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

**June 2023**

**Virginia Polytechnic Institute and State University**
**Virginia Tech Emergency Management**
**148 Public Safety Building, Mail code 0195**
**Blacksburg, Virginia 24061**
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**(540) 231-4029**
**www.emergency.vt.edu**

# How to Complete a Submission for an Event

**VT EMERGENCY MANAGEMENT**
VIRGINIA TECH.

**Event Title**

Enter Text...

> Fill out the event name. This name should match the name associated with event services reservation.

**Event Description**
Please be as descriptive as possible. Include purpose of the event if possible, historic relevance, etc.

Enter Text...

> Fill out through description of the event including purpose, groups involved, etc.

**Number of Event Staff**
This is the number of personnel working and affiliated with the event, do not include attendees.

Enter a number...

> Enter the number of personnel working and affiliated with the event, as close to accurate as possible. **Do not include the attendees**.

**Where will your event take place?** REQUIRED

○ Indoors
○ Outdoors
○ Both

**Will minors be in attendance?** REQUIRED

○ Yes
○ No

> Answer each of these event questions.

**Is the event scheduled overnight outdoors or in nonresidential buildings?** REQUIRED

○ Yes
○ No

**Do you need to request VTEM two-way radios?** REQUIRED

○ Yes
○ No

> 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.

**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** 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.

# 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**

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**Event Time**
Include an accurate time of when the event will start and end. Please not time is shown in 24 hour clock.

**Event Time Start**
[ Set Date/Time... ] 🕐

**Event Time End**
[ Set Date/Time... ] 🕐

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

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**Building**

**Event Location**
Select all areas where the event is occurring. If your building or event space is not listed, please list it below.

[ Click here to select Building or Common Campus Space ]

> 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.

**Location(s) Map Identification**
Please identify the location of the event of the map. Enter a valid address, or select a point by clicking on the map icon. Click "Add Location" to list multiple locations if applicable to your event.

[ Enter an Address ]  ◎

[ 🗺 Select from map ]   [ + Add Location ]

> Choose the event location on the map provided by selecting a point on the map.

**Event Location Name**
Please list the name(s) of the location(s) your event is being held if it is not listed above.

[ Enter Text... ]

> If the event space is not listed above, provide it here.

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**Event Leadership Contact Information**

| ≡ | Name (First and Last) | Title (Organization/Department) | Cell Phone Number | Email |
|---|---|---|---|---|
| ⊖ | [ Enter Text... ] | [ Enter Text... ] | 🇺🇸 ▼ (201) 555-0123 | [ Enter Text... ] |

[ + Add More ]

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

**Event Operations Location**
Identify a physical location where event leadership or command center will be located during the event.

[ Enter Text... ]

> 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 ]

> Fill out the EMS number provided by Event Services.

**EMS Reservation Number**
[ Enter Text... ]

**Event Schedule Upload**

Upload it here. PLEASE UPLOAD IMAGE FILE ONLY. Account for set up, clean up, and other key event milestones.

Drop files or click to add

> 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

**Method(s) 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.

Enter Text...

> List the forms of communications that will be used during the event including all methods.

## 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.

Enter Text...

> List how you will monitor weather conditions prior and during the event i.e. weather websites, or weather apps, etc.
>
> **This is applicable for indoor events as well.**

## 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.

Enter Text...

**During the Event:**

Who will be responsible for monitoring inclement weather and communicating with the event leadership? Upon suspending or cancelling 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.

Enter Text...

> Include the key contact responsible for event cancellation or postponement.

*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 their 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/venue. Be sure to identify a primary and secondary method of notification systems.

Enter Text...

> 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.

**Evacuation Assembly Areas**

Identify an outdoor location in which you would direct patrons to gather after a building evacuation.

Enter Text...

**Shelter-in-Place Gathering Points**

Identify a location inside a building(s) during a Shelter-In-Place/inclement weather event.

Enter Text...

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.**

**Emergency / Security Personnel**
**e.g., VTRS, VTPD, Contracted Security**

Will emergency personnel be on-site for your event?

⦿ Yes

◯ No

Reset

**Emergency Personnel**

☐ VT Police

☐ Rescue

☐ Contracted Security

☐ VT Parking Services

☐ Other

Select All

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.

**Responsibilities/Tasks**

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:

Enter Text...

**Ensure event volunteers/staff are in place to direct guests out of the event site**

Task is assigned to:

Enter Text...

**Make announcements to guests**

Task is assigned to:

Enter Text...

**Ensure all event activities have ceased**

Task is assigned to:

Enter Text...

**Ensure Shelter Locations are open**

Task is assigned to:

Enter Text...

**Are additional tasks needed for your event?**

Select an Option ▾

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.

**Access and Parking Considerations**

**Parking and Traffic Disruptions**

Identify access and egress routes and identify a location for event staff and patrons to park. Also list any disruptions to regular parking regulations or traffic patterns on campus.

Enter Text...

List any access and egress concerns for the event and include parking for patrons and staff to park. If the event causes disruptions to parking or traffic, include that as well. If none, please state that.

**Pre-Event Briefing**

**Pre-Event Briefing**

In addition to the pre-determined bullet points below, list points that need to be reviewed with event staff prior to the start of the event. This should be held the day of the event. Include key information that needs to be reviewed and discussed on the day of the event before it begins.

B  *i*  U  A:  ¶:  🖼  📄  +:                    ?  ⋮

- **REVIEW THIS SEEP** with event staff prior to the start of the event.
- Review weather forecast for the event.
- Disseminate pre-scripted messages for announcement.
- Ensure sheltering locations are open (if applicable)

Include key information that needs to be reviewed and discussed on the day of the event before it begins- in addition to the provided points.

**Event Map:**

A detailed event site map should be developed in advance for all attendees and event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency.

**Attach Event Map Here**

PLEASE UPLOAD AN IMAGE ONLY.

Drop files or click to add

Include a bird's-eye view map of the event location. The map must be in picture format i.e. IMG, JPG, PNG, of PDF. **Do not use MS Word.** Include on the map key locations such as entrances, egress, routes of travel (if applicable), set-up formation (tables, tents, etc.), and where leadership can be found. To do so you can use a program such as Paint or Canva. **See examples in Appendix A.** Empty floor plans of your space is not sufficient.

Please save SEEP and return to event submission to submit request.
Note: Once saved, you will be redirected to your initial request for completion and submission.

Close                                    Reset      SAVE AND RETURN TO FORM

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...

List the department or organization that is requesting radios.

## Number of Radios Requested

All radios come with shoulder mic extensions.

Enter a number...

List the number of radios needed for the event.

## Are you requesting headsets with the radios?

○ Yes

○ No

Select *Yes* or *No* if you need headsets as well.

## Are you requesting chargers with your radios?

Charging units should only be requested if you have a multi-day event.

○ No

○ Yes

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

## 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...

Select pick-up and return dates for the radius. Please be aware the clock icon will change both Date and Time to now.

## 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...

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.

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



**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 if insufficient.
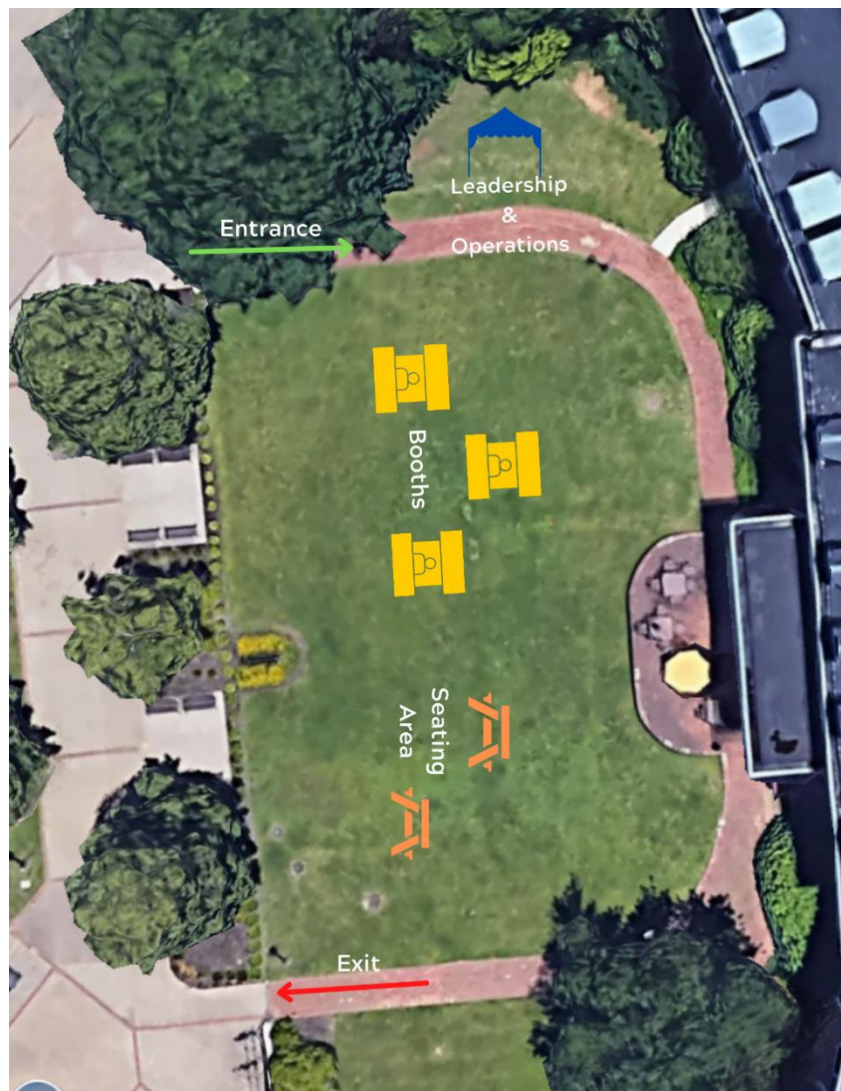


*Figure 1: Event occurring at Graduate Life Center Lawn*

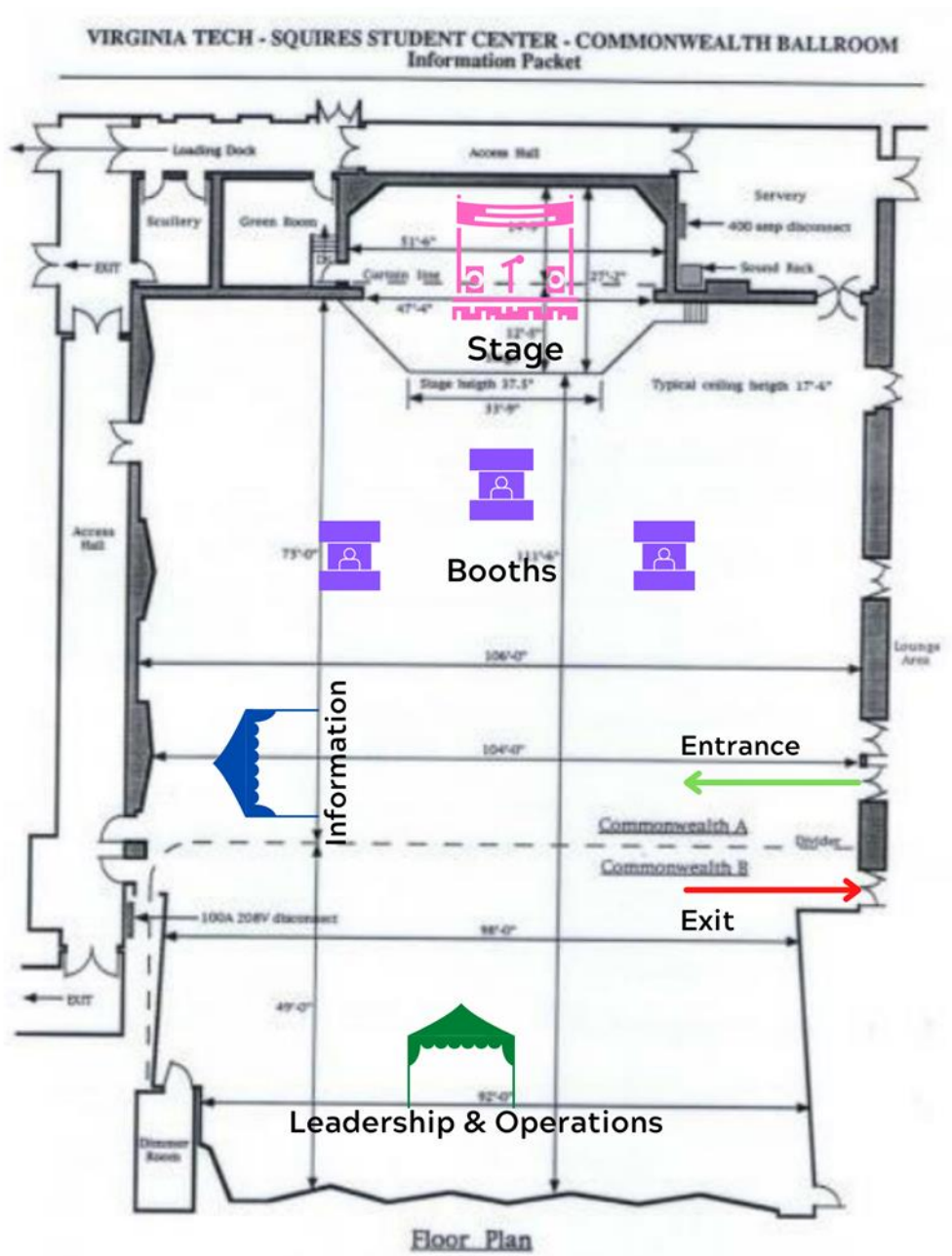*Figure 2: Event occurring on Dietrick Lawn*

*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.*