

SAFETY AND EMERGENCY PLANNING SHEET

Key Phone Numbers		Checklist (as appropriate)	Completed	Date
EMERGENCY * Dial	911	Notify Special Events and Protocol of VIP attending event		__/__/__
EMERGENCY- Campus Police	<u>706-568-2022</u>	Discuss event details with venue manager		__/__/__
Emergency – Logistic Services		Obtain venue emergency plan		__/__/__
Department Contact	<u>706-507-8203</u>	Discuss event details with Logistic Services and CSU Police		__/__/__
Venue/Event Details to Know		Hire University Police and/or campus security service to assist with access/crowd control		__/__/__
Know all access points	_____	Schedule walkthrough with all relevant safety/security personnel and facilities coordinator		__/__/__
Know location of campus/pay phones	_____	Create emergency action plan		__/__/__
Know disabled accessibility	_____			
Know location of fire extinguishers	_____			
Check if ice is available	_____			
Have first aid kit	_____			

Notes

Who, How and Why to Contact

- 911 calls on a cell phone go off campus.
- Program emergency numbers into cell phones and have emergency contact sheet available for all key staff.
- Notify Logistic Services of any government dignitary attending your event. Logistics will then send out a visitor notification email to relevant campus personnel, including President's Office, University Police, etc...
- For any security questions prior to your event, you may contact Columbus State University Police at (706-) 568-2022
- Facility Coordinators 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 any 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 cellular phone numbers, of all persons to be notified in the event an emergency condition develops. Include walkie-talkie channels if walkie-talkies are utilized.
- Document your emergency action plan for your event and have 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, and can be accessed on the CSU website, www.columbusstate.edu.
- Prepare an event emergency kit for your office and to take 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 Logistics and University Police, including need for security access lists or credentials.
- Sponsoring departments hosting a dignitary at their event are responsible for any campus or outside security costs related to ensuring security and safety at their event..