

The George Washington University
Office of Public Safety and Emergency Management
Special Events Contingency Planning Checklist

The goal of contingency planning is to protect life safety and to identify specific information as it pertains to a special event. In general, a special event is defined as a non routine activity within a community that brings together a large number of people. A special event is non routine, places a strain on community resources, may involve a large number of people, and requires special permits or additional planning, preparation, and mitigation. When preparing this plan, please consider the scope of the event, risks to spectators and participants, impact on the community, and emergency support required.

This checklist is designed to verify that you have included the most critical items for contingency planning, but could also greatly assist people in the plan development as well. It is critical that a special event contingency plan include a system for implementing the plan which ensures that those who are protected by the plan are aware of its existence and the direction it provides.

Please note that "Planning body" refers to the committee, department, or specific personnel coordinating the event. "Participants" are those spectators, athletes, visitors, performers, etc. who will be participating in the special event itself.

1. ORGANIZATION	YES	NO	COMMENTS
Is the plan organized and easy to understand, implement, and apply (uses headings, logical sequence, plain language)?			
Does the plan identify the specific special event (dates, physical locations, and number of people) it was written to protect?			
Does the plan include a statement of the scope of the event (number of persons involved, general involvement of University and outside community, etc.)?			
Does the plan include information on the principal planning body (committee, department, etc.), including emergency contact information? <i>*For privacy, personal information will be removed before online posting.</i>			
Does the plan include, at a minimum, the elements included in this checklist (responsibilities, communication, preparation, response, recovery, and implementation)?			
Does the plan include the date of revision?			
Is the plan consistent with the University's priority of protecting people, property, and vital interests?			
2. RESPONSIBILITIES	YES	NO	COMMENTS
Does the plan specify who has the authority to dismiss or redirect the event?			

Does the plan identify someone who is responsible for ensuring that those covered by the plan are aware of and understand the plan?			
Does the plan identify someone responsible for creating and maintaining the organizing body's emergency contact list?			
3. COMMUNICATIONS AND RESOURCES	YES	NO	COMMENTS
Does the plan include a chain of command for incident communication?			
Does the plan include a process for the planning body to post incident-related information on campusadvisories.gwu.edu ? <i>*Event organizers may do so by contacting opsem@gwu.edu</i>			
Does the plan include University emergency phones numbers and other contact information (UPD, Risk Management, OPSEM)?			
Does the plan account for informing participants of specific emergency communications procedures? <i>*Ex: "Obtain incident related information through the Campus Advisories site, by calling the GW Information Line (202 994-5050), and WTOP radio frequency (103.5FM)"</i>			
4. PREPARATION	YES	NO	COMMENTS
Does the plan identify potential risks to spectators and participants? To consider: crowds, staffing, food and shelter, parking, transportation, medical facilities, weather, community impact, or external disruptions.			
Does the plan address the likelihood of need and coverage for emergency (medical, fire, or police) response?			
Has a shelter-in-place procedure been established and included? <i>*Guidance can be found in the University Incident Manual</i>			
Has an evacuation plan been established and included?			
Have emergency ingress and egress routes been established, if necessary?			
Does the plan include individual responsibilities to and by the physically challenged, disabled, or any person with special needs?			
5. RESPONSE	YES	NO	COMMENTS
Does the plan include detailed guidance for evacuation (notification of need to evacuate, exit routes from location, what to bring)?			
Does the plan provide guidance on response to specific incidents (e.g. fire, suspicious packages, bomb threat, etc.)?			

If hazardous materials or potentially harmful special equipment will be used at the event, does the plan account for this? <i>* Additional guidance produced by related departments, such as Risk Management, is accessible from the GW Campus Advisories page (Planning Guidance tab)</i>			
Does the plan include notification and reporting procedures for communication of information to family members of students, faculty, and staff especially those who may be missing or injured? <i>* See OPSEM Contingency Planning Guide</i>			
6. ALTERNATIVES & REDUNDANCIES	YES	NO	COMMENTS
Does the plan comprehensively address the method, process, and timing of a decision for relocating to an alternate venue?			
Does the plan identify the location of an appropriate <u>alternate</u> and, if applicable, <u>tertiary</u> back-up site?			
Is there a process established for moving the event or sections of it to other times or venues?			
Has transportation been arranged for relocation of event (if applicable)?			
Are cancellation or postponement procedures in place?			
Is there a method of giving information or direction to attendees regarding emergent changes?			
7. IMPLEMENTATION	YES	NO	COMMENTS
Does the plan state a process for dissemination/implementation (<i>e.g.</i> discussion of plan at staff meetings, plan sent by departmental listserv, incorporated into new employee orientation)?			
Does the plan incorporate an annual schedule and system for review and updating (<i>i.e.</i> March or beginning of fall semester)?			

Reviewed by: (initials)

ADDITIONAL NOTES: