***EVENT NAME*
EVENT DATE
EVENT LOCATION**

**Emergency Plan**

**In the event of an emergency:**

1. Call 9-1-1 (medical or fire)

2. Notify the event manager

3. Contact Campus Security, **208-885-7054**

4. When situation has resolved itself, contact Risk Management to complete an incident report

**If a guest is intoxicated and/or becoming violent:**

1. Notify the event manager and then call Campus Security, **208-885-7054**

2. When situation has resolved itself, contact Risk Management to complete an incident report

**In case of a fire:**1. Activate fire alarm if not already sounding and call 9-1-1

2. Assist guests to the exits

3. Once outside, direct guests to the FIRE LOCATION; roadway must be kept clear for fire personnel

**Important things to remember:**

-Deal with the situation first

-Remain calm

-Try not to alarm guests if it is not necessary

-Remain with the injured party or at the scene until help arrives

-If you are unable to reach the event manager and it is an extreme emergency (imminent life and death or fire), call 9-1-1

-Know where the exits are located in case of an evacuation and have an evacuation plan in place

-Knows for each event you are coordinating who your venue contact is and where that person is located during the event