

University Wide Large Event Planning & Coordination

Draft Checklist & Agenda

Administrative Policy Statement 13.1

<http://www.washington.edu/admin/rules/policies/APS/13.01.html>

“This policy also applies to large-scale special events and VIP activities that take place on University property that have the potential to impact the normal business operations of the institution.”

“A large-scale special event is defined as an event that has the potential to impact the normal business operations of the institution and that generally requires emergency planning, with joint oversight and emergency plan approval by UW Emergency Management, and includes coordination with the following associated University departments and/or other University units or external partners as needed:”

Key partners have been identified below.

“In coordination with the UWPD, UWEM oversees and assists in emergency planning for large-scale campus special events and for visiting dignitaries that take place on University property, providing a process and staff support for the intake, review, and sharing of the special event information.”

3 Weeks Prior to Planned Large-Scale Event <i>(for short notice events schedule a meeting no later than 2 days upon notification)</i>		
Task	Comments	Completed
Convene initial planning meeting with key partners (internal & external)	Core UW Internal Departments/Units <ul style="list-style-type: none"> • UW Emergency Management • Environment Health & Safety • UW Police Department • Facilities Services (including Transportation Services) • Athletics • UW Medical Center • Housing and Food Services • Student Life • UW-IT • Crisis Communications Committee • Hall Health • Impacted Building Coordinator(s) • Commencement Planning • Others as necessary/required External Partners	

	<ul style="list-style-type: none"> • Seattle Police Department • Seattle Fire Dept. (including EMS) • Others as necessary/required <ul style="list-style-type: none"> ○ 	
Review UW Command and Control Structure	<ul style="list-style-type: none"> • Include system image in planning documents 	
For a short notice event, provide a brief summary of the event and potential impacts to the University.	<ul style="list-style-type: none"> • Provide information about any impacts during normal operations (8am-5pm) • Any potential impacts after normal operations (5pm & later) • Specific location(s) • Crowd information (who and size) • Traffic concerns • Any VIPs and security needs 	
Have ALL KEY partners provide a high level summary of the activities they will be doing to prepare for the event and what do they need from other partners.	<ul style="list-style-type: none"> • What actions is your dept. going to be doing to prepare? • What information or support do you need from other partners? 	
Determine which (if any) KEY partners will be activating their respective URCs (Unit Response Centers)	<ul style="list-style-type: none"> • UW-IT • Housing and Food Services • Hall Health • Environmental Health and Safety • Student Life • UW Police • Facilities Services • UWMC 	
Ask UWEM status of the EOC activation levels for support, if required	<ul style="list-style-type: none"> • No EOC activation needed (4) • • Level 3 (minimal staffing) • Level 2 (enhanced staffing) • Level 1 (full staffing) • Virtual Activation only 	
Develop a communications plan with all partners included	<ul style="list-style-type: none"> • Radio comms with Law Enforcement, Fire, EMS, Facilities, Emergency Management (channels, frequencies, protocols) • Contingency plan for escalating incident 	

<p>Schedule any additional planning meetings & event briefings as necessary or as time permits</p>	<p>Next meeting schedule</p> <ul style="list-style-type: none"> • 1 week prior (<i>normal planned events</i>) • As soon as possible (<i>unscheduled events</i>) • Others as necessary • Day of briefing 	
<p>Start considering contingency planning</p>	<ul style="list-style-type: none"> • Coordinate with UWEM and key partners on potential issues and discuss planning options. <ul style="list-style-type: none"> ○ Cancellation or postponement of the event ○ Stopping the event early ○ Dealing with Threats 	
<p>1 week prior for Planned Events (or Unplanned events --as soon as possible)</p>		
<p>Conduct a site walk-through with key UW Departments and outside agencies as necessary</p>	<ul style="list-style-type: none"> • 1 week prior for unplanned events (2 or 1 day before for unplanned events) 	
<p>Convene 2st planning meeting with key partners (internal & external)</p>	<p>Core Internal Departments/Units</p> <ul style="list-style-type: none"> • UW Emergency Management • Environment Health & Safety • UW Police Department • Facilities Services (including Transportation Services) • Athletics • UW Medical Center • Housing and Food Services • Student Life • UW-IT • Crisis Communications Committee • Hall Health • Commencement Planning Office • Impacted Building Coordinator(s) • Others as necessary/required <p>External Partners</p> <ul style="list-style-type: none"> • Seattle Police Department • Seattle Fire Dept. (including EMS) • Others as necessary/required 	
<p>Provide a brief review of the current status of ALL Key partners.</p>	<ul style="list-style-type: none"> • 	

<p>Provide a map of the planned event location(s)</p>	<ul style="list-style-type: none"> • Coordinate with ALL Key partners and identify key locations to develop a map before next planning meeting. • UWPD Mobile Command Post • SFD Access Lane • Other critical resource location(s) 	
<p>Develop an initial (DRAFT) Action Plan</p>	<ul style="list-style-type: none"> • Coordinate with UWEM and key partners 	
<p>Day of Event</p>		
<p>Convene committee for Day of Briefing with ALL Key Partners</p>	<p>Core Internal Departments/Units</p> <ul style="list-style-type: none"> • UW Emergency Management • Environment Health & Safety • UW Police Department • Facilities Services (including Transportation Services) • Athletics • UW Medical Center • Housing and Food Services • Student Life • UW-IT • Crisis Communications Committee • Hall Health • Commencement Planning • Impacted Building Coordinator(s) • Others as necessary/required <p>External Partners</p> <ul style="list-style-type: none"> • Seattle Police Department <ul style="list-style-type: none"> ○ Seattle Fire Dept. (including EMS) • Others as necessary/required 	
<p>URC (Unit Response Center(s))activate if needed or planned</p>	<ul style="list-style-type: none"> • Each will activate at the time they have specified, or earlier or as necessary 	
<p>UW (EOC) Emergency Operations Center Activation</p>	<ul style="list-style-type: none"> • UWEM may activate the University’s EOC at the time specified, or earlier or as necessary (if planned) • Place the EOC on “Stand-by” even if it is not initially being planned to activate 	
<p>UWPD may set up their Mobile Command Post as necessary</p>	<ul style="list-style-type: none"> • Location will be provide on map 	

<p>Coordinate any additional day of briefing updates to ALL Key partners</p>	<ul style="list-style-type: none"> • Check-ins / Briefings develop a schedule (each hour, every two hours, etc.) • 	
<p>Coordinate and conduct a debriefing or quick Hotwash at the conclusion of the event</p>	<ul style="list-style-type: none"> • All departments/units that were involved in the event response are encouraged to conduct a quick Hotwash with their staff to collect information for future event planning efforts. 	
<p>Within 1 week after conclusion of the event</p>		
<p>Convene committee for an After Action Review (AAR) Workshop</p>	<p>UWEM will coordinate with all key event partners and participants</p> <p>Core UW Internal</p> <ul style="list-style-type: none"> • UW Emergency Management • Environment Health & Safety • UW Police Department • Facilities Services (including Transportation Services) • Athletics • UW Medical Center • Housing and Food Services • Student Life • UW-IT • Crisis Communications Committee • Hall Health • Commencement Planning • Impacted Building Coordinator(s) • Others who responded <p>External Partners</p> <ul style="list-style-type: none"> • Seattle Police Dept. • Seattle Fire Dept. <ul style="list-style-type: none"> ○ EMS <p>Others as required/necessary</p>	
<p>Develop an After Action Review</p>	<ul style="list-style-type: none"> • UWEM will develop the After Action Report to be distributed following normal procedures and processes. 	