

# EVENT PLANNING AT UVM – Safety & Emergencies

## Important Phone Numbers

Emergencies: Police, Fire, or Ambulance	911	Emergencies
Police Services Dispatch	656-3473	Non-Emergencies
SOS Dispatch	656-2560 Option 1	Service assistance for operations such as heating and cooling.

## EMS Reservation

All events should have an EMS reservation. Event planners are required to give advance notice, via their reservation, if the event has a high-profile guest, is expected to draw a large audience, or is sensitive in topic and there may be disruptions.

## CATSafe App

Download the Live Safe App for use during events in case of an emergency. Information at <https://www.uvm.edu/emergency> On commencement weekend the CatSafe App will have an additional feature that will allow you to message for help or assistance.

## CatAlert

The UVM CatAlert system will keep users informed of any emergency information. If you are a student, faculty, or staff member you are signed up for this system using contact information the University has for you. Anyone not already signed up, or who wishes to receive CatAlerts using an additional phone number or email address, can visit the [CATAlert website](#).

## Crowd Managers

Crowd managers are the person(s) responsible for enacting their establishment's emergency plan for evacuation. They are also responsible for ensuring that employees properly understand their roles in crowd management and assisting in directing the crowd in an orderly manner for evacuation.

One crowd manager for every 250 attendees at events is required. Training is valid for 3 years. There is a FREE online crowd manager training (Massachusetts Department of Fire Services): <https://www.mass.gov/service-details/crowd-managers>

(You'll need to sign up for a new user account. Enter "DFS" in the Agency User Set field to get a certificate.

## Suspicious packages

Watch this 8-minute [video available from Homeland Security](#) on suspicious package recognition and action training.

## Safety & Compliance Event Safety Website

Visit the Division of Safety & Compliance event safety website - <https://go.uvm.edu/eventsafety> for information and safety tips.

# Safety & Emergency Plans

**All event planners must develop an emergency plan based on the size and needs of the event.**

➤ **Crowd Managers**

Assign Crowd Managers and make sure they have done the training. Send any certifications to the UVM Fire Marshal.

Email your crowd manager training certificate to the UVM Fire Marshal upon completion, [firesafe@uvm.edu](mailto:firesafe@uvm.edu)

➤ **Does your event require Emergency Services Personnel?**

Will UVM Rescue be on-site for this event?

Will UVM Police Services be needed on-site for this event?

Will there be private/contracted security personnel on-site for this event?

If so, let UES know the name and contact information of that vendor.

➤ **Event Operations Location**

What is the physical location where those who are responsible for the event will be located during the event?

➤ **Event Leadership Emergency Contact Information**

Whom do you contact in case of an emergency?

➤ **Event Communication**

How will the staff communicate during the event? Examples include cell phone voice communications or text messaging and two-way radios.

➤ **Weather Monitoring**

How will the event staff monitor weather conditions onsite via WeatherUnderground or another device app? Who will be responsible for monitoring?

➤ **Emergency Sheltering Triggers (seek immediate shelter under these conditions)**

- Thunderstorm/lightning within 30 minutes of the location
- Wind gusts exceeding 35 mph.
- Sustained winds exceeding 25 mph.

➤ **Tents and Temporary Membrane Structures**

Are there commercial tents, pop-up 10x10s, or tarps provided for this event?

(Commercial tents 200 square feet and larger require a permit through the [City of Burlington Fire Marshal's Office](#). All tents and canopies must be weighed down or otherwise anchored, regardless of size.)

➤ **Evacuation Assembly Areas**

Identify an outdoor location(s) where event participants are to assemble in the event of either an indoor building evacuation for fire alarm, etc., or an outdoor event site evacuation.

➤ **Shelter-in-Place Gathering Points**

Identify locations inside nearby buildings that will serve as an indoor shelter during an inclement weather event.