

Emergency Response Plan

Students' Union – Last Class Bash 2023,

April 4 - 2023 / 2:00pm – 10:00 p.m. / The Zoo Ballrooms

EMERGENCY PLAN - PURPOSE

The Last Class Bash Emergency Response Plan (ERP) is intended to be used as a guide to safety for students, staff, event goers and visitors; protect property; and protect the environment, wherever possible in the event of an emergency.

All personnel assigned to the event will respond to the specific emergency as outlined in this plan.

- Safely evacuate, shelter, or relocate
- All event staff will have access to this plan and will keep it on hand
- Maintain and restore order, if necessary

The following areas should be considered during the planning of evacuation or sheltering:

- Ensure notification to emergency services and Campus Safety.
- Assist in evacuation/shelter if necessary.
- Report to the assembly point(s).
- Account for personnel and event goers wherever possible.
- Collect essential information for emergency personnel (i.e., location of the incident, persons still in event venue, and special hazards related to the event, unique conditions, persons with functional needs requiring evacuation).
- Specific procedures to assist staff, faculty, students or visitors that may have functional needs.
- Implement appropriate U of L procedures.
- Follow up with U of L Safety Services as required.

Students' Union (ULSU) and Students' Union General Manager

All decisions regarding event management will be made by the Students' Union. If circumstances arise that cause the event staff acting on behalf of the university, participants, or property of the University to be compromised, either by injury, situation, emergency, or other unexpected means, the Students' Union will take the appropriate action.

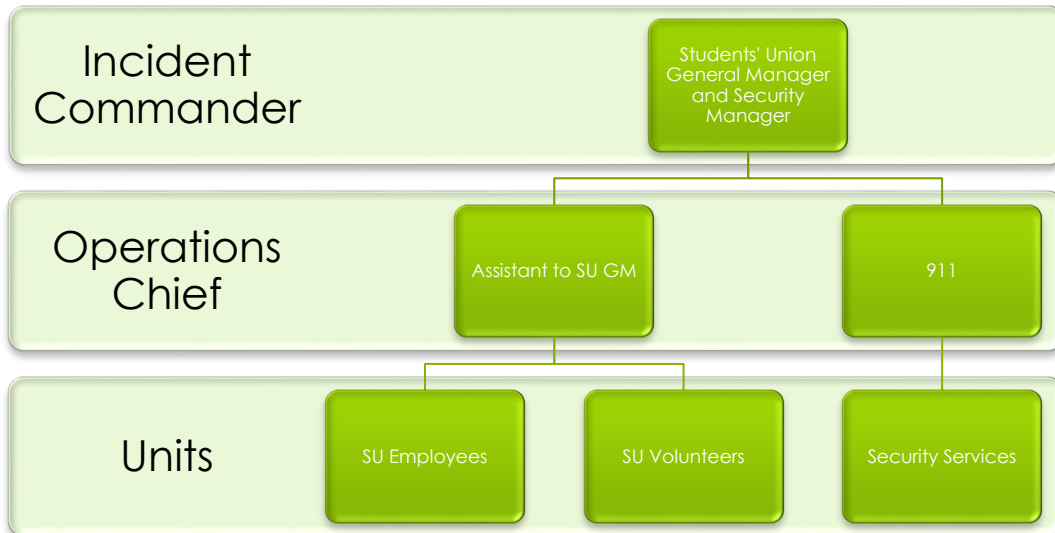
In addition to the SUGM, a second person or designated team of individuals will be designated to assume all roles if necessary to facilitate the event.

The responsibilities of the Students' Union during Fresh Fest regarding emergency response will include:

- Incident Commander Responsibilities
- Monitor the event
- Manage the event in its entirety
- Report incident to the Incident Commander / Students' Union General Manager / Security Representative.
- Respond to all situations as appropriate
- Contact Security Services as required to request assistance or advise on plan

- adjustments
- Participate in a follow-up with Safety Services where required.
- Traffic management, including emergency vehicles will be handled by a designated event organizer or security personnel.

ORGANIZATIONAL FLOWCHART



THE COMMAND CENTRE WILL BE AT THE FRONT OF THE BAR

COMMUNICATIONS

NOTE: The Students' Union has 15 handheld radios that will be distributed to appropriate event staff and emergency personnel in order to improve communication with all necessary parties. Once the concert begins it's difficult to hear communications on the radios, so we switch over to our instant direct-messaging program called Slack.

- 1) The primary method of communication will be the Students' Union portable radio system and Slack.
 - a. Employees and volunteers will download the U of L Safe App
- 2) In the event that an emergency evacuation may become necessary:
 - a. Notification of the emergency and procedures will be announced through a megaphone and/or microphone by designated event staff. (Most likely our lead event staffer).
 - b. The message will be:

“Please proceed to the nearest marked exit and proceed to the main parking lot adjacent in the bus loop or SU loading dock”

- 3) Social media can immediately be used to notify the public.
- 4) The Event Manager and lead event-staffer will carry a mobile phone in order to call Emergency Services, if required.

EVACUATION

Emergency designated assembly point (Primary): Parking bus loop or SU loading dock

Emergency Designated Assembly Point (Alternate): Students' Union front patio/Bus loop

Although the Students' Union will endeavour to deliver an emergency notification message when required, circumstances may arise when individual campus users must make an immediate decision to self-evacuate. Several factors will assist campus users in determining their best individual evacuation routes. These factors include, but may not be limited to:

- Type of emergency
- Location
- Weather
- Mobility
- Access or egress
- Personal ability
- Evacuation for people with disabilities will be handled by designated volunteers at the first aid tent.

In a Life Threatening Emergency, EVACUATE!

In a Non- Life Threatening emergency, evacuation may be required.

- Contact SUGM
- Request Additional Resources
- Maintain Orderly Conduct
- Consider Controlled Evacuation

Evacuation Routes

Be aware of the posted evacuation routes in each area of the university you frequent.

Exits will be clearly marked. As much as possible all event goers and staff will report to the designated Assembly Point.

MEDICAL EMERGENCY

Location of first aid kit and trained emergency responders: At the front of the bar

Location of AED: Students' Union food court across from the washrooms/Security office

In the event of an injury at Last Class Bash that would require immediate medical attention:

- Ensure first aid is provided by trained volunteers at the event.
- 911 will be called if deemed necessary by first aid provider and the following information supplied:
 - Location: The Students' Union Zoo at the University of Lethbridge, in the Students' Union building.
 - Describe nature and severity of injury/medical problem
 - Caller to provide name and call back number
 - Contact UofL Security Services if emergency response services are initiated at 403-329-2345 and advise that 911 has been called

Additionally:

- Critically injured or ill person will not be moved unless it is essential for their safety
- Casualties will be placed in the command centre. (Front of bar)

FIRE EMERGENCY

Large Fire



911

Evacuate /Remove those in danger

Notify SUGM

Notify Campus Safety

Small Fire



R.E.A.C.T.

Notify SUGM

Notify Campus Safety

In the event of a fire all patrons and event staff are required to evacuate the Zoo through the nearest and safest exit point.

- **R.E.A.C.T. procedures (if applicable at outdoor event)**
 - **Remove those in immediate danger**
 - **Ensure doors are closed**
 - **Activate the Fire Alarm**
 - **Call the Fire Department 911**
 - **Try to extinguish if small**

If the fire is small and contained to a single object (EG: wastebasket, chair, etc.) On-site emergency response may be activated by using one of the 7 fire extinguishers on-site located in the following areas :

- The Zoo Manager's office
- One next to the Zoo kitchen sink
- One by the Zoo kitchen coffee station
- Two in the hallway along the wall between the washrooms
- One in each ballroom by the exit doors

UNRULY CROWD / DISTURBANCE/ EXPLOSION/SEVERE WEATHER

If threat of physical harm to persons or damage to University facilities and property, or in the event of severe weather, explosion or unruly crowd:

911 will be called if deemed necessary by event staff and the following information supplied:

- Location: The Students' Union Zoo at the University of Lethbridge, an outdoor area located on the third floor of the Students' Union building.
- Describe nature of occurrence/ problem
 - Request an ambulance for anyone injured
 - Notify others in the area of the situation using any means possible (telephone, runners etc.)
- Caller to provide name and call back number
- Contact UofL Security Services if emergency response services are initiated at 403-329-2345 and advise that 911 has been called.

EMERGENCY PHONE NUMBERS

For Situations where property or people are at immediate risk please contact **911** directly and then contact **UofL Security Services at 403-329-2345**

POLICE, FIRE, AMBULANCE	911
UofL SECURITY SERVICES	403-329-2345
STUDENTS' UNION OFFICE	403-329-2222
SU GM (Cheri Pokarney)	403-393-2769

ALL EVENT STAFF AND SECURITY PERSONEL WILL CARRY A LAMINATED CARD WITH THE EMERGENCY NUMBERS LISTED ABOVE AS WELL AS THE NUMBER TO A LOCAL TAXI COMPANY.

NOTE: Campus Safety will notify the Lethbridge Fire Department and work with the ULSU to ensure required documentation is completed.