

Public Emergency Services & Contractors

Emergency Service	Name/Location	Emergency Telephone
Fire Department		(336) 599-9222
Emergency Medical Services		(336) 599-3136
Police Department		(336) 599-8345
Hospital		(336) 599-2121
Public Health Department		(336) 597-2204
State Environmental Authority		(877) 623-6748
National Response Center (EPA)		(800) 424-8802
Electrician		
Plumber		
Fire Protection Contractor		
Elevator Service		
Hazardous Materials Cleanup		
Cleanup/Disaster Restoration		

Warning, Notification & Communication Systems

The following systems are used to warn sorors to take protection action (e.g., evacuate, move to tornado shelter, shelter-in-place, or lockdown) and provide them with information. The Communications capabilities enable members of the emergency team to communicate with each other and others.

Warning System	Fire Alarm	
	Public Address	
	Other (describe)	
Notification System	Electronic	
	Telephone call tree	
Communication Capabilities	Telephone	
	Two-way radio	

Fire Protection Systems

Document the fire protection systems including the types of systems, location, area, or hazard protected, and instructions.

System Type	Location	Access Point/Instructions
Sprinkler System	Control Valve	
	Control Valve	
	Control Valve	
Fire Pump		
Special Extinguishing Systems	Computer Room	
	Kitchen	
	Manufacturing Area	

Roxboro DST Event Emergency Management Plan

This form is to be completed at the beginning of each event.

Event Information

Event Lead Name:		Event Lead Email:	
Event Title:			
Participating Organizations:			
Venue:			
Venue Address:			
Venue Contact:	Email:		Number:
Event Date:	Event Start Time:		Event End Time:
Setup Time:		Clean Up Time:	
Site Venue Capacity:		Expected Attendance:	

Volunteers

How many volunteers are assisting with the event?	
Were Sorors and volunteers adequately trained to handle safety procedures and emergencies?	
Were volunteers identifiable (e.g., badges or uniforms) to assist attendees in case of safety concerns?	

Crowd Safety

	Yes	No
Are premises free from hazards? (i.e., even ground/floor surface, no trip hazards, etc.)		
Are all structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure?		
Entrances/Exits - Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary?		
Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked?		
Are any vulnerable groups/individuals in a designated location?		
Is the event accessible to individuals with disabilities?		
Are any special accommodations needed? If so, add to Additional Information.		
Is the chapter's first aid equipment readily available and sufficient for addressing any incidents?		
What is the procedure for tracking and relocating participants during an emergency? (List re-group location, point of contacts, communication plan, etc.)		

Crowd Control

	Yes	No
Where applicable, are all communication and PA systems working?		
Is there adequate communication between all parties?		
Have all sorors been briefed on their duties and emergency procedures?		
Are there adequate traffic management arrangements?		
Does the venue have accessible parking for all attendees?		
Has the venue provided safety information for areas outside the building?		
Has a Soror been identified to monitor the outside area?		

What communication tools will be used by committee members and volunteers? (e.g., cell phones, walkie-talkies, etc.)

Facility Information

Electrical	Yes	No
Are all electric installations secure/protected?		
Is there adequate normal and emergency lighting provided?		
Is all electrical equipment in working order and lit where necessary?		

Emergency Facilities and Procedures	Yes	No
Are there adequate first aid/medical/emergency facilities/persons on site?		
Is there a map or photo of the facility available for navigating and managing the event?		
Is a suitable clearly identified position available as a first aid post?		
Are there procedures for minor incidents?		
Are there procedures for missing children?		
Are there procedures for evacuations?		
Are there procedures for fire?		
Are there procedures for a bomb threat?		
Are there procedures for crowd disturbances?		
Are emergency exits kept clear?		

Fire Precautions and Structures	Yes	No
Is firefighting equipment in place?		

Are trash and other combustible material stored away from site structures?		
Is the building adequately secured and safe access and egress ensured?		
Is the building licensed and certified as required?		

Sanitary and Welfare	Yes	No
Is clearly marked toilets and hand washing facilities available?		
Are sufficient bins provided around the site and arrangements made to empty bins and the appropriate times?		
Is drinking water available?		

Additional Information

Post Evaluation

Overall Experience: How satisfied were you with the overall experience at the event?
Organization: Was the event well-organized and easy to navigate?
Safety Measures: Did you feel safe and comfortable during the event?
Communication: Were the event details and updates communicated clearly?
Communication Tools: How effective were the communication tools (e.g., cell-phones, walkie-talkies, etc.) used during the event.

ADA Compliance: Was the event accessible to individuals with disabilities, and were any additional accommodations needed?

First Aid Preparedness: Was the chapter's first aid equipment readily available and sufficient for addressing any incidents?

Facilities: How satisfied were you with the venue's facilities, including cleanliness and accessibility.

Crowd Management: How satisfied were you with the crowd management and flow within the venue?

Participant Tracking: Were the procedures for tracking and relocating participants during emergency effectively implemented?

Sorors and Volunteers: Did volunteers clearly understand and follow their responsibilities and effectively carry out their roles during the event?

Emergency Training: Was the emergency preparedness training before the event adequate, and were lessons learned properly addressed in a corrective action plan?

Emergency Communication: How well were participants informed and guided during an emergency?

Safety Awareness and Response: Did Sorors and volunteers respond promptly and effectively to safety-related situation?

Facility Mapping: Did the event map and/or facility phot assist in navigating and managing the event effectively?

Risks and Hazards: Did you notice any potential safety risks or hazards during the event?

Follow-Up Evaluation: Was the post-event safety evaluation and completion of required forms comprehensive and useful for planning future events?

Suggestions for improvement: What could we do to improve future events?