**Emergency Response Plan: Event Name**

Time/Date of Event: 1630 / Monday, September 24, 2018

Location of Event: Outdoor - Pierce Lawn

Anticipated Attendance: 4,500

**Assignment of Event Personnel:**

Event Coordinator (required): Name and Cell number

Deputy Event Coordinator (Optional): Name and Cell number

Event Safety Coordinator (required): Name and Cell number

**(NOTE: The Event Safety Coordinator MUST be ON-SITE during the ENTIRETY of the event):**

Deputy Safety Coordinator (Optional): Name and Cell number

**Campus Radio Communications:**

* **Emergencies** use: “Campus Emergency”
* Non-Emergency, Safety Concerns use: “\_Channel\_”
* Dining use: “EOC AUX”
* Res-Life use: “Resident Life” Ch.3
* Facilities use: “HUB A”
* AMR (Medical) use: “EOC 2”

**Emergency Contact Numbers:**

Riverside PD - 911

Riverside Fire - 911

Lisa Martin, Director of Emergency Management – (951) 237-1162

Matt Mahaffey, Emergency Coordinator - (951) 743-6211

Scott Jackson, Fire Marshal – (949) 378-8899

UCPD – (951) 827-5222 or 911 or Ch. “Campus Emergency”

Tiffany Kwok, Environmental Health - (951) 346-6505

Emergency Operations Center: Environmental Health & Safety Building 395 W. Linden St. Riverside CA 92507. (If Activated)

Emergency Onsite Incident Command Location (If Activated): Graduate Lounge 3rd Floor (HUB)

**UCR Event Emergency Plan Principles:**

Preparedness for events on the UCR campus involves the Office of Emergency Management, UC Police Department, Environmental Health & Safety, Risk, UCR Fire Marshall, the hosting department or organization, and potentially outside agencies depending on the event being held. To meet these challenges and provide cohesion to organizing preparedness activities as well as event safety management, UCR tasks the Office of Emergency Management (OEM) to continually work to ensure that the UCR campus is prepared for any event held on its property. UCR takes an all-hazards approach to disaster preparedness for events, one that encompasses, human risks, natural hazards such as weather, health emergencies, etc. The guiding principle to be shared with each event staff member is

***“If you see something, say something.”***

Special areas of concern on our campus include, but are not limited to:

 Injuries/medical emergencies

 Hazardous weather conditions

 Suspicious behavior, activity, or packages

 Fire

 Missing/Lost Person

This Emergency Response Plan establishes UCR’s response to any emergency that might occur during this event. In the event of an emergency, UCPD, the UCR Director of Emergency Management, and first responders will coordinate the response using NIMS, Standardized Emergency Management System (SEMS) and Incident Command System (ICS) protocols.

Emergency Response Plan priorities include:

**Life Safety** – Minimize suffering, loss of life, and personal injury resulting from hazardous or emergency conditions that could occur during this event.

**Incident Stabilization** – Provide a framework for a comprehensive emergency management system that addresses preparedness, response, recovery and mitigation.

**Protection of Property** – Minimize damage to property resulting from hazardous or emergency conditions that could occur during this event.

**EVENT DETAILS:**

**Event Area:**

Event located on Pierce Lawn (see attached seating plan). Dais Party and Faculty will check in at the Grill at Latitude 55 beginning at 6:00pm with convocation starting at 8:00pm. Venue will be setup on Monday September 24th with CSC providing overnight security. AMR will be staged behind Rivera Library in the loading dock. Dining will manage tents stationed on the upper HUB plaza near Coffee Bean for boxed breakfasts for attending students. A portable water station will also be located on the grass area in upper HUB patio. Transfer/commuter student check-in table located near the bell tower. Convocation will last approximately 35 minutes so no First Aid station or Incident Command Center is required. No fencing will be utilized to contain area.

**Road/Sidewalk Closures:**

TAPS will assist with wayfinding as many students will be walking from the Residence Halls to the venue. Residence Life will establish route map.

**Equipment in Use at the Event:**

Venue setup is similar to commencement with chairs located on Pierce Lawn, and podium on South walkway facing Pierce. No video screens will be utilized at this event. Tents with box breakfasts will be located on upper HUB patio, and ((one water station)) will be located nearby. Traditional audio equipment will be used. UCPD will utilize officer radios, while event staff will use campus radio system for communication.

**Weather:**

Prior to the event, the host department or organization will monitor weather before and during this event. Concerns that may postpone, cancel or halt this event include the forecast/anticipation of:

1. Lightning within eight (8) miles of the event,
2. High winds sustained at 20 mph or gusts of 35 mph (these values are typical

 if temporary or inflatable structures are in use),

1. Hail of any size,
2. Extreme temperatures such as heat or cold, or
3. Precipitation

**Evacuation and Refuge Considerations:**

In the event of imminent danger due to any of the above weather conditions, participants may be directed to evacuate the area and seek refuge.

**Evacuation Location: West and East of venue, as appropriate.**

For refuge against lightning, dangerously high winds, hail, or heavy rains seek refuge in nearby buildings and the HUB until weather conditions subside.

Decision to postpone, cancel or halt the event will be made by (Name and Cell)and (Name and Cell) and in conjunction with the UCPD and the Campus Emergency Management Director.

Riverside Fire/Police, UCPD, the Director of Emergency Management, Campus Fire Marshall, or Alarm Technicians has the responsibility to issue an “all clear” message when it is safe to resume the event.

**Fire:**

The Event Coordinator will ensure that the UCR Fire Marshal, Risk and EH&S has inspected the event area and any equipment associated with the festivities prior to the event. Report all fires immediately to Riverside Fire by calling (911) and evacuate the area by moving event participants/spectators away from the venue towards the east and west of Pierce Lawn. Emergency vehicles can access the venue from behind Rivera, or off the HUB loading dock as necessary.

**Injuries:**

AMR will be on site for the event and staged behind Rivera Library in the loading dock. Report immediately any injuries to Event Safety Coordinator on “\_Channel\_or Cell Number” For Medical Emergencies contact UCPD for assistance or 911. These include any injuries to participants, spectators and/or event personnel.

Any minor injuries such as slips, trips, and falls, etc. reported after the event forward to Environmental Health & Safety at (951) 827-5528 or [Employer’s First Report (EFR).](https://wayf.incommonfederation.org/DS/WAYF?entityID=https%3A%2F%2Fermsp.ucop.edu&return=https%3A%2F%2Fermsp.ucop.edu%2FShibboleth.sso%2FLogin%3FSAMLDS%3D1%26target%3Dss%253Amem%253A1ae0188e64d500477ae32515b280c29308444ce9869327dfdfa73e109f87e0dc)

**Event Safety Coordinator & Observers:**

Always have Event Safety Coordinator and Observers designated to watch the festivities and spectators for any signs of distress, injuries, or suspicious activity. The Event Safety Coordinator will be on site at the event for the duration of the event.

**Suspicious behavior or activity**:

Event staff and volunteers should be staged throughout the event area. Participants, spectators, and staff are encouraged to report any suspicious behavior or activity to Riverside PD (911) and or UCPD by using “Campus Emergency” channel or calling (951) 827-5222 or 911. In the event the area is evacuated due to an armed subject follow carefully the instructions given by Riverside PD, UCPD or other properly identified first responders. Due not attempt to re-enter any evacuated areas until given direction from properly identified first responders.

**Suspicious package:**

If a suspicious package is reported or found do not handle the package. Discontinue the use of all electronic devices such as cell phones or radios; instead, report in person the package description and location to the Event Coordinator or Safety Staff and contact Riverside PD 911. Follow their directions concerning evacuation or notification to participants/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 the Event Coordinator and UCPD by using using “Campus Emergency” channel, calling (951) 827-5222, or 911. Attempt to stay with the person making the notification until PD arrives and interviews the person making the notification. Follow all instructions from UCPD.

**Media Relations:**

No media is anticipated for this event.

**Assisting Departments/Agencies:**

UCR Office of Emergency Management

UC Police Department

UCR Fire Marshal

EH&S

American Medical Response (AMR)