

SAFETY AND EMERGENCY PLANNING SHEET

UCLA

Key Phone Numbers

EMERGENCY (cell phone only) 310-825-1491
 EMERGENCY (campus phone only) 911
 EMERGENCY (off-campus ECS prefixes 312, 441, or 794) 8-911
 UCPD – Special Events Sergeant 310-825-6543
 UCPD – Special Events Captain 310-825-3197

Fire Marshal – Steve Jurado 310-825-8674
 CSP – Berky Nelson 310-206-8814
 CSP – Kenn Heller 310-206-8817
 Nurse - _____
 Emergency Medical Services (EMS) (310) 206-8886

Venue/Event Details to Know

- Know all access points
- Know location of campus/pay phones
- Know disabled accessibility
- Know location of fire extinguishers
- Check if ice is available
- Have first aid kit
- Program emergency numbers

Checklist (as appropriate)

- | Checklist (as appropriate) | Completed | Date |
|---|--------------------------|------|
| Notify Special Events and Protocol of VIP attending event | <input type="checkbox"/> | _/_/ |
| Discuss event details with venue manager | <input type="checkbox"/> | _/_/ |
| Obtain venue emergency plan | <input type="checkbox"/> | _/_/ |
| Discuss event details with UCPD | <input type="checkbox"/> | _/_/ |
| Discuss event details with Center for Student Programming | <input type="checkbox"/> | _/_/ |
| Discuss event details with campus fire marshal | <input type="checkbox"/> | _/_/ |
| Hire standby nurse for event | <input type="checkbox"/> | _/_/ |
| Hire Performing Arts house staff or off-campus security service to assist with access/crowd control | <input type="checkbox"/> | _/_/ |
| Schedule walkthrough with all relevant safety/security personnel and venue manager | <input type="checkbox"/> | _/_/ |
| Create emergency action plan | <input type="checkbox"/> | _/_/ |

Notes

Who, How and Why to Contact

- 911 calls on a cell phone go off campus. Off-campus personnel do not know the campus as well as UCLA-based staff. **If calling from a cellular phone, call 310-825-1491**, not 911. This will connect you with UCPD who will contact appropriate personnel.
- Program emergency numbers into cell phones and have emergency contact sheet available for all key staff.
- Notify Special Events and Protocol of any government dignitary attending your event. Special Events and Protocol will then send out a visitor notification email to relevant campus personnel, including Chancellor's Office, UCPD, fire marshal, etc.

5 months	begin to develop presentation and handouts
5 months	Consult with marketing for brochure development; ensure proper statements for CME or CNE
4 months	Obtain or confirm current address label disk For nursing obtain from Board of Nurse Examiners
3 months	Applications for CME or CNE approval
3 months	Confirm travel plans with speaker; make arrangements for travel if applicable
3 months	Make hotel arrangements for speaker if applicable
3 months	Brochure from marketing completed
3 months	Ensure mailing label disk is available; get labels from HR as applicable
3 months	Mail vendors letter for display table fee
2 months	Brochure to mailing service with mailing label disk