Special Event
Emergency Plan (SEEP)
and Radio Loan Request:
How-To Guide

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Virginia Tech Emergency Management
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# How to Complete a Submission for an Event

## Initial Request Submission

![VT Emergency Management Logo]

**Event Title**
- Fill out the event name. This name should match the name associated with event services reservation.

**Event Description**
- Enter Text...
- Fill out through description of the event including purpose, groups involved, etc.

**Number of Event Staff**
- Enter a number...
- Enter the number of personnel working and affiliated with the event, do not include attendees.

**Where will your event take place?**
- Indoors
- Outdoors
- Both

**Will minors be in attendance?**
- Yes
- No

**Is the event scheduled overnight outdoors or in nonresidential buildings?**
- Yes
- No

**Do you need to request VTEM two-way radios?**
- Yes
- No

### Based on the information provided, it appears a Special Event Emergency Plan (SEEP) is necessary for your event. Please complete your SEEP in its entirety by clicking the link below.

**SEEP Required**
- Click Here to Complete Your SEEP

If based on the information provided, a SEEP is required, select “Click Here to Complete Your SEEP” to provide additional information and complete your plan.

If you are requesting VTEM two-way radios for communication at your event, select Yes and follow the directions to complete the Radio Loan Request Form.

**Answer each of these event questions.**

*If based on the information provided a SEEP is required, select “Click Here to Complete Your SEEP” to provide additional information and complete your plan.*
SEEP Submission

A Special Event Emergency Plan (SEEP) is a formal written plan developed by the sponsor that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize risk and prevent loss of life and property.

This document should highlight emergency procedures that you should address in the very early stages of planning or even when you are discussing promoting or sponsoring such an event. You should consider the scope of the event, the risks to spectators and participants, community impact, and the support required (personnel and logistics).

Please complete this form and submit for approval by Virginia Tech Emergency Management. Once you have received final approval, a PDF version of your complete plan will be emailed.

Any questions, please contact our office at 540-231-4873 or oem@vt.edu.

Please use the link below to access our step-by-step How To Guide for assistance. Please provide us with as much detail as possible.

Click here for How To Fill Out a SEEP Form

**Event Time**

Include an accurate time of when the event will start and end. Please note the time is shown in a 24-hour clock.

- **Event Time Start**
  - Set Date/Time...

- **Event Time End**
  - Set Date/Time...

**Building**

Select either the building name and/or common campus event space from the drop-down list. If your building or space is not listed, please type it below in the text field.

- **Event Location**
  - Select the building or common campus event space from the drop-down list.
  - If your building or space is not listed, please type it below in the text field.

- **Location(s) Map Identification**
  - Choose the event location on the map provided by selecting a point on the map.

- **Event Location Name**
  - If the event space is not listed above, provide it here.

**Event Leadership Contact Information**

Fill out contact information for all key leadership members. Ensure responsible individuals are listed.

- **Name (First and Last)**
- **Title (Organization/Department)**
- **Cell Phone Number**
- **Email**

- **Add More**

**Event Operations Location**

Use a specific location for where the command center will be located. This should be a distinct location where event leadership operates and can be found in case of an emergency.

- **Is your event registered with EMS?**
  - Yes
  - No
  - Reset
- **EMS Reservation Number**
  - Enter Text...
A detailed event schedule should be uploaded here-including all event milestones. The schedule must be in picture format i.e. JPG, IMG PNG, or PDF. Do not use MS Word. Account for set up, clean up, and other key event milestones.

Event Communication

Methods of Communication
Identify how the organization or leadership will communicate during the event. Examples include two-way radios and/or cell phones (phone calls or texting plan). List primary and secondary methods of communications, if applicable.

Weather Monitoring

Weather Definitions
- Watch: Conditions are favorable for the development of severe weather. Closely monitor the situation in case it gets worse.
- Warning: Severe weather has actually been observed. Listen closely to instructions provided by weather radios/emergency officials.

Weather Monitoring Sources
List any mechanisms that will be utilized to track and monitor weather conditions.

Event Cancellation or Postponement

Identify the individuals that have the authority to cancel or postpone an event and under what circumstances. Please be sure to include who is responsible prior to and during the event.

Prior to the Event:
Who will be responsible for monitoring inclement weather and communicating with the event leadership? Any changes that will impact the schedule should be directed through the lead contact of the organization hosting the event.

During the Event:
Who will be responsible for monitoring inclement weather and communicating with the event leadership? Upon suspending or canceling of the event, under university official's guidance, the lead contact of the organization will communicate the information to the event leadership personnel. The event leadership personnel should then disseminate information to participants and guests.

Thresholds for Cancellation or Postponement
While the distances provided are recommendations, all available information will be used to determine the best course of action, and the Unified Command will have ultimate authority regardless of the recommendations should conditions and best practices dictate alternate courses of action.
- When lightning is detected within 15 miles of the event site, the event leadership shall utilize emergency notification systems to inform those in attendance that inclement weather, including lightning within 15 miles, and should patrons wish to vacate the event site for safe shelter, they will be allowed to re-enter.
- When lightning is detected within 10 miles of the event site, the event shall be delayed, suspended or cancelled. The event may be resumed when lightning is no longer within the ten-mile range.

Emergency Procedures

Emergency Notification
Identify the mechanisms and methods that will be utilized to notify patrons that an emergency condition has occurred. In the event of an emergency condition it may be necessary to evacuate, shelter, or secure a portion or all of the event site/person. Be sure to identify a primary and secondary method of notification systems.

Include the how and what will be used to notify the event patrons if an emergency occurs i.e. microphone on stage, public address system, bull horn, cell phones, runners, etc.
Document each individual from the leadership team that is responsible for the different tasks needed to be fulfilled in case of emergency or severe weather event.

Note: Do not select one individual for all tasks.

If additional tasks are necessary, choose “Yes” and document the task/responsible party.

List a specific location in case of a needed evacuation or shelter-in-place.

If sheltering is required, the location should be an interior room or corridor on the lowest level, away from windows and unsecured objects.

It is important to avoid large free-standing expanses such as auditoriums and gymnasiums.

This includes: police, fire, rescue, contracted security, etc. If you have commitments from any of these, please select which departments/agencies.

If there are additional emergency/security personnel that is not listed, please select “Other” and provide contact information in the fields that appear.

List a specific location in case of an emergency or severe weather event, the following table should identify who in the event leadership team is responsible for which area. The list below is predetermined and additional tasks can be added by selecting “Add Custom Task” below.

Notify the Event Lead of Emergency/Severe Weather
- Task is assigned to:

Ensure event volunteers/staff are in place to direct guests out of the event site
- Task is assigned to:

Make announcements to guests
- Task is assigned to:

Ensure all event activities have ceased
- Task is assigned to:

Ensure shelter locations are open
- Task is assigned to:

If additional tasks are necessary, choose “Yes” and document the task/responsible party.
Once you have reached the end of the form and all fields are completed, select *Save and Return to Form* in the bottom right-hand corner. **THE SEEP SUBMISSION IS NOT YET COMPLETED ONCE SAVED.**
Radio Load Submission

**Department/Organization**
Please list the department or organization that is requesting the radios.

- Enter Text...

**Number of Radios Requested**
All radios come with shoulder mic extensions.

- Enter a number...

**Are you requesting headsets with the radios?**
- Yes
- No

**Are you requesting chargers with your radios?**
Charging units should only be requested if you have a multi-day event.

- No
- Yes

**Pick-up Date and Time Requested**
Select pick-up time between 9am and 5pm. Please be aware the clock icon to the right will change both Date and Time to now.

- Set Date/Time...

**Return Date and Time Requested**
Select return time between 9am and 5pm on the next business day following your event. Please be aware the clock icon to the right will change both Date and Time to now.

- Set Date/Time...

List the department or organization that is requesting radios.

List the number of radios needed for the event.

Select Yes or No if you need headsets as well.

If your event is multiple days, select Yes for charging units.

Select pick-up and return dates for the radius. Please be aware the clock icon will change both Date and Time to now.
After saving and returning to form, complete the **Submitter Information field** by providing Submitter Name, Phone Number, and Email. **It is important** this information is correct in the event VTEM needs to contact you regarding revisions or changes to your submission.

**Once submitter information is completed, click Submit to return to the initial request submission.**

Note: If radios are requested for an event that requires a SEEP, the radio request will be reviewed after the SEEP is approved.
Appendix A

The following are examples for maps that could be submitted. You may use a program such as Paint or Canva. A screenshot from Google Maps with added graphics is perfectly acceptable. **Make sure you include important locations as mentioned in the Event Map Section of the How To Guide.** If needed, contact VTEM for help designing a map for your event.

It is important to note that maps should not be hand drawn or sketched. These maps should be neat and allow for rapid identification of key locations and personnel. This is for the safety of your event staff and all attendees. Your SEEP submission may be returned or rejected if your map is insufficient.

*Figure 1: Event occurring at Graduate Life Center Lawn*
Figure 2: Event occurring on Dietrick Lawn
Figure 3: Event occurring at Squires.

This is an example of an indoor location - common spaces such as Squires or Burruss Hall should have similar maps.