



EMERGENCY PLANNING CHECKLIST FOR SPECIAL EVENTS

RESPONSIBILITIES

The on-site event leader or designated representative will provide emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This checklist should not be considered all-inclusive but should be used as a guide to plan accordingly. **Modify the checklist as needed.**

Contact the Notre Dame Police Dept. at 574-631-5555 with any security concerns.

Call 574-631-5555 for all emergencies.

*911 can be dialed in emergency situations; however, dialing 574-631-5555 may result in a faster response time.

Contact the Notre Dame Fire Dept. at 574-631-6200 for assistance with fire prevention training. **Call 574-631-5555 for all fire and medical emergencies.**

If guest parking is needed and a department would like to cover the cost, coupon codes may be requested using this **form**. Otherwise, email parking@nd.edu prior to the event so Parking Services is aware of parking needs.

Event organizers should establish a chain of command so decisions can be relayed in a timely manner.

On-site leader name and main contact information:

Name:

Mobile Phone:

Event organizers should establish a safety officer, a person working the event who is in charge of monitoring safety concerns, such as dangerous weather. Monitoring weather conditions is imperative since there may be limited areas to shelter people.

Safety officer name and main contact information:

Name:

Mobile Phone:

Event organizers should establish a notification system (verbal, radios, mobile phones) so information can be relayed quickly to event workers. Document the contact numbers so they can quickly be accessed.

ND affiliates can opt in to receive ND Alerts:

<https://emergency.nd.edu/nd-alert/sms-opt-in/>

Brainstorm possible natural and human-caused emergencies, and talk through any documented plans. Sample emergency announcements are provided on the third page of this document.

Consider:

- Possible warning messages that can be adjusted as needed
- Evacuation locations/routes
<https://riskmanagement.nd.edu/safety/general-safety/emergency-action-plans/building-department-emergency-action-plans/>
- Shelter-in-place locations
(be sure to discuss in advance with building managers)

Coordinate shelter-in-place locations with relevant building managers.

Consider:

- Size of location to meet the population need
- Swipe card or key access if applicable

SEVERE WEATHER

Thunderstorm, lightning

Follow these steps and continue to monitor appropriate weather services for additional information:

- Count the number of seconds between the lightning flash and the sound of the thunder, and divide that number by five. That number is the number of miles the storm is from you.
- If you can hear thunder, the storm is close enough that lightning could strike your location at any moment!
- If you hear it—clear it!
- Do not resume outdoor activities until 30 minutes after the last clap of thunder.

<https://www.weather.gov/safety/lightning-sports>

Distance	Action
<i>Less than 10 miles from campus</i>	<ul style="list-style-type: none">—Activities should be suspended.—All participants should seek shelter.
<i>10–50 miles from campus</i>	<ul style="list-style-type: none">—Event staff should closely monitor the weather.—Prepare for the possibility to shelter.—Site leader reviews plan for notifications.—Participants are notified of possible severe weather.
<i>More than 50 miles from campus</i>	<ul style="list-style-type: none">—Event staff monitors the weather.—All event staff are informed of possible severe weather in the forecast and notification plan is reviewed.

Tornadoes

What to do when a tornado warning has sounded:

- Move immediately to safe shelter in the nearest substantial building.
- Go to the basement for the best protection. If you cannot get to a basement, go to an interior room (bathroom/shower) or hallway on the lowest floor possible. Avoid windows, large rooms, auditoriums, or gymnasiums. In a high-rise building, pick a hallway in the center of the building. You may not have enough time to go to the lowest floor.
- Put as many walls as possible between you and the outside when possible.
- Get under sturdy furniture such as a workbench or heavy table or desk and hold on to it.
- Avoid large open rooms, if possible.
- Crouch as low as possible to the floor, facing down, and cover your head with your hands.
- Even in an interior room, you should cover yourself with thick padding such as a mattress or blanket to protect against falling debris and flying objects in case the roof and ceiling fall.

- Faculty, staff, and students should remain in a safe location until advised that it is safe to return to work or study areas when the tornado or severe weather has passed. An all-clear is broadcast via local media and through the ND Alert public address system.

<https://police.nd.edu/crime-prevention-and-safety/severe-weather/>

High Winds

Event organizers must be vigilant of high winds and the impact the winds may have on tents, stages, and high-standing equipment. If the winds exceed the parameters of the equipment, immediately evacuate to a safe location.

Warm Weather

The best defense is prevention. Here are some prevention tips:

- Stay hydrated. Drink plenty of fluids. Avoid drinks with caffeine or alcohol.
- Wear loose, lightweight, breathable clothing.
- When feeling too warm, find a cool, shaded, well-ventilated area to rest in.
- When in the sun, wear sunscreen (at least SPF 15).
- Wear a wide-brimmed hat or visor.
- The chronically ill, very young, and very old are most susceptible to heat extremes.
- Never leave children or pets alone in an enclosed vehicle.

Winter Weather

Terms and tips for winter weather:

- Winter Storm Watch means severe weather such as heavy snow or ice is possible in the next day or two.
 - Monitor the weather through various channels.
 - Be alert to changing weather conditions.
 - Avoid unnecessary travel.
- Winter Storm Warning means severe winter conditions have begun or will begin very soon.
 - Stay indoors during the storm.
 - If you must go outside, several layers of lightweight clothing will keep you warmer than a single heavy coat. Gloves (or mittens) and a hat will prevent loss of body heat. Cover your mouth to protect your lungs.
- Blizzard Warning means heavy snow and strong winds will produce a blinding snow, near-zero visibility, deep drifts, and life-threatening wind chill.
- Frost/Freeze Warning means below-freezing temperatures are expected.

<https://www.in.gov/isdh/24414.htm>

WEATHER RESOURCE OPTIONS

Local TV and Radio Broadcasts

<https://www.wndu.com/weather/>

NOAA Weather (Northern Indiana)

<https://www.weather.gov/iwx/>

AccuWeather

<https://www.accuweather.com/en/us/notre-dame/46556/weather-forecast/2258407>

National Weather Service

<https://www.weather.gov/>

Weather Channel

<https://weather.com/>

ACTIVE THREATS

Active Violence

In an active violence/active shooter situation, the simplest thing to remember is **Run, Hide, Fight!**

- Run:** Get away from the threat. Leave immediately, save yourself, and help others if possible. Call 911 when safe.
- Hide:** If evacuation is not possible, find a place where the active shooter is less likely to find you. If you are in a building, find a room where you can lock and barricade yourself inside using any equipment or furniture items. Silence your phone and remain quiet. Call 911 to alert authorities.
- Fight:** As a last resort and only if your life is in immediate danger, attempt to disrupt or incapacitate the active shooter by acting as aggressively as you can. Use any items as makeshift weapons. If you are with others, work together to stop the threat. Whatever you do, commit to your actions.

<https://police.nd.edu/crime-prevention-and-safety/shooter-hostage-situations/>

EMERGENCY ANNOUNCEMENTS (SAMPLES)

Tornado Warning

(Outdoor sirens should be activated by St. Joseph County)

A tornado warning has been issued for our area by the National Weather Service. Everyone should seek shelter immediately in a building basement or ground floor interior hallway area that is not near doors and windows.

The following locations are available and are open for shelter: (provide building name and location)

Lightning in the Area

There is lightning approaching the area. At this time, we need you to proceed to (building name(s) and location).

Heat Advisory

A heat advisory has been issued for our area by the National Weather Service. A heat advisory means that a period of hot temperatures and high humidity will combine to create a situation in which heat illnesses are possible. Be sure to stay out of the sun as much as possible and drink plenty of fluids. Misting stations have been set up (location) to help you cool down. First aid is located at (location).

Evacuation

The Notre Dame Police Department is requiring you to evacuate the area immediately. Please remain calm and proceed as quickly and as safely as possible to (location). Follow the directions and instructions of first responders. (Provide specific situations if able to do so, such as civil unrest, HAZMAT, etc.)

Include how you will communicate the all-clear with the group. The on-site leader should notify event staff when the event is over and event participants are safe to leave their shelter.

RESOURCES

Non-Emergency Contact Information

NDPD

574-631-5555

police.nd.edu/

NDFD

574-631-6200

ndfd.nd.edu/

Risk Management & Safety

574-631-5037

riskmanagement.nd.edu/

Student Activities

574-631-7308

sao.nd.edu/

Landscape Services

575-631-6537

facilities.nd.edu/services/landscape-services/

Parking Services

574-631-5053

parking@nd.edu