

EMERGENCY PREPAREDNESS FOR EVENT PLANNERS

EVENT EMERGENCY SUPPLIES CHECKLIST

1. Cash
2. Emergency Documents (to be kept in a safe, waterproof container)
 - a. Emergency contact numbers
 - b. Evacuation plans / floor plans
 - c. Fire permits
 - d. Venue contract
 - e. Certificates of Insurance
 - f. RSVP list with contact information of attendees
3. Utility Tools
 - a. Swiss Army knife that includes clippers, scissors, pliers, and a knife
 - b. Mighty Putty or instant cement to fill in pits and fissures
 - c. Superglue
 - d. Red reflective tape to highlight issues such as unexpected stairs
 - e. Sewing kit with safety pins
 - f. Regular and keychain-sized flashlights
4. First Aid Kit
 - a. Bandages and Band-Aids of all different sizes and textures
 - b. Triangle bandage for use as a sling or wrap
 - c. Elastic bandage
 - d. Medical tape
 - e. Scissors
 - f. Tweezers
 - g. Saline solution
 - h. Eyewash
 - i. Foil emergency blanket
 - j. Individual packs of Advil, Aleve, Tylenol, Benadryl, and Sudafed
 - k. Tampons and pads
 - l. Sunscreen
 - m. Aloe vera with lidocaine
 - n. Burn cream
5. Emergency Medical Technician Supplies & Licenses
 - a. Oxygen tank
 - b. Automated suction unit for choking, seizures, etc.
 - c. Defibrillator for heart attacks
 - d. Pulse oximeter which measures the oxygen level of the patient
 - e. OB kit for emergency pre-hospital delivery
 - f. Bag valve mask to provide ventilation in conjunction with CPR or if breathing assistance is required
 - g. Wheelchair
6. EpiPens – Note that event planners and EMTs are not permitted to carry EpiPens in the State of California as they are prescription medications.

EVENT VENUE SAFETY CHECKLIST

1. **Emergency Medical Technician (EMT)** – Check the picture IDs of all on-site EMTs to confirm that the identity of each is correct and that the license of each one is current. If a license is expired by even one day, do not permit them to work the event.
2. **Fire Exits** – Know where all fire exit doors are and confirm that they are open, unlocked, and clear of obstruction. For double door emergency exits, check both doors. Check all fire exit doors periodically throughout the event as sometimes vendors, staff, and entertainers may stage or store items that would cause a hazard.
3. **Extinguishers** – Know where all the extinguishers are at the event site and make sure the extinguisher tags are current. Make sure you carry a utility tool at all times during the event as some triggers need to be cut in order to activate the extinguisher.
4. **Open Pathways** – Confirm what the fire codes are for open pathway clearances prior to the event. Oftentimes they are 4 feet but could be wider given the size of the event. Check open pathway clearances for obstructions regularly throughout the event.
5. **Pool/Body of Water** – For all pools and bodies of water, make sure there is a clear path or no path between the pools/bodies of water and any other fixture, piece of furniture, or other object, so that guests and staff won't endanger themselves by walking between them. Utilize the services of a lifeguard where and when appropriate.
6. **Wires** – Make sure all wires are taped or tacked down securely on the stage, floors, and anywhere else wires are located.
7. **Stage Review** – Rehearsal and actual event conditions often differ. Position a spotter behind the stage to prepare each performer on changed conditions before the performers enter the stage.
8. **Dance Floor** – Position the dance floor either flush with the stage or at least 2 feet away from the stage so that guests and staff don't misjudge the positioning of the stage and the dance floor. Check the edges of the dance floor to ensure they are level and aligned, as sharp, unexpected edges can cause injury.
9. **Stage Stairs** – Make sure that stage stairs physically connect with the stage so that no gaps exist where a high heel or other shoe could fall. For events that have stairs that will be actively used, position a spotter to monitor and assist people where appropriate.
10. **Pits and Fissures** – Check all flooring for pits and fissures that are either small enough to catch a heel or large enough to cause other problems. For all pits or fissures that cannot be fixed, position tables, plants, or other stationary objects over them.
11. **Grass Areas** – Walk all grass areas to identify any dangerous, sudden depressions or rises. For all depressions or rises that cannot be successfully addressed, position tables or other stationary furniture so that they are covered.
12. **Radios** – When using radios, assign medic and fire services to its own channel and security to its own channel, both of which should be separate from the regular event operations radio channel.






SECURITY

1. Identify the security team's mission before, during, and after the event.
2. Understand the type of event that is being held and the related impact on security (political event, awards show, business conference, etc.).
3. Review the location of the event (event perimeter, parking areas, inside/outside, public/private, etc.).
4. Review the guests and participants (VIPs, crowds, etc.).
5. Make provisions for access control and credentialing.
6. Determine what types of security functions are required (patrolling security, ushers, bodyguards, traffic control, law enforcement, etc.).
7. Create a security personnel deployment schedule.
8. Synchronize team communications and tactical execution plans.
9. Ensure evaluation procedures are in place.
10. Draft security plan/document pertinent issues for After Actions Review.

"HOW TO" GUIDES

1. The Earthquake Drill
 - a. **Drop** to the ground!
 - b. **Take cover** by getting under a sturdy desk or table. If there isn't a desk or table near you, cover your face and head with your arms and crouch in an inside corner of the building. Do not run into another room to get under a table. Stay away from windows and large objects that can fall down.
 - c. **Hold on** until the shaking stops.
2. The Fire Safety Drill (for fire victims without use of conventional firefighting equipment):
 - a. **Stop** – Stay in place! This will prevent fanning the flames and spreading the fire.
 - b. **Drop** – Lay on the ground. Cover eyes, nose, and mouth.
 - c. **Roll** – Roll on the ground to extinguish the fire by depriving it of oxygen. Use a rug or blanket if one is available to further extinguish the flame.
3. How to Use a Fire Extinguisher
 - a. **P** – Pull the pin.
 - b. **A** – Aim at the base of the fire.
 - c. **S** – Squeeze the handle.
 - d. **S** – Sweep the fire.

TYPES OF FIRES

1.  Class A – Ordinary Combustibles (e.g., wood)
2.  Class B – Flammable Liquids & Gases (e.g., gasoline)
3.  Class C – Electrical Equipment (e.g., overloaded electrical cables)
4.  Class D – Combustible Metals (e.g., lithium, magnesium)
5.  Class K – Cooking Oil

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EVENT EMERGENCY TELEPHONE NUMBERS – GENERAL CHECKLIST

1. Vendors
 - a. Venue on-site liaison
 - b. Security company office and on-site liaison
 - c. Medic company office and on-site liaison
 - d. Transportation company office and on-site liaison
 - e. On-site liaison to other key event vendors
 - f. On-call emergency electrician and plumber
 - g. Neighborhood cab companies
 - h. Local and city transit services
2. Medical Emergencies
 - a. 911
 - b. Closest fire department
 - c. Closest hospital
 - d. Poison control center
 - e. Allergic reactions
3. Security Emergencies
 - a. Closest police department
 - b. Federal Bureau of Investigation (FBI) local field office
 - c. U.S. Customs & Border Protection local field office
4. Structural Emergencies
 - a. 311 (Non-emergency city service)
 - b. Water, power, and gas service
 - c. Traffic signals
 - d. Road closures
 - e. Animal services

LOS ANGELES AGENCIES

1. Los Angeles Police Department (Non-emergency)
 Phone: (877) ASK-LAPD / (877) 275-5273 *(also accepts TTY calls)*
2. City of Los Angeles, Fire Department
 Phone: 3-1-1 or (213) 485-5971 / TTY: (866) 452-2489
3. City of Los Angeles, Emergency Management Department
 Phone: (213) 978-2222 / TTY: (213) 847-0652
4. City of Los Angeles, Office of Public Safety Police Department
 Phone: (323) 913-7390
5. City of Los Angeles Department of Water and Power (DWP)
 Phone: (800) 342-5397 / TTY: (800) 432-7397
6. Southern California Gas Company
 Phone: (800) 427-2200
7. City of Los Angeles, Road Closures (Caltrans)
 Phone: (800) 427-7623
8. City of Los Angeles Department of Animal Services
 Phone: (888) 452-7381
9. City of Los Angeles, Flood LA
 Phone: (800) 974-9794
10. City of Los Angeles, Department on Disability
 Phone: (213) 485-6334 / TTY: (213) 485-6655

EMERGENCY 911

1. Dial 9-1-1 for any life-threatening emergency that requires an immediate emergency response. 911 also accepts TTY calls.
2. Calling 911 emergency services on a cell phone will not allow 911 operators to identify your exact address, as cell phone calls can only be triangulated within a quarter mile from the closest cell phone tower. Wherever possible, it is best to call 911 from a land line.

FEDERAL AGENCIES

1. Federal Bureau of Investigation LA Field Office
 Phone: (310) 477-6565
2. U.S. Customs & Border Protection
 Phone: (310) 215-2618

LOS ANGELES TAXI SERVICES

1. Beverly Hills Cab
 Phone: (310) 205-0011
2. Independent Cab
 Phone: (800) 521-8294
3. United Independent Cab
 Phone: (213) 483-7669
4. Yellow Cab
 Phone: (877) 733-3305

LOS ANGELES CITY TRANSPORTATION SERVICES

1. Los Angeles Metro Transit Information
 Phone: (800) COMMUTE / (800) 266-6883
2. LADOT Transit
 Phone: (213, 310, 323, or 818) 808-2273
3. Santa Monica Big Blue Bus
 Phone: (310) 451-5444

DOMESTIC/INTERNATIONAL TRAVEL SERVICES

1. Los Angeles International Airport
 Phone: (310) 646-5252
2. SuperShuttle
 Phone: (800) BLUE-VAN / (800) 258-3826
3. Amtrak
 Phone: (800) 872-7245
4. Greyhound Bus
 Phone: (800) 661-TRIP / (800) 661-8747

LOS ANGELES COUNTY HOSPITALS

1. California Hospital Medical Center
 1401 South Grand Ave., Los Angeles, CA 90015
 Phone: (213) 748-2411
 Website: <http://www.chmcla.org>
2. Cedars-Sinai Medical Center
 8700 Beverly Blvd., Los Angeles, CA 90048
 Phone: (310) 4-CEDARS (423-3277)
 Website: <http://www.cedars-sinai.edu/>
3. Childrens Hospital Los Angeles
 4650 Sunset Blvd., Los Angeles, CA 90027
 Phone: (323) 660-2450
 Website: <http://www.childrenshospitala.org>
4. Good Samaritan Hospital
 1225 Wilshire Blvd., Los Angeles, CA 90017
 Phone: (213) 977-2121
 Website: <http://www.goodsam.org/>
5. Little Company of Mary
 4101 Torrance Blvd., Torrance, CA 90503
 Phone: (310) 540-7676
 Website: <http://www.lcmweb.org>
6. Ronald Reagan UCLA Medical Center
 757 Westwood Plaza, Los Angeles, CA 90095
 Phone: (310) 825-9111
 Website: <http://www.uclahealth.org>
7. USC University Hospital
 1500 San Pablo St., Los Angeles, CA 90033
 Phone: (888) 700-5700
 Website: <http://www.uscuh.com>

LOS ANGELES COUNTY AMERICAN RED CROSS SERVICE CENTERS

1. American Red Cross of Greater Los Angeles
 2700 Wilshire Blvd., Los Angeles, CA 90057
 Phone: (213) 739-5200
2. Greater Burbank Service Center
 1001 W. Magnolia Blvd., Burbank, CA 91506
 Phone: (818) 842-5295
3. Inglewood Service Center
 9800 S La Cienega Blvd., Inglewood, CA 90301
 Phone: (310) 642-0230
4. Santa Clarita Service Center
 23838 Valencia Blvd. Suite 120, Valencia, CA 91355
 Phone: (661) 259-1805
5. West Los Angeles Service Center
 11355 Ohio Ave., Los Angeles, CA 90025
 Phone: (310) 445-9900