Example #2: University of Wyoming

(Insert Location) Safety Considerations:

Purpose: To provide guidance for events and activities in (insert location(s) and address here).

Contact Information:

- Building Managers /Information Desk – ________________
- UWPD – 911 or 307-766-5179
- UWPD Tip Line - text ‘UWYO’ and your message to 847411
- ________________ – ________________
- ________________ – ________________
- ________________ – ________________
- ________________ – ________________

Pre-Event:

- Consider a check-in/out process to regulate (or create perception) and track attendance.
- Review points of entrance/exit, what doors/spaces are lockable or not, room setup and layout that makes attendees less exposed or susceptible
- Identify primary decision maker for the occasion
- If comfortable, notify UPWD that an event will be occurring (presence not needed)
- Remind event organizers of expectations and what issues/concerns may be anticipated and corresponding actions (Based on location, time, topic, etc. there may be occurrences where hecklers are more likely)
- Ensure event organizers, student leaders, host, etc. have contact information for building and campus personnel
- Determine what it looks/sounds like to force an event to shut down (certain # of ‘outside’ individuals, verbal harassment, displays of physical violence, any weapons, etc.)
- Communicate expectations, needs, and changes to attendees

During Event

- Address audience with instructions or expectations in the event of a compromised or canceled event.
  - Who to notify for issues/concerns; Exit plan (better to ‘exit and disperse’ or ‘exit and relocate’)
    (If in ___________, it may be possible to exit and relocate to another floor of _______ for exiting in less concentrated way)
- If event is compromised, notify UWPD, Building Manager (_______), staff advisor
- Take note of individuals or incident prompting the cancellation
  - What occurred? Who took part and said/did what? What did the person(s) look like? What were they wearing? Approx. height? Eye color? Facial hair? Skin tone? Hair color/length? Wearing accessories? How did they speak?
- Greet UWPD upon arrival and explain concern (if safe to remain)

Post-Event

- Report nature of incident and individuals to Dean of Students Office and Director of ____________
- Conduct safety audit with emergency personnel, campus officials, staff advisors, and student leaders (if comfortable and able)
- Check-in with participants individually or hold-space for in-person function
- Communicate outcomes with participants and student leaders (if able)
**Event Emergency Plan Template:**

This guide is intended to help organizers and attendees understand event-specific protocols. Please complete and process with a staff advisor. If there are ever displays of violence, immediately contact emergency personnel (911).

### Event Contact Info:

<table>
<thead>
<tr>
<th>Primary Event Person:</th>
<th>Secondary Event Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>UWPD: 911 or 307-766-5179</td>
<td>Contact 3: Name, Position, Number</td>
</tr>
<tr>
<td>Contact 1: Name, Position, Number</td>
<td>Contact 4: Name, Position, Number</td>
</tr>
<tr>
<td>Contact 2: Name, Position, Number</td>
<td>Contact 5: Name, Position, Number</td>
</tr>
</tbody>
</table>

### Pre-Planning

<table>
<thead>
<tr>
<th>How are people learning of the event?</th>
<th>Have marketing displays, message boards, DMs been tampered with or had threats conveyed?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>How many people are expected?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>What ‘greets’ people attending the event? (Resource table, check in table, staff, nothing, etc.)</td>
<td>Will you check people in? Was ‘pre-registration’ required? What system or program are you using for day-of?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>How will the room be setup? Is this conducive for a successful event and how does the setup impact safety considerations?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>How many exits are there in event space?</td>
<td>What are the nearest exits?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>How will the exit plan be communicated to attendees?</td>
<td>Can the doors for the event be locked from the inside?</td>
</tr>
<tr>
<td></td>
<td>Do the doors have windows?</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What events/incidents may result in canceling an event? Who makes the determination in the moment?

How will relevant safety information (cancellation, evacuation, point of contacts, etc.) be conveyed to event attendees?

---

**Event Emergency Plan Template:**

<table>
<thead>
<tr>
<th>During / Post Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Was the event compromised?</strong></td>
</tr>
<tr>
<td><strong>Was the event canceled?</strong></td>
</tr>
<tr>
<td>If compromised but <strong>not</strong> canceled, what made it so organizers felt the event could continue?</td>
</tr>
<tr>
<td>If compromised <strong>and</strong> canceled, what were specifics that occurred and resulted in canceling the event?</td>
</tr>
<tr>
<td>Describe the appearance of individuals as best as possible and their actions which resulted in canceling the event.</td>
</tr>
<tr>
<td>What communication is occurring post-event with attendees? Who will be communicating?</td>
</tr>
<tr>
<td>What follow up is needed from campus officials for the event?</td>
</tr>
</tbody>
</table>
What additional needs, notes, or considerations remain?

**Specific Scenarios**

**Active Shooter:**

- Remain calm, do not engage with shooter/intruder
- A quick and quiet escape is suggested if it can be done safely via nearest exit or window.
- If attempting to escape, keep your hands elevated with open palms visible, especially if encountering law enforcement officers.
- If you cannot safely exit the building, seek secure shelter.
- Close and lock windows, lower blinds, remain out of sight, turn off lights.
- Once secured inside, take cover behind concrete walls, thick desks, and filing cabinets that are away from windows and doors. You may consider flipping desks/tables for additional protection.
- Remain quiet, turn off cell phone ringers.
- Only one person from the room should call police at 911 and tell them where you are, where the dangerous person is, and the condition of others with you. Follow their instructions. If you cannot speak, leave the line open so the dispatcher can hear what is happening.
- Assist others if they are injured.
- Do not respond to any unfamiliar voice commands until you can be sure they are coming from a law enforcement official.

**Bomb Threat:** Any bomb threat shall be reported to the UW Police Department immediately (911).

**Mental or Psychological Crisis:** A psychological crisis exists when an individual poses a physical threat to themselves or others, or does not seem to come in contact with reality. Uncontrollable behavior and/or hallucinations could be manifested. If a psychological crisis occurs:

1. Remain calm.
2. Contact 911
   a. Provide the following information: • Your name • Location • Observed symptoms • Name of individual • Description of individual
   b. Until help arrives, be pleasant, patient, considerate and understanding, to avoid escalating the situation.
   c. Do not argue with the individual. Express empathy no matter how strongly you disagree with viewpoints.
      Do not confront or try to detain a violent individual.
   d. If another person is available and able to leave the area, have them meet the University Police and provide up-to-date information.

**Medical Emergency:**

- Call 911 immediately.
- Provide the following: age, location, status of breathing, and nature of emergency
- Keep the victim still until help arrives. Do not attempt to move the victim.
- Only trained personnel should provide first aid or CPR.
- Upon arrival of the emergency medical unit, provide any information about the victim that you are aware of.

_________ Emergency Action Plan is located on in the _______ on a coffee table near windows and in the _________ under the printer (also linked through QR code above)
De-Escalation Strategy:

1. If someone is being confrontational and you feel safe doing so, you can try to de-escalate this situation. If you do not feel you can undertake the de-escalation, or if you for any reason feel unsafe, you should contact UWPD, the event coordinator, Building Manager, and/or ____________Coordinator.

   Building Managers – _______________
   UWPD – 911 or 307-766-5179
   UWPD Tip Line - text ‘UWYO’ and your message to 847411
   __________ – ______________
   __________ – ______________
   __________ – ______________
   __________ – ______________

2. Calm yourself physically. Find a relaxed posture. Breathe deeply and slowly.
3. Do not be confrontational back. Do not argue, do not physically confront the person, and do not disagree with them at all. Do not smirk or try to look condescending.
4. Ask to talk in a separate location that would be outside of the event or resource center.
5. Listen to the person. Express empathy no matter how strongly you disagree. Let them know they’re being heard. Actively listen and validate that you hear them.
6. Speak clearly and briefly. Tell them that you’d like to put them in touch with someone who can help them with their concerns, then call an MA Coordinator. If the situation ever escalates, your safety must come first.
7. If escalation continues or violence of any kind is displayed, call 911 immediately.