**Environmental Health and Safety**

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**Off-Campus Activity Emergency Action Plan Guidance**

Use this document to assist you in completing the Off Campus Emergency Action Plan.

**CONTACT INFORMATION**

* Identify faculty and staff who need to be aware of this plan. Complete the FACULTY AND STAFF table below with this information. Include a cell phone number in case you need to contact them after-hours. Also include the campus departments after-hours contact information too.
* Complete the STUDENTS/OTHER PARTICIPANTS table with personnel who will be participating in the activity. Include personal emergency contacts.
* Set up an emergency phone tree (“who calls who?”) for use in the event of an emergency. Call trees are used to indicate who will be contacting who in case information needs to be disseminated quickly. Place this information beneath the table or in an appendix.
* Complete the EMERGENCY CONTACT INFORMATION table for groups you may need to contact in case of an emergency. Contact list should include names and phone numbers of:
* important contacts, such as car rental agency, [ISU Department of Public Safety,](https://www.police.iastate.edu/) ISU Transportation Services, third-party property owners, etc.
* off-campus emergency response entities (police, fire, ambulance, nearby urgent care and hospital, state patrol), including addresses of facilities closest to the activity location(s)

**EMERGENCY ACTION PLAN**

In the preparation of an emergency action plan for the off-campus activity, consider various types of emergencies (examples below) that could be encountered during the activity, have a plan, and conduct appropriate emergency response training for participants and staff in advance.

|  |  |  |
| --- | --- | --- |
| * auto accident or breakdown | * civil unrest | * communication device failure in remote locations |
| * injury, illness or death of participants or group leaders | * need for others to contact participants | * need to unexpectedly return home |
| * participant or group leader behavioral issues | * theft or other crimes | * weather or natural hazard-related emergencies * pandemic-related risks and emergencies |

* Prepare first aid kit(s) and communicate location(s) to participants. Identify the location in the plan.
* Advise participants of potential issues that could arise from injury/illness situations so that they can properly plan for their specific needs (e.g., accommodations, accessibility, allergies, medical insurance, and medication).
* Participants should be involved in emergency planning to address their needs for appropriate assistance during a medical emergency.
* Indicate in the plan where participants will take shelter in case of severe weather.
* Implement security measures for participants, personal property, and university-owned or leased property. Personal property (not university-owned) is the owners’ responsibility.
* Provide and discuss with group leaders, activity coordinators, departmental contact, approving authority, and other key persons an up-to-date copy of the written plan for the activity.
* Determine cell phone coverage for any areas of event, prior to travel. Special satellite phones may be needed for remote areas.
* Place information that is specific to the activity in the Activity Specific Information section.

RECOGNIZED HAZARDS AND CONTROLS

* Use this table to indicate hazards and how they will be mitigated. Include equipment, chemicals, extreme weather, etc that could pose a hazard during the activity.

MAPS

* Insert travel maps for travel to the off-campus activity location(s) in plan packets shared with participants.

Retain documentation of the activity, including orientation materials, contracts, and waivers, in accordance with university [record](https://www.policy.iastate.edu/policy/records) retention policies.