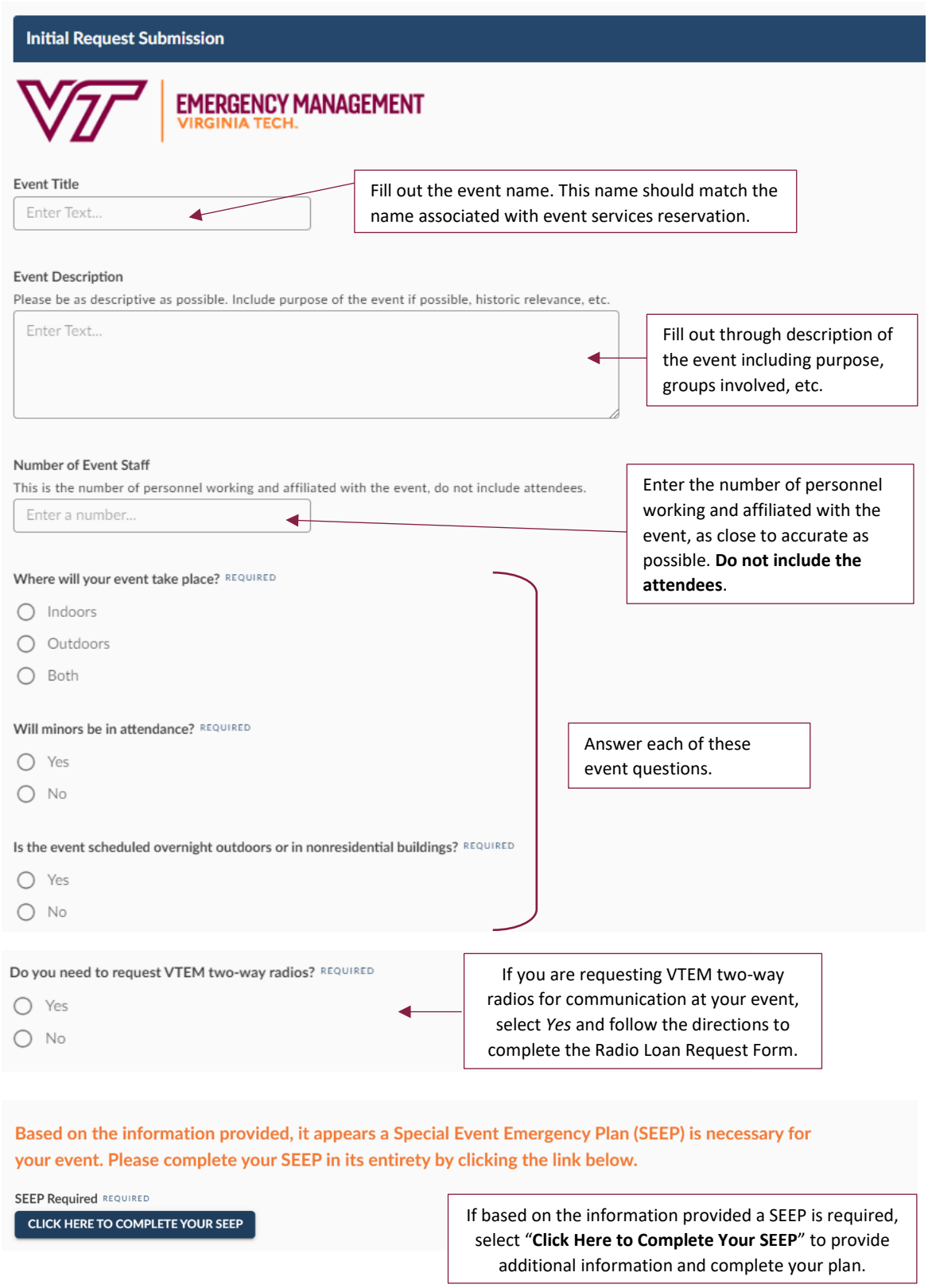
# Special Event Emergency Plan (SEEP) and Radio Loan Request: How-To Guide

**June 2023**

**Virginia Polytechnic Institute and State University**
**Virginia Tech Emergency Management**
**148 Public Safety Building, Mail code 0195**
**Blacksburg, Virginia 24061**
**(540) 231-4873**
**(540) 231-4029**
**www.emergency.vt.edu**

# How to Complete a Submission for an Event



# 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.

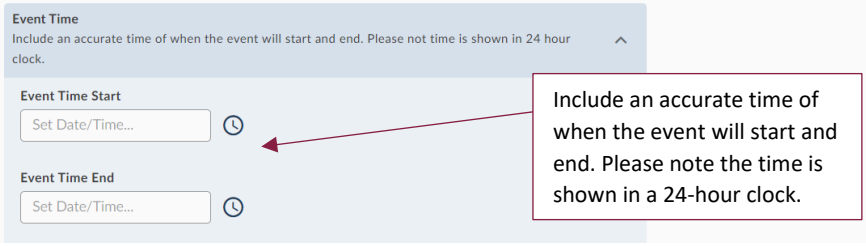
This document should highlight emergency procedures that you should address in the very early stages of planning or even when you are discussing promoting or sponsoring such an event. You should consider the scope of the event, the risks to spectators and participants, community impact, and the support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

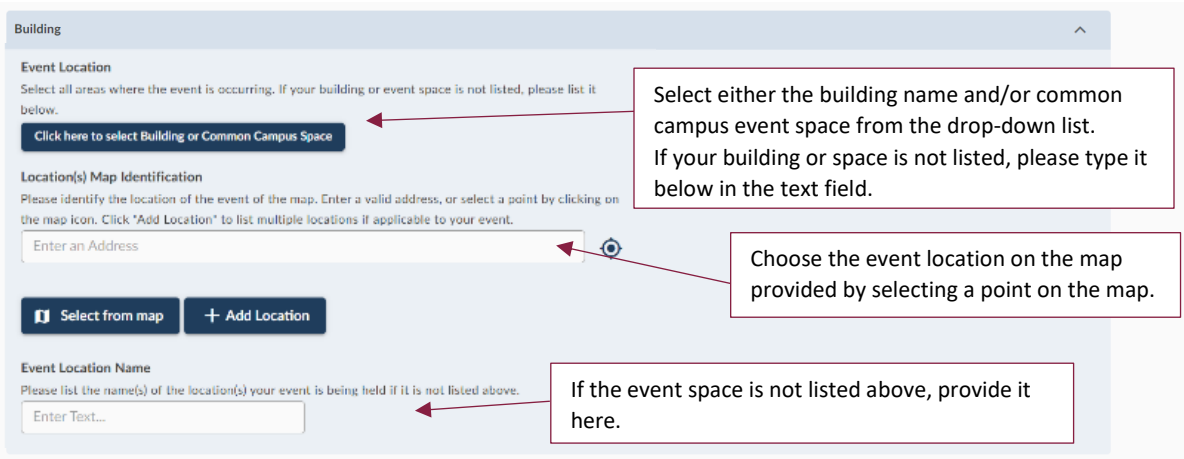
Please complete this form and submit for approval by Virginia Tech Emergency Management. Once you have received final approval, a PDF version of your complete plan will be emailed.

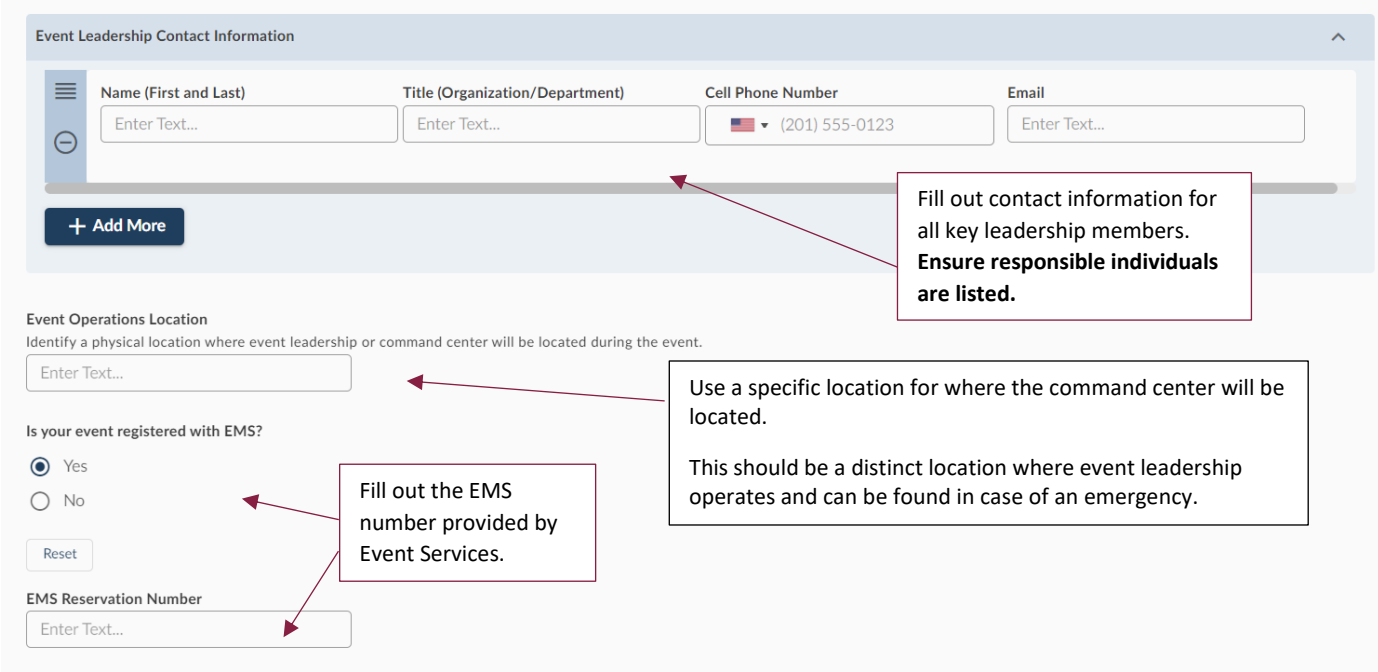
Any questions, please contact our office at 540-231-4873 or oem@vt.edu.

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 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.

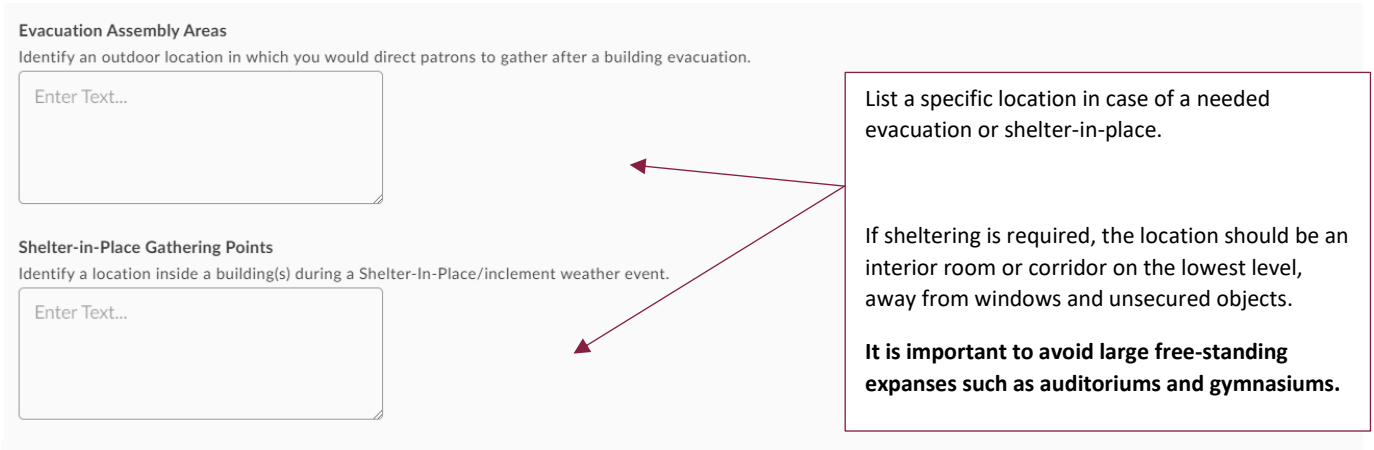
**Emergency Procedures**

**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...

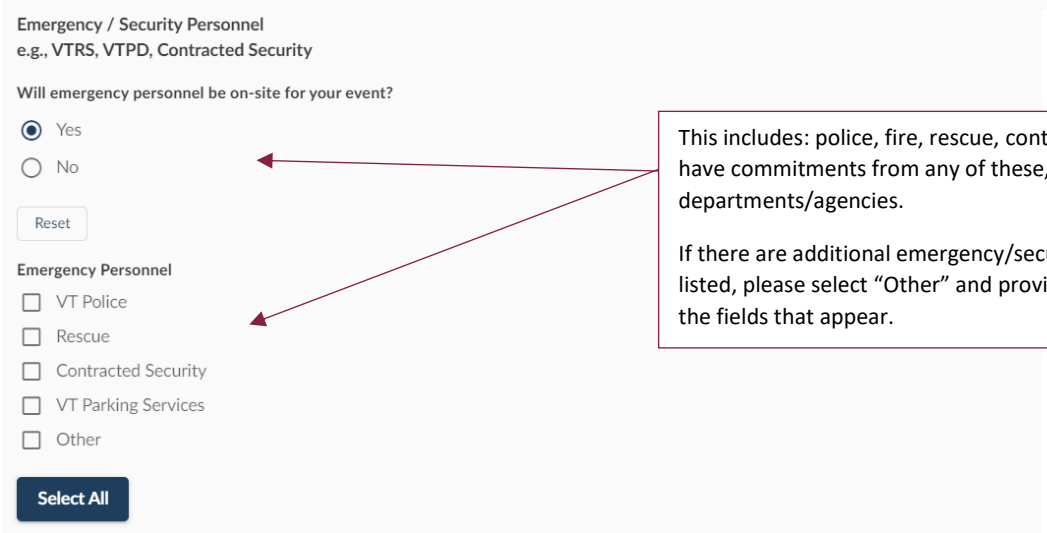
Include the how and what will be used to notify the event patrons if an emergency occurs i.e. microphone on stage, public address system, bull horn, cell phones, runners, etc.




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

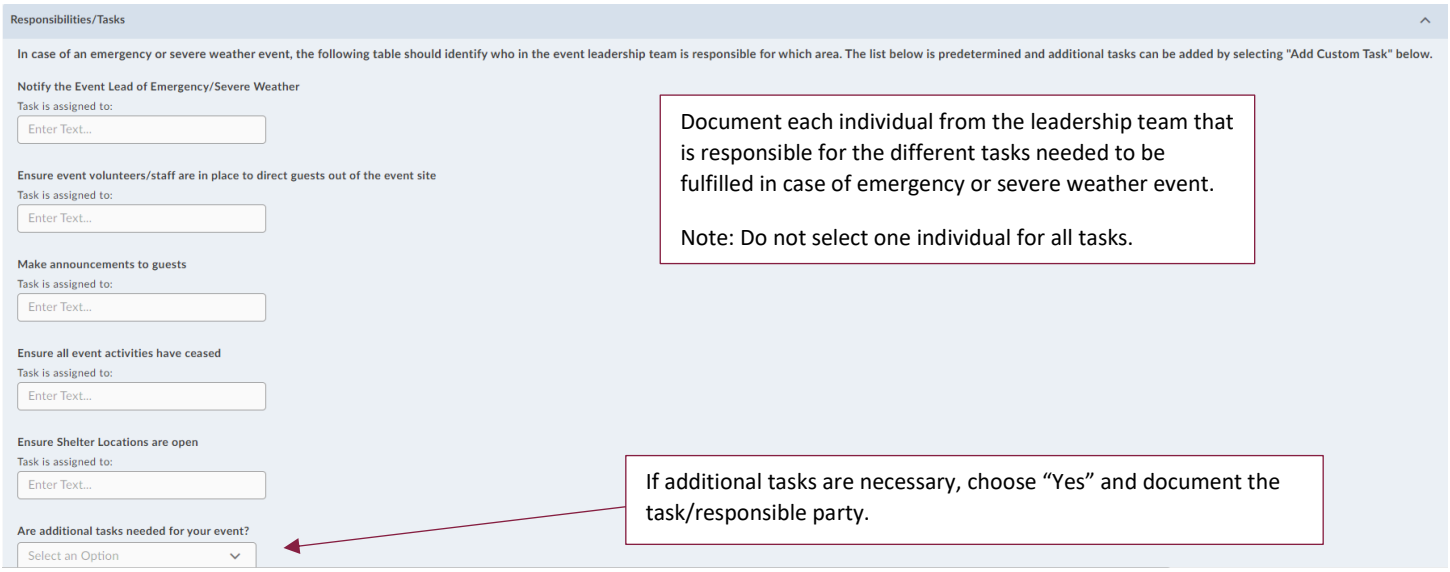
If sheltering is required, the location should be an interior room or corridor on the lowest level, away from windows and unsecured objects.

**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.

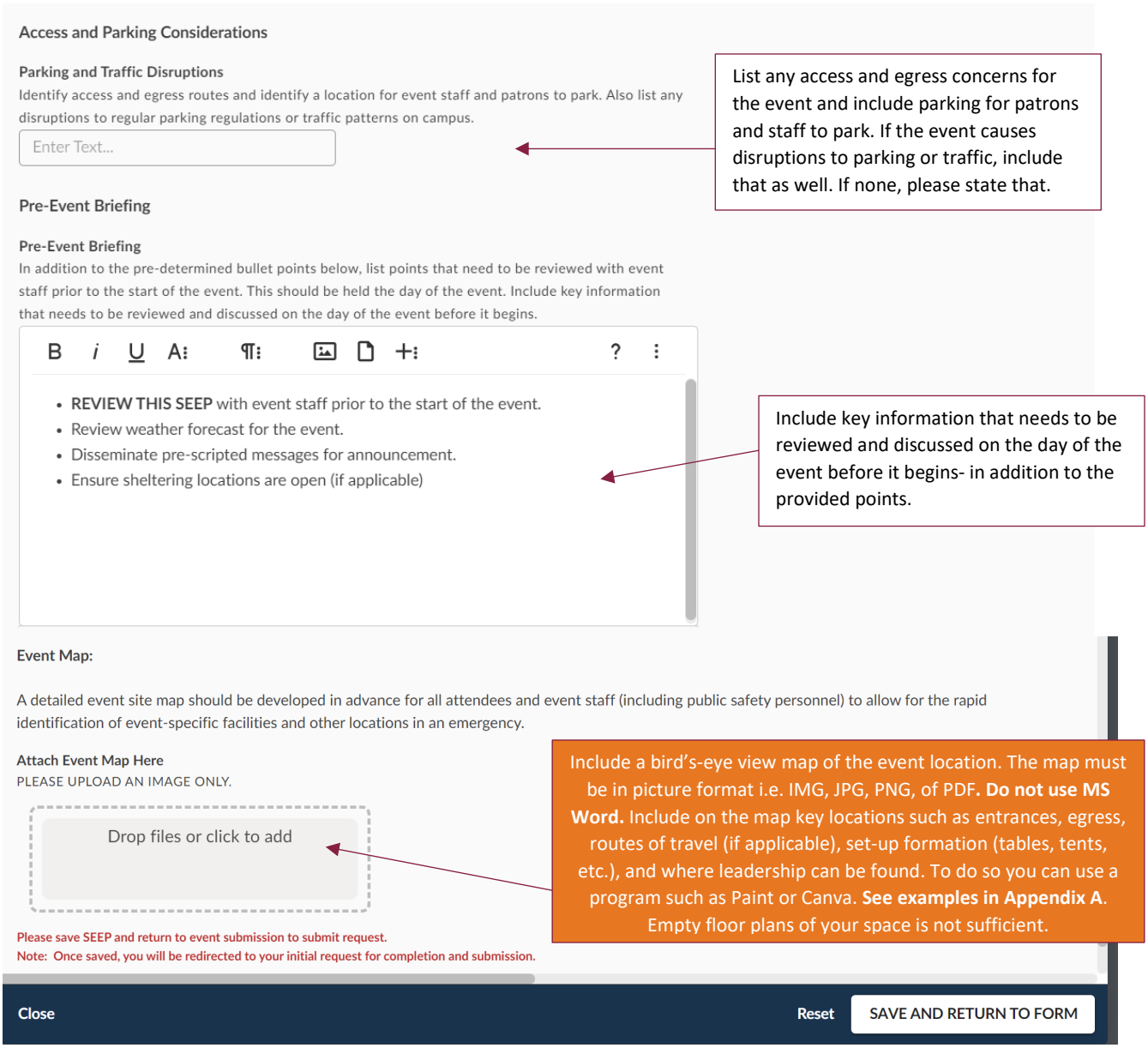
If there are additional emergency/security personnel that is not listed, please select "Other" and provide contact information in the fields that appear.




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.

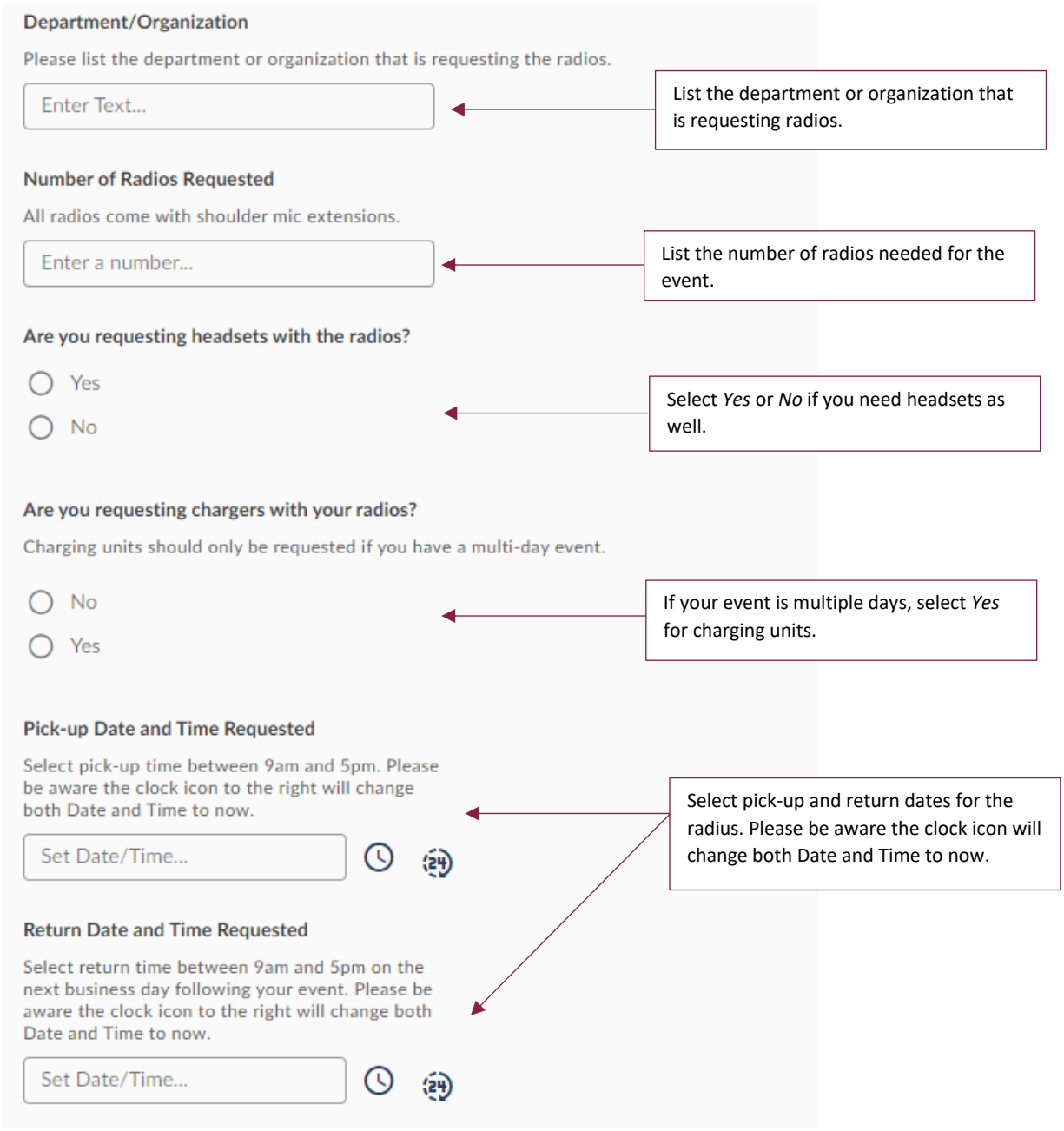
Note: Do not select one individual for all tasks.

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



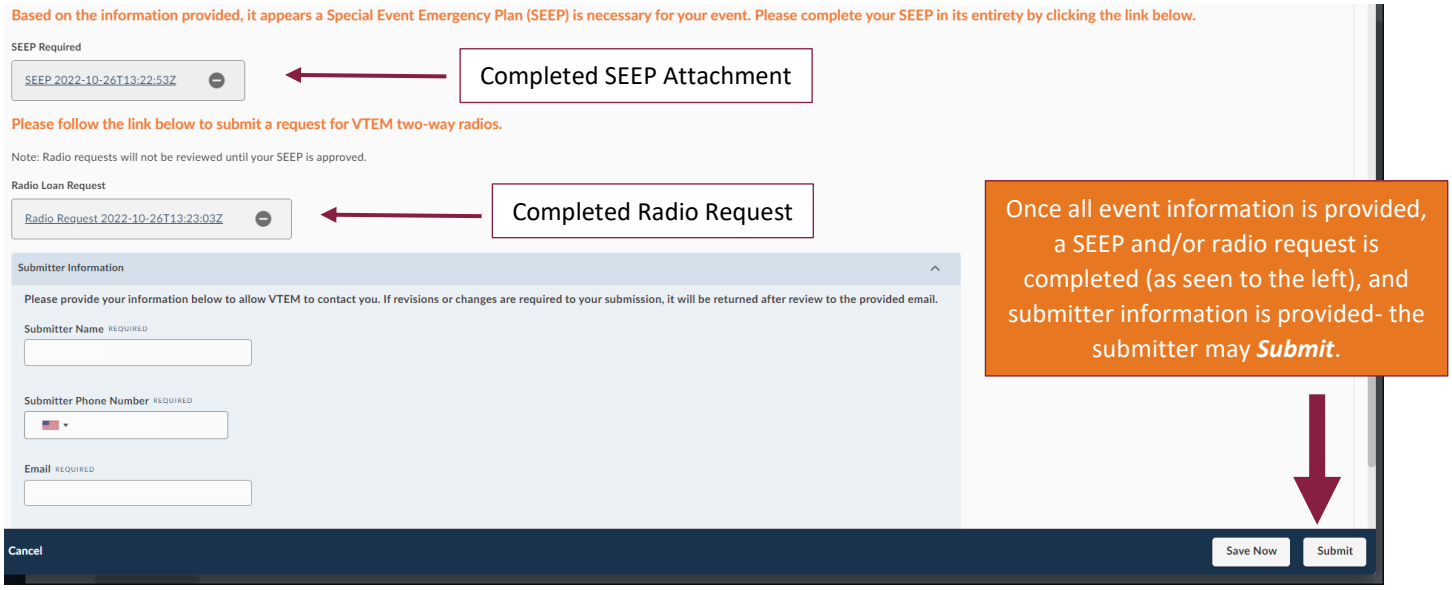

Once you have reached the end of the form and all fields are completed, select *Save and Return to Form* in the bottom right-hand corner. **THE SEEP SUBMISSION IS NOT YET COMPLETED ONCE SAVED.**

# Radio Load Submission



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.

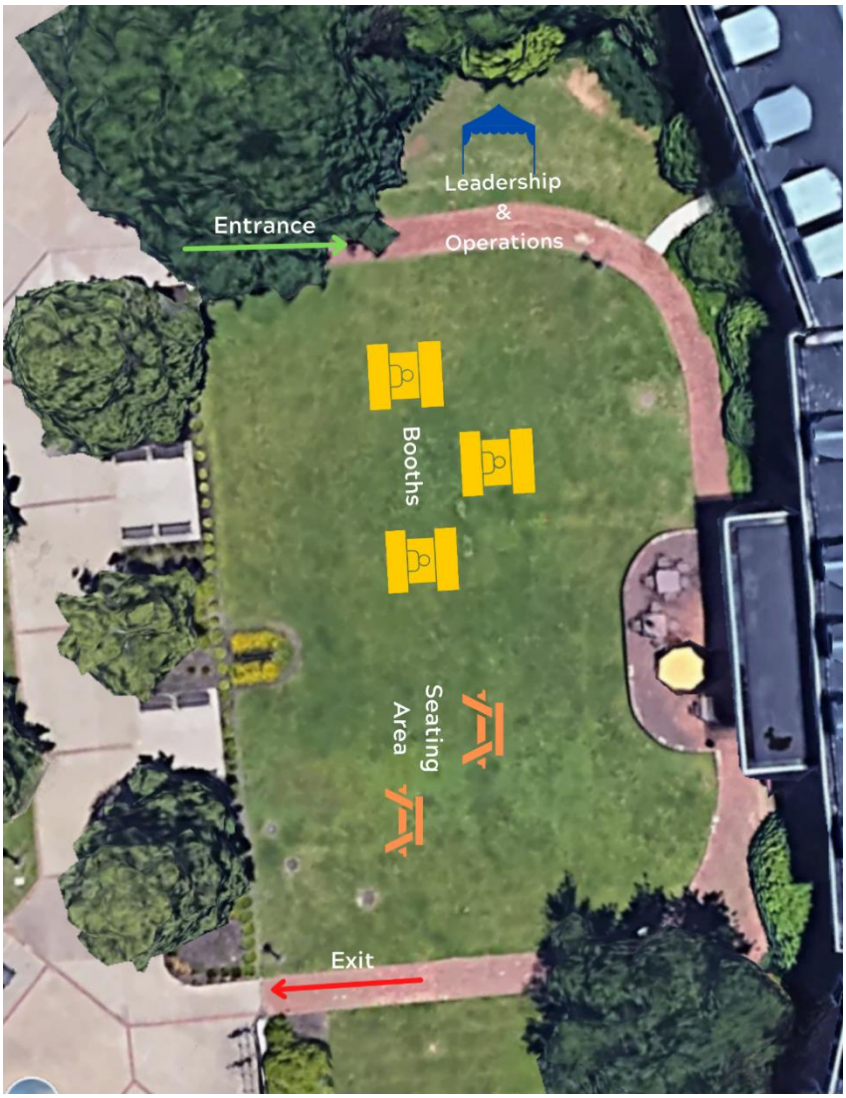



*Figure 1: Event occurring at Graduate Life Center Lawn*

*Figure 2: Event occurring on Dietrick Lawn*

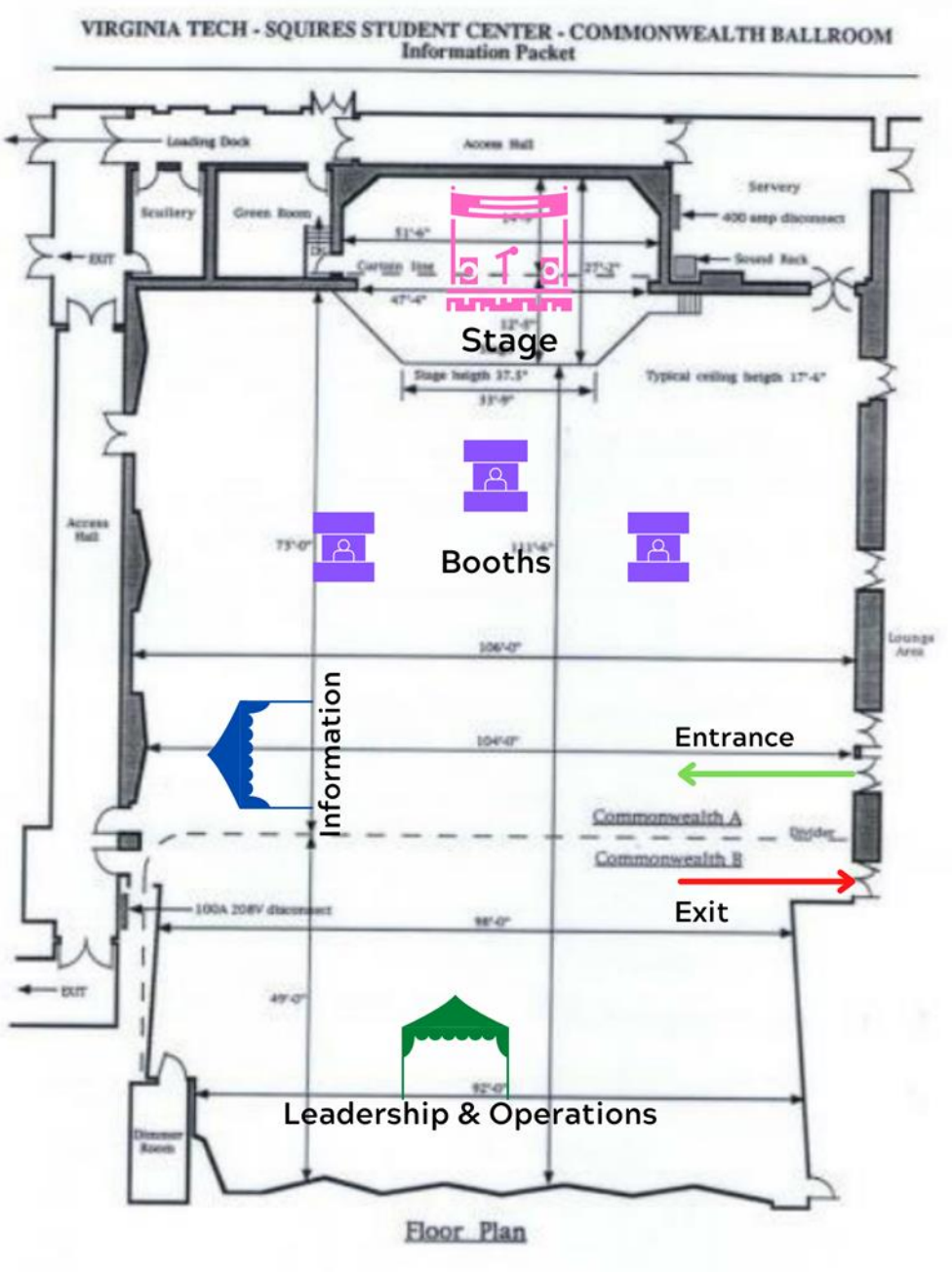



*Figure 3: Event occurring at Squires.*

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