

Third Party Special Event Contingency Plans

This form is to be filled out by the space or facility coordinator in conjunction with the event organizer. The completed form should then be uploaded when completing the Third Party Special Event Request form available at <http://specialevents.ucenter.tamu.edu>.

Purpose and Scope

Third party special events are defined as events not affiliated with Texas A&M University that are held on the university campus. These events are not controlled and/or organized by the university. Due to the decentralized nature of the Texas A&M campus and properties, minimum standards must be established and implemented for the reasonable assurance of safety and security of the guests and for management of university risks. For such events, establishment of – and briefing event organizers on – contingency plans and procedures are necessary. This procedure establishes the minimum requirements for a contingency plan for use in third party special events. Additional requirements may be imposed for any event by the university.

Procedures

1. Clearly define, by maps, diagrams or written descriptions, the area in which the event is allowed to take place. *(You may add attachments if necessary.)*
2. Number of guests expected: _____
3. Is the event planned as a “come and go” style event or will most guests be present during a significant portion of the event? _____
4. Maintain a list of guests for use in guest accountability should an evacuation be necessary. *(recommended)*
5. List of Event Monitors (defined as representatives of the university and/or the event organizer who are responsible for monitoring and controlling of the event and for activating/implementing this plan, if necessary).

Name	Cell Phone	Briefed on this plan <i>(Please Initial and Date)</i>

6. Emergency contact information:
 - a. **Emergency Services:** Call 911 from a mobile phone or call 9-911 from any campus hardline or VOIP phone.
 - b. **Blue Light Phones:** Available around campus and may be used to contact 911 services.

- c. **Facilities Issues** (*HVAC failures, water or wastewater service interruptions, etc.*): Call the TAMU Communications Center at (979) 845-4311
 - d. **Special Event Services Requests:** (979) 862-9132
 - e. **University Police Non-emergency number:** (979) 845-2345
- 7. Code Maroon: Each Event Monitor must arrange to receive Code Maroon emergency messages. Options for signing up to receive Code Maroon messages may be found at <http://codemaroon.tamu.edu> For those who are not university employees or students, it is recommended that sign-up for Code Maroon messages use the “public access” method(s) found at <http://codemaroon.tamu.edu/PublicAccess.aspx>
- 8. Evacuation procedures
 - a. Methods available for use in alerting guests:
 - i. _____
 - ii. _____
 - iii. _____
 - b. Most TAMU buildings are equipped with fire extinguishers and fire alarm systems. Fire alarm systems can be activated in emergencies by pulling a pull station. Identify the locations of both the fire extinguishers and the fire alarm pull stations. If pull stations are not accessible in certain buildings, alternate means of announcing an evacuation to guests must be established. Portable fire extinguishers can be used in the event of a minor fire. Extinguishment of larger or persistent fires should be left to fire department personnel. In that event, activate the fire alarm system, evacuate the building and assist police and fire department responders by directing them to the fire.
 - c. Event monitors must establish a rally point at a reasonable distance from the building for guests to assemble in the event of a building evacuation.
 - d. Event monitors are responsible for directing guests out of the building and to the selected rally point in the event of a fire or fire alarm.
 - e. Event monitors are responsible for providing assistance to guests in need of help exiting the building.
 - f. Event monitors are responsible for guest accountability at the rally point.
- 9. Severe weather procedures
 - a. Event monitors are responsible for monitoring weather conditions and directing appropriate protective actions in the event of severe weather.
 - b. Code Maroon is normally only used to alert campus in the event of a Tornado Warning issued by the National Weather Service. Other watches and warnings are not normally announced using Code Maroon.
 - c. In the event of a tornado warning, guests should be directed to an indoor location that is on the lowest accessible level of a building in an interior area. To the extent possible, avoid areas exposed to windows, near exterior walls or doors. Identification of such areas should be included in the pre-event contingency plan.
- 10. Outside events
 - a. Contingency plans for outside events must also:
 - i. address alternate (indoor) locations for the event in case of severe weather,

- ii. address weather conditions such as lightning, thunderstorms, ice, etc. that would cause moving, postponing or cancelling the event or would result in suspending the event if in progress, and
 - iii. identify the event monitor(s) who are authorized and responsible for making such decisions: _____
- b. A lightning warning system is in place on campus that alerts when atmospheric conditions are such that cloud-to-ground lightning is likely. The alarm annunciation is one continuous 15 second horn. All clear signals are given by 3 consecutive 5-second blasts from the same horn system. These horns are only audible when outside of campus buildings.
- c. Organized activities of the event shall be suspended outdoors and guests must be directed to a lightning-safe location (a substantial building or to their automobiles) when:
- i. the lightning warning system annunciates a lightning warning, or
 - ii. thunder is audible;
 - iii. outdoor activities shall remain suspended until the lightning warning system annunciates the "all clear" signal or ,if the lightning warning system cannot be heard, when 30 minutes have elapsed since the last audible thunder.

Contingency Plan Checklist

Requirement	Responsible Party	Completed	
Define event area limits/off-limits	Name:	Date:	Init:
List of event monitors with contact information	Name:	Date:	Init:
List of attendees	Name:	Date:	Init:
Evacuation plan established containing <ul style="list-style-type: none"> • Alerting of guests • Rally point(s) • Guest accountability • Briefed to event monitors • Emergency contact info • Code Maroon signup (event monitors only) • Tornado sheltering 		Date:	Init: