

Rough Template outline to help create an Event Action Plan (EAP)

This outline should prompt you to the questions that should be asked and answered. Adding more information is better than less, but if it is not shared with the appropriate personnel it is wasted.

I. Task Organization chart for the event

- a. This chart should identify:
 - i. The individual who is in charge (decisionmaker) of the overall event
 - ii. The individual who is responsible for organizing and managing the operations that occur during the event
 - iii. The individual who is responsible for logistics (supplies, tables, chairs, food, etc.)
 - iv. Any additional personnel who are involved in running the event

II. Event summary:

- a. Specifics
 - i. What is happening (race, movie, concert, commencement, etc.)
 - ii. When (Date, times)
 - iii. Where
 - 1. Specific location(s) of event
 - iv. Who –
 - 1. is the lead organization or department responsible
 - 2. will be attending, estimated number
- b. Operational Details
 - i. Location of command team
 - Specific location; building, floor, room, parking lot
 - ii. Communication
 - 1. Primary
 - 2. Secondary
- c. Public Information
 - i. Who is the identified primary point of contact for all media requests
 - ii. If needed, where would the media be directed so someone can speak with them
- d. Known threats
 - i. Check with local Police for any known comments or actions directed against your event
 - ii. Check with IU PIO, for their read on social media with regards to this event
- e. Staging / Shelter Areas
 - i. Emergency Response staging areas
 - ii. Triage / Mass Casualty / Mass Fatality collection points
 - Consider accessibility for EMS, Fire and Police to proximity to event location*
 - iii. If event is outdoors – shelter location(s) sufficient to protect estimated crowd size, against forecasted or potential weather incidents.
- f. Parking
 - i. Where
 - 1. Event Staff
 - 2. Participants

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ii. When will they open

g. Volunteers

i. How are they organized

ii. Who is in charge of the volunteers?

1. provide operational briefing prior to event

2. How will they be identified?

a. Identification, credential

3. Review emergency action plans, in response to various incidents

a. Fire

b. Active Shooter

c. Severe Weather

4. Complete a "Volunteer Waiver" form

h. Security / Prevention / Protection

i. What is the "Event Organizer" providing (if run by non-IU organization)?

ii. What is expected from IUE-PD?

iii. What has been coordinated with off campus responders?

III. Maps

IV. Personnel staffing summary

a. Position

b. Name

c. Organization

V. Copies of any Off campus responding organization(s) plans