



July 2018

Bone Student Center Braden Auditorium Bowling and Billiards Center Emergency Action Plan

A guide to responding to emergencies during events



**EMERGENCY
MANAGEMENT**
Illinois State University

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Introduction

As the client for an event in the Bone Student Center, Braden Auditorium, and/or Bowling and Billiards Center, this document will serve as your emergency preparedness guide. This document covers emergencies that may occur in the Bone Student Center, Braden Auditorium, and/or Bowling and Billiards Center. Illinois State University must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that attendees and staff can continue to function effectively without additional trauma or the development of additional emergencies. The first priority of Illinois State University will be the safety and well-being of all attendees, students, and staff. Please read this through and reach out to Bone Student Center Staff with any questions.

Plan

Situations and Assumptions

1. The Bone Student Center and Braden Auditorium are located at 200 North University Street and the Bowling and Billiards Center is located at 209 North School Street. Both buildings are on the same block north of West College Avenue between North University Street and North School Street in Normal, Illinois.
2. The Illinois State University Police will serve as the initial incident commander for emergencies declared in the Bone Student Center, Bowling and Billiards Center, or surrounding areas during an event when no official public safety personnel are already onsite.
3. The client should report any life-threatening emergencies to Illinois State University Police first and then notify event staff. For any non-life threatening emergencies, the client should contact event staff who will notify the appropriate personnel. Standard Illinois State University Police protocols will be utilized in any response.

Responsibilities

1. The client is responsible for the following:
 - Understanding the Bone Student Center, Braden Auditorium, and Bowling and Billiards Center emergency event plan including any modifications to such Plan
 - Ensuring that all guests engaged in events in the Bone Student Center, Braden Auditorium, and Bowling and Billiards Center are acting in accordance with this Plan
 - Notifying guests in accordance with this Plan, as applicable.
2. Bone Student Center, Braden Auditorium, and Bowling and Billiards Center staff is responsible for:
 - Assisting the client in preparing for their event, including any necessary emergency preparedness training
 - Directing participants during an emergency
 - Ensuring proper communication between all event staff
 - Ensuring event in the Bone Student Center, Braden Auditorium, and/or Bowling and Billiards Center is adequately staffed and prepared for emergencies to the extent necessary (in collaboration with the Illinois State University Police, Environmental Health & Safety and Emergency Management)
 - Making the determination, with client input, whether to suspend/cancel events in the Bone Student Center, Braden Auditorium, and Bowling and Billiards Center due to impending severe weather or other emergency
 - Monitoring weather conditions leading up to and throughout the event.
3. Illinois State University Police is responsible for the following:
 - Providing adequate police staffing, as previously arranged (including external assistance as necessary) during events.
4. Environmental Health & Safety is responsible for the following:
 - Providing licensed Emergency Medical Technicians (EMTs) as requested by the event planner; event size and scope will inform the number of EMTs assigned to the event.
5. Emergency Management is responsible for the following:
 - Developing an Incident Action Plan as deemed necessary by the Director of Emergency Management



- Monitoring weather conditions and advising the client, or designee, and the Incident Commander of any weather-related concerns
 - Activating the Incident Management Team and other University response teams during a large emergency
 - For large or complex events, establishing coordinated two-way radio communications for use during the event.
6. University Parking and Transportation personnel are responsible for the following:
 - Traffic control (in coordination with Illinois State University Police) and parking lot oversight during an emergency incident.

Communications

1. The event planner is responsible for ensuring proper communication between all event staff.
2. Where appropriate, two-way radios can be checked out from the Bone Student Center or Emergency Management.
3. Bullhorns are available at the InfoCentre desk in the Bone Student Center and can be used to direct attendees.
4. When an emergency or other situation warranting public safety response is observed or reported to any events personnel, Illinois State University Police is to be notified (by two-way radio if applicable or by calling 911).
5. Communications beyond this level will be coordinated by Illinois State University Police and Emergency Management.

Response Procedures

Medical Emergency

In the event of a medical emergency in the Bone Student Center, Braden Auditorium, or the Bowling and Billiards Center, the following procedures will be followed:

Redbird Emergency Medical Service (Redbird EMS) is On-Site

1. Event staff will immediately notify Redbird EMS (by two-way radio if applicable). Provide the following information to EMS:
 - a. Description of the illness or injury
 - b. Location of the patient(s)
 - c. Any observed hazards in the area.
2. Remain with the patient until assistance arrives.

Redbird EMS is NOT On-Site

1. Contact 911. Provide the following information to the dispatcher:
 - a. Description of the illness or injury
 - b. Location of the patient(s)
 - c. Any observed hazards in the area.
2. Follow instructions of dispatcher.
3. Automated External Defibrillators (AEDs) should be used in the event of a sudden cardiac arrest emergency. Cardio Pulmonary Resuscitation (CPR) can be performed by anyone trained in CPR. See Appendix B for AED locations in both the Bone Student Center, Braden Auditorium dock, and the Bowling and Billiards Center.
4. Remain with the patient until assistance arrives.

Missing Person

If an event staff is notified of a missing person, the following details will be gathered from the reporting party: Missing person's name, age, sex, physical description, clothing, and last-known location. The following steps will then take place:

1. Notify event staff.
2. Event staff will contact Illinois State University Police (309-438-8631) and share the above information.
3. An event staff or public safety member will stay with the reporting party while staff are conducting search operations.
4. The staff member will notify the client/Illinois State University Police where they and the reporting party will be located.
5. Illinois State University Police will assist in search efforts.
6. Notify all event staff and Illinois State University Police when the missing person is located.

Bone Student Center and Braden Auditorium Evacuation

1. As determined by the event staff, Emergency Management or Illinois State University Police, the Bone Student Center and Braden Auditorium may be evacuated in response to an emergency situation (e.g. weather event, fire, armed aggressor, bomb threat, etc.).
2. Event staff will be notified (by two-way radio if applicable), and help notify all attendees of the evacuation.
3. Based on the nature of the incident, choose an appropriate evacuation site:
 - a. Severe weather emergency: head to and remain in the interior spaces of lowest levels, staying away from windows. Use the designated Tornado Shelter Areas, see Appendix B
 - b. Fire: move to the designated evacuation assembly areas; Bowling and Billiards Center if possible, if not, the main flagpole on the Quad
 - c. Armed Aggressor: these situations are dynamic and occur rapidly; move to whatever areas you deem to provide the greatest protection.
4. Illinois State University Police, if available, will assist event staff to direct attendees during an evacuation.



Bowling and Billiards Center Evacuation

1. As determined by the event staff, Emergency Management or Illinois State University Police, the Bowling and Billiards Center may be evacuated in response to an emergency situation (e.g. weather event, fire, armed aggressor, bomb threat, etc.).
2. Event staff will be notified (by two-way radio if applicable), and help notify all attendees of the evacuation.
3. Based on the nature of the incident, choose an appropriate evacuation site:
 - a. Severe weather emergency: head to and remain in the interior spaces of lowest levels, staying away from windows. Use the designated Tornado Shelter Areas, see Appendix B
 - b. Fire: move to the designated evacuation assembly areas; east side of Bone Pay Lot if possible, if not move into the Bone Student Center
 - c. Armed Aggressor: these situations are dynamic and occur rapidly; move to whatever areas you deem to provide the greatest protection.
4. Illinois State University Police, if available, will assist event staff to direct attendees during an evacuation.

Severe Weather/Tornado

1. Severe weather, including thunderstorms, lightening, hail, flooding, high winds, and extreme heat/cold should be monitored prior to and during events by the event staff. Attendees should be made aware of extreme weather and should avoid being outside.
2. Real-time weather on campus can be found at <http://www.weatherlink.com/user/0511257023>.
3. If severe weather will put attendees and event staff in danger while getting to and/or leaving the event the client, in conjunction with event staff, should consider postponing/canceling the event or ending the event early.
4. In order to best ensure the safety of attendees, a decision to move attendees into a designated tornado shelter area should be made in advance of a tornado warning being issued by the National Weather Service. The event staff is responsible for monitoring weather conditions during events and advising all event staff of any weather-related concerns.
5. In the event that staff determine attendees should be moved to designated tornado shelters due to impending tornados in the area, the staff will notify the client and attendees without delay.
6. Emergency Management can assist with real-time weather monitoring and notification.

Fire

In the event of a fire observed or a fire alarm sounding in the Bone Student Center, Braden Auditorium, or Bowling and Billiards Center during an event, the following actions should take place:

1. An event staff will pull a fire alarm station if the alarm is not already sounding.
2. An event staff will call 911 and notify them of the fire type, size, location, and any important obstructions.
3. Event staff will assist attendees in exiting the Bone Student Center, Braden Auditorium, or Bowling and Billiards Center in a rapid, orderly fashion.
4. Staff will direct attendees to move to the designated evacuation assembly areas:
 - a. Bone Student Center and Braden Auditorium should evacuate to the Bowling and Billiards Center if possible, if not, the main flagpole on the Quad
 - b. Bowling and Billiards Center should evacuate to the east side of the Bone Pay Lot if possible, if not move into the Bone Student Center.
5. The entire Bone Student Center, Braden Auditorium, or Bowling and Billiards Center should be evacuated until Normal Fire Department determines the source and the magnitude of the fire.
6. The event will be suspended until Normal Fire Department and Environmental Health & Safety determines the Bone Student Center, Braden Auditorium, or Bowling and Billiards Center is safe for attendees to reenter.

Active Shooter/Aggressor

1. In the event of an armed aggressor, immediately contact 911 to report the incident.
2. If appropriate, initiate Run-Hide-Fight protocols to protect all persons in the area.
 - a. If possible, run to a safe area and take precautions until an all-clear message is issued. Response depends on the situation, which is unpredictable.
 - b. If you can't run, hide in what you believe to be a safe place. Get down, take cover, turn off lights, close blinds and, if possible, lock/barricade the door.



- c. If you can't run or hide, fight with everything you have.
- 3. Police will respond and direct response operations until there is no longer a threat.
- 4. Any serious injuries/fatalities will result in cancellation of the event.



Appendices

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Appendix A: ISU BSC/BA/BBC Standard Evacuation Announcements

If a P.A. system is in place for this event, the following announcements can be used to inform attendees of emergencies, weather, and evacuations. If no P.A. system is in place, the building intercom system or bullhorns should be utilized. In the event that all three of these options are not available, these announcements can be shared with event staff who should make face-to-face contact with attendees to spread the pertinent information.

A. Fire

“May I have your attention, a fire has been reported within the (Bone Student Center or Bowling and Billiards Center). All occupants are required to evacuate the building immediately. You must exit the building and follow the instructions of the event staff, firefighters, and police officers. Please report to the evacuation assembly area (in the Bowling and Billiards Center or east side of the Bone Pay Lot).”

B. Severe Weather

“May I have your attention, severe weather is approaching the ISU campus. For the safety of all involved, please remain inside until the weather has passed. There is no need for alarm, after the storm passes through the area, we will make another announcement.”

ALL CLEAR: *“May I have your attention, the severe weather has passed the area. You may now leave the building. Please use caution when exiting the building. We appreciate your patience, and thank you for your cooperation.”*

C. Tornado

“May I have your attention, A TORNADO WARNING has been issued for the area. For your safety, please clear the first, second and third level concourse and lounge areas as soon as possible. Seek shelter in a first or second floor interior restroom, stairwell, office, or meeting space. If you are on the third floor, please make your way to the second floor. Stay away from windows and exterior walls. Do NOT exit the facility. Please remain calm while waiting for additional instructions.”

ALL CLEAR: *“May I have your attention. The TORNADO WARNING has been lifted and you may now leave shelter areas. We appreciate your patience, and thank you for your cooperation.”*

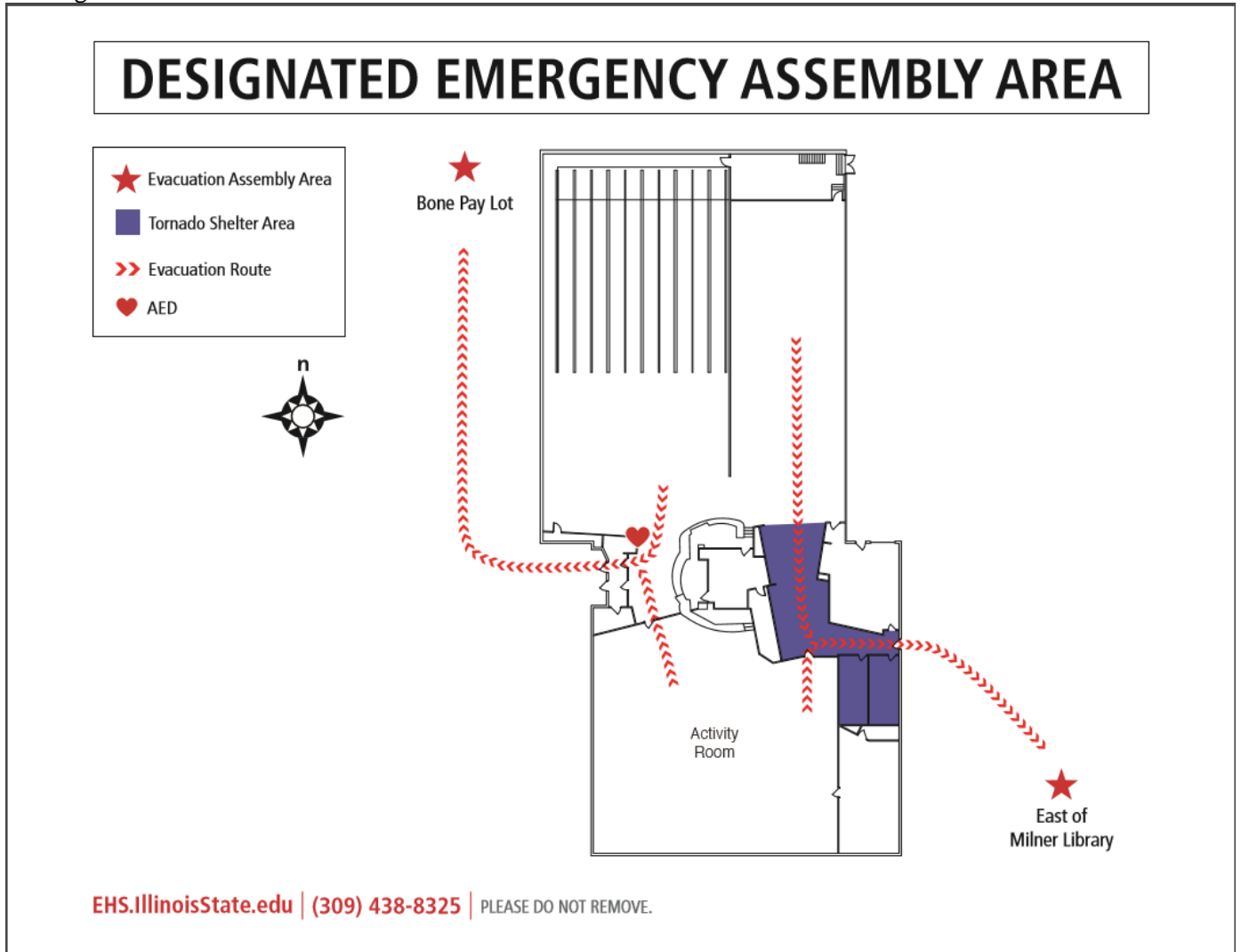
D. Bomb Threat

“May I have your attention, due to a report of an emergency situation, the (Bone Student Center or Bowling and Billiards Center) is being evacuated. All attendees are to immediately exit the building and follow instructions by University and emergency response personnel. There is no reason for alarm, but you must exit the building at this time. All events are suspended until further notice.”

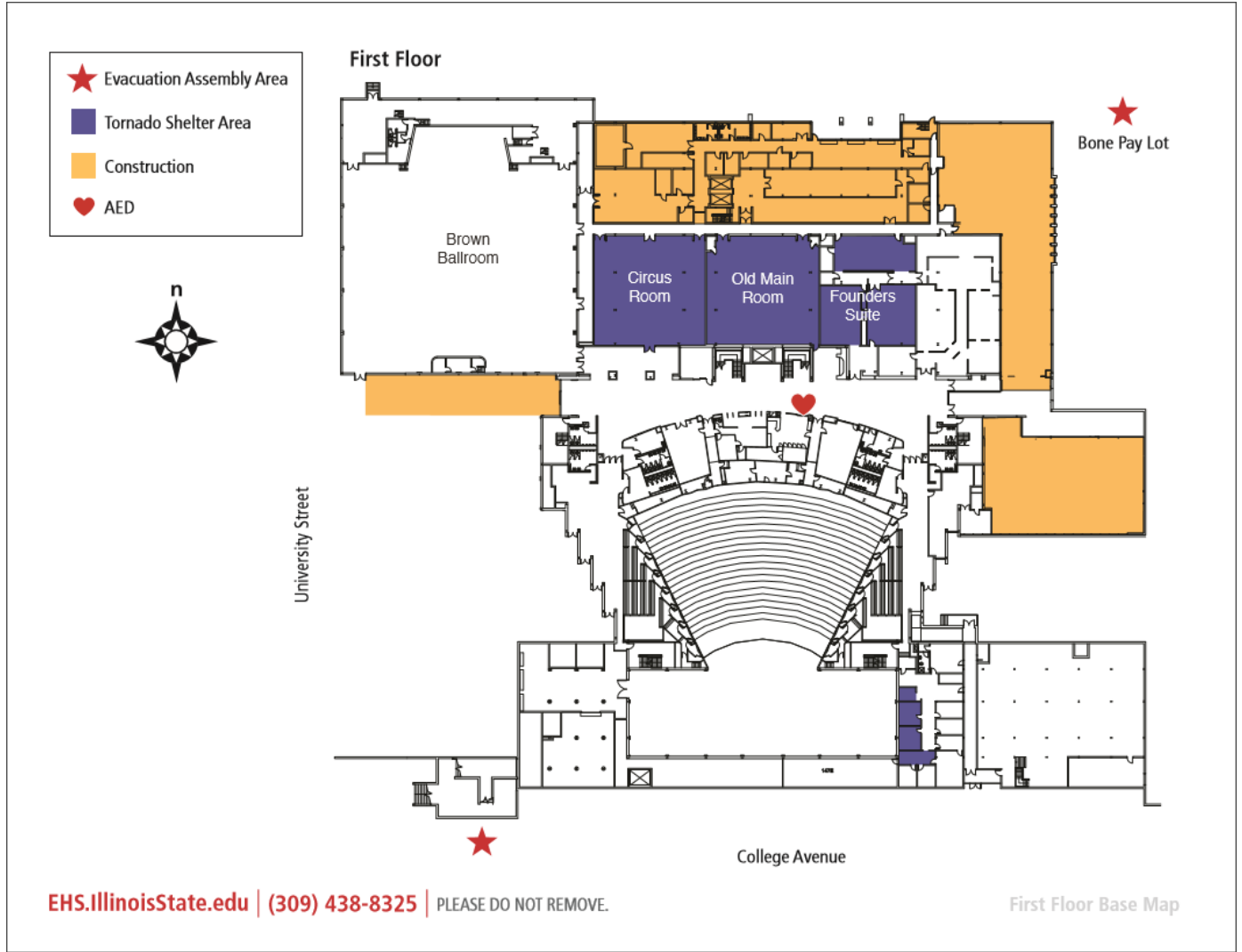
Note: Staff should not put themselves in harm’s way to make announcements

Appendix B: Evacuation and Shelter Maps

Bowling and Billiards Center



Bone Student Center 1st Floor

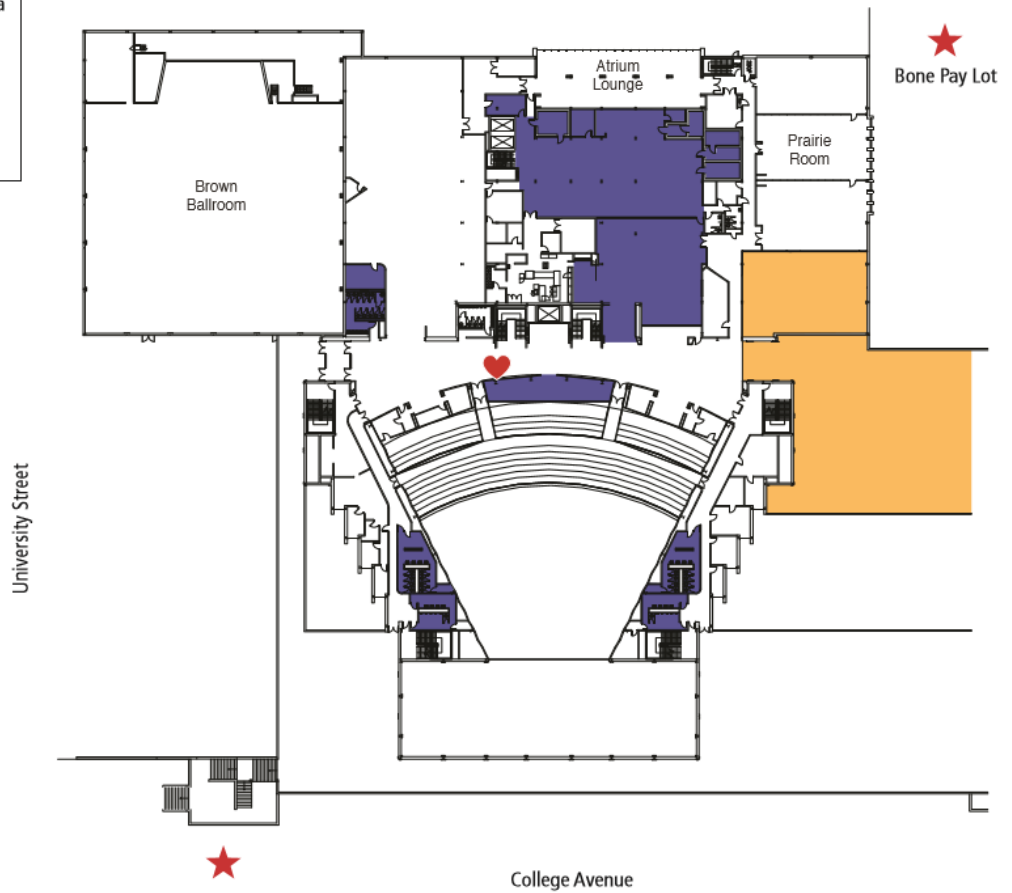


Bone Student Center 2nd Floor

- ★ Evacuation Assembly Area
- Tornado Shelter Area
- Construction
- ♥ AED



Second Floor



EHS.IllinoisState.edu | (309) 438-8325 | PLEASE DO NOT REMOVE.

Second Floor Base Map

Appendix C: Contact List

The client should have the following contacts handy at all times for the duration of the event.

Emergencies	911
ISU Police (Non-emergency line)	(309)-438-8631
Emergency Management	(309)-438-0100
Event Management, Dining, and Hospitality	(309)-438-2222
Conference Services	(309)-438-5364
Environmental Health and Safety	(309)-438-8325
Facilities Management	(309)-438-5656