

**OFF CAMPUS EMERGENCY ACTION PLAN**

Activity title and dates: \_\_\_\_\_

Activity description: \_\_\_\_\_

**CONTACT INFORMATION**

<b>FACULTY AND STAFF</b>				
<b>NAME (ACTIVITY ROLE)</b>	<b>EMAIL ADDRESS</b>	<b>CELL PHONE</b>	<b>ADDRESS</b>	
<b>STUDENTS/OTHER PARTICIPANTS</b>				
<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>CELL PHONE</b>	<b>EMERGENCY CONTACT</b>	<b>EMERGENCY CONTACT PHONE NUMBER</b>
<b>EMERGENCY CONTACT INFORMATION</b>				
<b>TYPE</b>	<b>PHONE</b>	<b>ADDRESS</b>	<b>COMMENTS</b>	
<b>Emergency/Fire Department</b>	911		In emergencies use your best judgment and never be afraid to call 911. Be prepared to provide your specific location information as well as the type of emergency.	
<b>Hospital</b>			Nearest medical facility for activity location.	
<b>Local Police</b>			Call for non-urgent issues. For emergencies, call 911.	
<b>Campus/Department Contact</b>			This should be an individual familiar with the trip and capable of assisting in an emergency.	
<b>ISU Department of Public Safety</b>	(515) 294-4428		DPS dispatchers can connect you the appropriate contacts concerning your situation.	
<b>ISU Transportation Services</b>	(515) 294-1657		Contact for issues with university vehicles.	

## Emergency Action Plan

### Call 911 for life-threatening emergencies

#### Crime

- If urgent, call 911
- Contact local police for non-urgent crimes

#### Injury, illness, or death

- Call 911, go to urgent care, or administer first aid, as appropriate
  - First aid kit is located: \_\_\_\_\_
- Contact ISU Police for assistance and guidance. ISUPD can contact Risk Management, Student Affairs, and other ISU departments to assist in the emergency/
- Consider participants' safety during emergency.
- Reassess risks to participants should the situation warrant changes. Take care not to place participants at unnecessary or heightened risk.

#### Weather-related emergencies

- Monitor the weather for any potential weather events. In the event of severe weather, participants will shelter (indicate a sheltering area that will hold all participants): \_\_\_\_\_
- In the event of severe weather, seek shelter.
- Monitor weather conditions for travel impacts and adjust travel plans accordingly.

#### Motor vehicle issues

- Call 911 for all motor vehicle accidents.
- ISU motor vehicle accidents or breakdown: contact ISU Transportation Services.
- Personal vehicles: contact local or insurance-provided assistance.
- Rental vehicles: contact rental agency.

#### Loss or damage to ISU property:

- Contact local law enforcement to file a police report.
- Submit a property damage incident report through the [ISU incident portal](#).
- If critical to trip, determine replacement criteria (sources, timeline, funding).

#### Loss or damage to personal property of participant

- ISU insurance does not cover personal property.
- If critical to off-campus activity, determine ability and timeline to replace.

#### Behavioral issues

- If placing other participants/employees in danger, contact local police.

#### Incident reporting

- Complete an incident report through the [ISU Incident Portal](#) for injury/illness and auto/liability/property losses.

#### Activity Specific Information

- *Insert any activity-specific emergency response information here:*

## Recognized Hazards and Controls

The hazards and hazard controls table below is a tool for off-campus activity planners to list recognized hazards for the planned trip and how the hazards will be mitigated. Enter your hazards in the table as shown below:

(Ex. Shop tools)	(Ex. Any individuals who will use shop tools will complete shop safety fundamentals training and will be provided and will wear personal protective equipment identified as necessary for the shop tasks.)
------------------	--

Hazards and Hazard Controls	
Hazard	Hazard Control

## List Of Chemicals and Hazardous Materials to Be Transported

The chemicals/hazardous materials table below is a tool for off-campus activity planners to list all chemicals and hazardous materials that will be transported to and used at the off-campus activity location(s). Items listed have specific transportation requirements depending on the material and the amount. Before transporting any chemical or hazardous material, verify the shipping and transportation requirements. Any chemical or hazardous material used in the field shall have a Safety Data Sheet readily available via paper copy or electronically. Chemicals MUST NOT be transported in the passenger compartment of the vehicle. If any questions arise with respect to the preparation of this listing, contact [EH&S](#). Enter your chemicals / hazardous materials in the table as shown below:

(Ex. Aerosol Spray Paint)	(Ex. 3 – 12oz cans of spray paint)
---------------------------	------------------------------------

Chemicals / Hazardous Materials	
Material Name	Quantity (gallon, liter, pounds, etc.)

## **Maps**

### **Directions and Maps**

*(INSERT IN THE SPACE BELOW)*

As applicable, include maps and driving directions for the following:

- ISU to destination hotel
- Hotel to medical facilities
- Hotel to project site
- Project site to medical facilities