Emergency Response Plan

Date of Event _____________

Event Plan:
Current and Planned Objectives: Preparedness for major events on campus involves several departments, city government and citizens. To meet these challenges, OU continually works to ensure that it is as prepared as it can be for these events. OU takes an all-hazards approach to disaster preparedness one that encompasses terrorist attacks, natural disasters, health emergencies and other major events.
Special areas of concern include but are not limited to:
- Severe Weather
- Injuries or medical emergencies
- Suspicious behavior or activity
- Suspicious package
- Missing person
- Fire

The Emergency Response Plan establishes the university’s response to emergencies occurring during this event. In the event of an emergency Incident Command will be utilized by OUPD and other first responders.
Plan objectives include:
- Life Safety - Minimize suffering, loss of life, personal injury resulting from hazardous or emergency conditions.
- Incident Stabilization - Provide a framework for a comprehensive emergency management system that addresses all aspects of emergency preparedness, response, recovery and mitigation.
- Protection of Property – Minimize damage to property resulting from hazardous or emergency conditions.

Personnel Assignments:

Emergency Contact Numbers:
Justin Daniels, Fire Marshal - 405-824-4601
Lisa Teel, Emergency Preparedness Manager – 405-834-0695 or 405-606-9139
Kevin Kloesel, University Meteorologist – 405-397-9652
OUPD – 405-325-1911 or 911
Norman PD - 911
Norman Fire - 911
Norman EMS – 911

Event Area:
Map or description of area

Commented [TL1]: Event name here
Commented [TL2]: Add or delete as appropriate.
Commented [TL3]: List names of event chair, co-chair and other individuals responsible for the event.
Commented [TL4]: Add contact numbers for personnel named above.
Commented [TL5]: Include a map of event/festival area or at least an address and description if no map available.
Equipment Needed:
- Barriers to block street
- Stage
- Sound Equipment
- Inflatables

Emergency Operations Center:
- OU Police Department
- Emergency Management NEL Room 121

Media Relations:
- All media will check-in at the check-in table located on the __________.
- An event volunteer member will be present to assist with any logistics.
  Interviews will be directed to the Public Affairs Office.

Road Closures:

Special Areas of Concern:
- Weather – weather will be monitored before and during the event by the University Meteorologist in coordination with the Emergency Preparedness Manager and the National Weather Center. Concerns for ________ that may cancel or halt activities are lightning within ten (10) miles of event, high winds sustained at 25 mph or gust of 40mph, hail, extreme cold temperatures, freezing precipitation or tornado. In the event of severe weather ________ participants may be directed to leave the area by automobile or seek shelter in ________________. Decision to cancel or halt parade activities will be made by ________________
- Injuries to ______________ participants and/or spectators – ______________ personnel will be observing festivities and spectators for any signs of distress, injuries or suspicious activity. Report immediately any injuries or medical emergencies to OUPD by calling 405-325-1911 or 911.
- Fire - OU Fire Marshal inspects all festivities prior to event to ensure safety of event. Report all fires immediately to OUPD by calling 405-325-1911 or 911 and evacuate the area by moving ______________ participants to the ________________.
- Suspicious behavior or activity – ______________ staff and volunteers will be staged throughout the area. Participants, spectators, and staff are encouraged to report any suspicious behavior or activity to OUPD by calling 405-325-1911 or 911. In the event the area is evacuated due to an armed subject follow carefully the instructions given by OUPD or other properly identified first responder. Due not attempt to re-enter the evacuated area until given direction from properly identified first responders.
• **Suspicious package** – If a suspicious package is reported or found do not handle the package. Do not use electronic devices such as cell phones or radios; instead, report in person the package to the nearest OUPD officer. Follow their directions concerning evacuation or notification to spectators. Do not attempt to re-enter the area unless directed by properly identified first responders.

• **Missing Persons** – If notified of a missing person report it immediately to OUPD. Attempt to stay with person making the notification until OUPD arrives and interviews person making notification. Follow instructions from OUPD.

**Assisting Agencies/Departments:**

- OU Fire Marshal
- OU Emergency Preparedness
- OUPD

**Commented [TL10]:** Add or delete assisting agencies/departments as appropriate.