



July 2018

Quad Emergency Action Plan

A guide to responding to emergencies during events on the University Quad



**EMERGENCY
MANAGEMENT**

Illinois State University

EmergencyManagement.IllinoisState.edu

This page intentionally blank



Table of Contents

I. INTRODUCTION.....	3
What is an Emergency?	3
ISU Emergency Management	3
II. PLAN	3
Situations and Assumptions	3
Responsibilities.....	3
Communications	4
III. RESPONSE PROCEDURES.....	5
Medical Emergency	5
Missing Person	5
Quad Evacuation.....	5
Severe Weather/Tornado	6
Heat and Humidity	6
Winter Weather	7
High Winds.....	7
Fire	8
Active Shooter/Aggressor	8
IV. APPENDICES.....	9
Appendix A: Standard Evacuation Announcements for the ISU Quad	10
Appendix B: Contact List.....	11



I. INTRODUCTION

What is an Emergency?

As related to the Illinois State University Quad, an emergency is defined as a proclaimed existence of conditions that result in disaster or extreme peril to the safety of persons or property at the Quad or adjacent areas caused by severe weather, earthquake, riot, armed intruder, fire, bomb threat or other causes. This document covers emergencies that may occur on the Quad. Illinois State University must be prepared to respond to an emergency or traumatic event in an organized and timely manner so that patrons 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 patrons, students, and staff.

ISU Emergency Management

ISU Emergency Management is responsible for emergency planning and may be contacted at EmergencyManagement.IllinoisState.edu. We will be happy to assist organizers with emergency planning for their events.

II. PLAN

Situations and Assumptions

1. The Quad is in the middle of the area bounded by W College Ave, S University St, S School St, and W Beaufort St in Normal, IL.
2. The event organizer is responsible for understanding this emergency plan and for monitoring weather conditions leading up to and throughout the event.
3. The University Police Department (UPD) will serve as the initial incident commander for emergencies declared on the Quad or surrounding areas during an event when no official public safety personnel are already onsite. This responsibility can be transferred to the Normal Fire Department or other responding agency as the emergency warrants.
4. An Incident Command Post (ICP) will be established for incidents as determined necessary by the University Police Department (UPD) and/or Emergency Management. For events on the Quad, when an ICP is not established, the event organizer will be responsible for reporting emergencies to UPD and standard UPD protocols will be utilized.

Responsibilities

1. The event organizer is responsible for the following:
 - Understanding the Quad Emergency Action Plan including any modifications to such Plan
 - Ensuring that all personnel engaged in events on the Quad are acting in accordance with this Plan
 - Knowing which buildings surrounding the Quad will be open and accessible during the event
 - Directing participants during an emergency, including having knowledge of accessible buildings nearby
 - Notifying event attendees in accordance with this Plan, as applicable



- Ensuring the event on the Quad is adequately staffed and prepared for emergencies (in collaboration with the University Police Department, Environmental Health & Safety and Emergency Management)
 - Establishing a communication plan with event staff
 - Making the determination whether to suspend/cancel events at the Quad due to impending severe weather or another emergency
2. University Police Department (UPD) is responsible for the following:
 - Providing adequate police staffing, as previously arranged (including external assistance as necessary) during events
 3. Environmental Health & Safety is responsible for:
 - Providing licensed Emergency Medical Technicians (EMTs) as requested by event organizers and as deemed necessary by EHS
 - Making portable fire extinguishers available, if necessary
 - Making portable hand wash stations available, if necessary
 4. 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 event organizer, or designee, and the Incident Commander of any weather-related concerns
 - Activating the Incident Management Team and other University response teams during an emergency
 - For large or complex events, establishing coordinated two-way radio communications for use during the event
 - Leading a public safety briefing before each operating shift as deemed necessary by the Director of Emergency Management

Communications

1. The event organizer is responsible for ensuring proper communication between all event staff. In many cases, face-to-face communications will suffice.
2. If two-way radios are needed, the Dean of Students Office can provide radios for student groups and Emergency Management can provide radios for others.
3. When an emergency or other situation warranting public safety response is observed or reported to any events personnel, notify University Police Department via two-way radio (if in use), by calling 911, or by using any of the blue light phones on the quad.
4. Communications beyond this level will be coordinated by UPD and Emergency Management.



III. RESPONSE PROCEDURES

Medical Emergency

In the event of a medical emergency within the Quad, the following procedures will be followed:

Redbird EMS is On-Site

1. Event staff shall immediately notify Redbird EMS via radio or in person. 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. If you are medically trained, provide medical care within your scope of practice.
3. If requested by on-site EMS, UPD will dispatch an ambulance to transport the patient(s).

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; **do not hang up**, stay on the phone until the dispatcher advises it is okay to end the call.
3. Remain with the patient until assistance arrives. If you are medically trained, provide medical care within your scope of practice.

Missing Person

If Event Staff are notified of a missing person, gather the following details from the reporting party: missing person's name, age, sex, physical description, clothing, and last-known location. Then take the following steps:

1. Notify all event staff (via radio or in person).
2. Event organizers shall contact UPD (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 event organizer/UPD where they and the reporting party will be located.
5. UPD will assist in search efforts.
6. Notify all event staff and UPD when the missing person is located.

Quad Evacuation

1. As determined by the event organizer, Emergency Management or UPD, the Quad may be evacuated in response to an emergency situation (e.g. weather event, fire, armed aggressor, bomb threat, etc.).
2. Event staff shall be notified (via radio or in person), and help notify all patrons of the evacuation.
3. Based on the nature of the incident, choose an appropriate evacuation site:
 - a. Severe Weather emergency: enter any open and accessible University building surrounding the Quad; head to the interior spaces of the lowest levels and stay away from windows
 - b. Fire: Move several buildings away from the fire



- c. Armed Aggressor: These situations are dynamic and occur rapidly; move to whatever areas you deem to provide the greatest protection
4. UPD, if available, will assist event staff to direct patrons during an evacuation.

Severe Weather/Tornado

1. Lightning reported within a 10 mile radius will result in event postponement/cancellation. All patrons will be evacuated from the Quad. The event organizer will closely monitor the storm progression to ensure the safety of patrons in the Quad if weather conditions worsen.
2. A severe thunderstorm warning reported for the Bloomington/Normal area will result in event postponement/cancellation. In addition, all patrons will be evacuated out of the Quad.
3. Severe hail storms reported in the Bloomington/Normal area will result in event postponement/cancellation. In addition, all patrons will be evacuated out of the Quad.
4. In order to best ensure the safety of attendees, a decision to evacuate the Quad and relocate patrons to a designated Tornado Shelter Area should be made in advance of a tornado warning being issued by the National Weather Service. The event organizer is responsible for monitoring weather conditions during events and advising all event staff of any weather-related concerns. The event organizer shall make the determination to evacuate the Quad due to weather-related concerns, and decide the status of the event.
5. In the event that the event organizer determines that the Quad should be evacuated due to impending tornados in the area, the event organizer will notify event staff (via radio or in person) to notify all patrons without delay to head to any open and accessible building surrounding the Quad. Tornado Shelter Area maps are located throughout each building.
6. Emergency Management can assist with real-time weather monitoring and notification.

Heat and Humidity

1. The event organizer is responsible for monitoring temperature and humidity.
2. Real-time temperature, humidity, and heat index on campus can be found at: <https://tinyurl.com/isuweather>
3. Direct sunlight can add up to 15 degrees Fahrenheit to the heat index.¹
4. Emergency Management can assist with real-time weather monitoring and notification.

Heat Index above 110°

In the event in which the outside heat index reaches above 110 degrees Fahrenheit, the event should be postponed to a time or day when the heat index is lower. The event on the Quad should be evacuated when the heat index reaches 110 degrees Fahrenheit.

Heat Index between 103° and 110°

- a. Alert event staff (via radio or in person) of high risk conditions. Have event staff alert all patrons
- b. Provide drinking water, and frequently encourage event staff and patrons to drink plenty of water
- c. Consider making arrangements for patrons to go into air-conditioned spaces, providing cooling stations, and/or moving activities to shaded areas
- d. Ensure that adequate medical services are available
- e. Limit physical exertion² of event staff

¹ https://www.osha.gov/SLTC/heatillness/heat_index/pdfs/all_in_one.pdf

² https://www.osha.gov/SLTC/heatillness/heat_index/pdfs/all_in_one.pdf



- f. Watch for signs of heat-related illness, a list of heat-related illness symptoms can be found on the CDC's website: <https://www.cdc.gov/disasters/extremeheat/warning.html>

Heat Index between 91° and 102°

- a. Provide drinking water, and remind event staff and patrons to drink plenty of water
- b. Encourage event staff to take breaks
- c. Encourage use of sunscreen
- d. Maintain situational awareness of temperature forecasts

Winter Weather

1. The event organizer is responsible for monitoring temperature, wind chill, and inclement precipitation.
2. Real-time temperature and wind chill values on campus can be found at: <https://tinyurl.com/isuweather>
3. Emergency Management can assist with real-time weather monitoring and notification.

Wind Chill below -40° In the event in which the outside wind chill drops below -40 degrees Fahrenheit, the event should be postponed to a time or day when the wind chill is less extreme. The event on the Quad should be evacuated when the wind chill reaches -40 degrees Fahrenheit³.

Wind Chill between 0° and -40°

The event organizer should highly consider postponing the event. Warming stations and/or facilities should be made available with warm beverages.

Wind Chill between 30° and 0°

- b. Provide warm beverages
- c. Consider making warming stations and/or facilities available
- d. Ensure that adequate medical services are available
- e. Watch patrons for cold-related illness⁴, a list of cold-related illness symptoms can be found on the CDC's website: <https://www.cdc.gov/niosh/topics/coldstress/coldrelatedillnesses.html>

High Winds

1. The event organizer is responsible for monitoring wind speeds and conditions. If any of the below conditions are met the event organizer is responsible for making sure the event is compliant with tents and inflatable structures.
2. Real-time wind speeds on campus can be found at: <https://tinyurl.com/isuweather>

³ https://www.osha.gov/dts/weather/winter_weather/windchill.html

⁴ <https://www.ncaa.org/sites/default/files/2013-14%20Sports%20Medicine%20Handbook.pdf>



3. Tents and structures should be taken down before the anticipated high wind gusts; removing tents/structures in high winds is dangerous and can put the safety of patrons and event staff in jeopardy.

Consumer Tents

- a. When wind gusts are under 10MPH, consumer tents should be properly secured (staked, sandbagged, roped, etc.)
- b. When wind gusts are between 10-20 MPH, consumer tents need to be properly secured (staked, sandbagged, roped, etc.). Tents should be checked often to ensure they are structurally stable. Any tent that is not secure and/or can't be secured should be taken down
- c. When wind gusts are above 20MPH, consumer tents should not be used

Commercial Tents

- a. The event organizer should have the contact information for any commercial tent and inflatable structure vendors
 - b. The event organizer should know the wind ratings for all commercial tents and inflatable structures
 - c. The event organizer should know how long it takes the vendor companies to take down and uninflated all of their structures
 - d. The event organizer is responsible for contacting vendors in the anticipation of wind gusts above any vendor's wind ratings, allowing enough time for vendors to arrive at the Quad and take down tents/inflatables prior to wind gusts exceeding the wind ratings
4. Emergency Management can assist with real-time weather monitoring and notification.

Fire

In the event of a fire observed on the Quad during an event, the following actions should take place:

1. An event staff member shall call UPD and notify them of the fire type, size, location, and any important obstructions.
2. Event Staff shall assist patrons in exiting the Quad in a rapid, orderly fashion.
3. The entire Quad should be evacuated until Normal Fire Department determines the source and the magnitude of the fire.
4. The event will be suspended until Normal Fire Department and Environmental Health & Safety determines the Quad is safe for patrons to reenter.

Active Shooter/Aggressor

1. In the event of an active shooter/aggressor, immediately contact 911 to report the incident.
2. Police will respond.
3. An Incident Commander will be established and direct response operations until the aggressor is apprehended or is confirmed to have left the premises.
4. Event Staff or others are not to approach the individual but are to track their whereabouts, if safe to do so.
5. If any shots are fired, the event staff shall notify all patrons to immediately evacuate the Quad.
6. Any serious injuries/fatalities will result in cancellation of the event.



IV. APPENDICES

Page Intentionally Left Blank



Appendix A: Standard Evacuation Announcements for the ISU Quad

If a P.A. system is in place for this event, the following announcements can be used to inform patrons of emergencies, weather, and evacuations. If no P.A. system is in place, these announcements can be shared with event staff (via radio or in person) who should make face-to-face contact with patrons to spread the pertinent information.

A. Fire

"Ladies and Gentleman, a fire has been reported within the Quad. Please evacuate the Quad immediately. There is no need for alarm, but you must exit the Quad and follow the instructions of the event staff, firefighters, and police officers."

B. Lightning

"Ladies and Gentlemen, lightning has been detected in the vicinity of the ISU campus. The event is being suspended. There is no need for alarm but you must exit the Quad area at this time, occupants may move to any of the buildings surrounding the Quad."

C. Severe Weather

"Ladies and Gentlemen, we have been advised via the National Weather Service that a severe storm system is approaching the ISU campus. For the safety of all involved, the event is suspended and we are evacuating the Quad. There is no need for alarm but you must exit the Quad area at this time, occupants may move to any of the buildings surrounding the Quad. Please follow instructions of the event staff and police officers while evacuating."

D. Hot/Cold Weather

"Ladies and Gentlemen, due to the extreme heat /cold, and for the safety of all involved, the event is suspended (or cancelled) and we are evacuating the Quad. There is no need for alarm but you should exit the Quad area at this time, occupants may move to any of the buildings surrounding the Quad. Please follow instructions of the event staff and police officers while evacuating."

E. Tornado

"Ladies and Gentlemen, a tornado has been spotted in the area. For the safety of our patrons and event staff, we are evacuating the Quad at this time and everyone needs to seek shelter in nearby buildings until the severe weather conditions pass through this area. Please immediately proceed to the closest building. There is no need for alarm but you must exit the Quad at this time. The event is currently suspended until further notice (or cancelled)."

F. Bomb Threat, or possible Armed Aggressor

"Ladies and Gentlemen, due to a report of an emergency situation, the Quad is being evacuated. All patrons are to immediately exit the Quad and follow instructions by University and emergency response personnel. There is no reason for alarm, but you must exit the Quad at this time. The event is currently suspended until further notice (or cancelled)."

Note: Event staff should not put themselves in harm's way to make announcements.



Appendix B: Contact List

The event organizer 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
Conference Services	(309)-438-5364
Environmental Health and Safety	(309)-438-8325
Facilities Management	(309)-438-5656

