Action Plan

