SAFETY AND EMERGENCY PLANNING SHEET

UCLA

Key Phone Numbers	
EMERGENCY (cell phone only)	310-82**5-1491**
EMERGENCY (campus phone only)	**911**
EMERGENCY (off-campus ECS prefixes 312, 441, or 794)	**8-911**
UCPD – Special Events Sergeant	310-82**5-6543**
UCPD – Special Events Captain	310-82**5-3197**
Fire Marshal – Steve Jurado	310-82**5-8674**
CSP – Berky Nelson	310-20**6-8814**
CSP – Kenn Heller	310-20**6-8817**
Nurse -	
Emergency Medical Services (EMS)	(310) 20**6-8886**

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)	**Completed**	**Date**
Notify Special Events and Protocol of VIP attending event	☐	__/__/__
Discuss event details with venue manager	☐	__/__/__
Obtain venue emergency plan	☐	__/__/__
Discuss event details with UCPD	☐	__/__/__
Discuss event details with Center for Student Programming	☐	__/__/__
Discuss event details with campus fire marshal	☐	__/__/__
Hire standby nurse for event	☐	__/__/__
Hire Performing Arts house staff or off-campus security service to assist with access/crowd control	☐	__/__/__
Schedule walkthrough with all relevant safety/security personnel and venue manager	☐	__/__/__
Create emergency action plan	☐	__/__/__

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.
- For any security questions prior to your event, you may contact either the UCPD Special Events Sergeant, x5-6543 or UCPD special Events Captain, x5-3197.
- For public events involving students, notify the Center for Student Programming (CSP), who can provide information on current issues relevant to students that may affect your event or may provide personnel to be on hand to assist.
- Consult with the campus fire marshal to pinpoint possible safety issues relating to venue setup.
- Venue managers know their buildings inside and out. Discuss with them your setup and have them point out areas of concern. Be sure they are available at any logistical walkthroughs to discuss any possible concerns with safety/security personnel.

Safety Mitigation, Planning, and Follow-up

- Do a risk assessment – look at crowd safety and movement, fire risk, audience demographics and potential venue hazards.
- Create a contact sheet, including cellular phone numbers, of all persons to be notified in the event an emergency condition develops. Include walkie-talkie channels if walkie-talkies are utilized.
- Document your emergency action plan for your event and have with you at the event for reference.
- If available, obtain a copy of venue emergency procedures.
- Be aware of building exits and the location of fire extinguishers and fire alarm manual pull stations.
- Emergency information is posted in classrooms and hallways, and is printed in campus phonebooks or accessed on the UCLA website, www.ucla.edu.
- Prepare an event emergency kit for your office and to take with you to events. Include in your kit a radio (put a sticker on the radio with local AM radio news stations and campus radio station), first aid supplies, a flashlight, and Ziploc bags (for holding ice).
- For larger events or those where venue setup may cause hazards (steep steps, uneven ground, etc.), hire a standby nurse or paramedic to handle minor accidents, or to assist until emergency personnel may arrive.
- If an accident occurs, document the situation and get contact names of affected parties and witnesses, dates, times, etc.
- Discuss with your division head/director any follow up with injured parties, if appropriate.
- If VIPs or dignitaries will be present, discuss event security with UCPD, including need for security access lists or credentials.
- Sponsoring departments hosting a dignitary at their event are responsible for any campus or outside security costs related to ensuring security and safety at their event.
- If possible, maintain current first aid and CPR certifications.