

Introduction

An Event Action Plan outlines how the event will be executed including tasks that will be completed, a timeline, communication plan and maps. The following template can be used to organize event information and be shared with event staff, safety personnel and administrators.

When developing the Event Action Plan, be sure to consider the following:

- Who should be contacted and for what?
- What key events must take place for the success of the event, and who is responsible for them?
- What maps would be useful for event staff and attendees?
- Identify health and safety concerns, what are the areas of biggest risk and what can be done to lessen the likelihood of them occurring or the impact if they do occur?
- Does your event require a site safety plan or need traffic, transport, or parking support?
- What impact could weather have on your event and what is your contingency plan in the event of a negative weather impact?

An Event Action Plan is more than just a piece of paper - it needs to be carried out with action!

1. Be collaborative. Include other departments and work with safety experts when you have questions.
2. Establish realistic deadlines and milestones. Determine what needs to happen first and any task or timeline dependencies.
3. Identify and allocate resources. Be sure your event has both the people and the equipment it needs to be successful.
4. Assign clear roles and responsibilities. Have a back-up plan for key people and tasks.
5. Use the plan as a guide to provide a safety briefing to staff working the event. Allow them the opportunity to understand the expectations and ask questions.
6. Be adaptable. Plan for potential challenges and incorporate flexibility to adjust the plan as unforeseen circumstances arise.
7. Provide a method for open communication.
8. After the event, conduct a post review or "after action review" to discuss what worked, what didn't, and what can be improved for future planning.

And remember - this template is a guide to help get you started. This information is for the staff of the event and first responders, not the participants. Users should feel free to add additional content as needed.

For help completing your plan - reach out to Jessy (Sears) Ashcroft, Director of Emergency Management & Event Safety, at 208-282-2426 or jessysears@isu.edu



Idaho State University

(Picture can be changed to reflect event)



Event Action Plan

[Event Name] | [Location]
[Date]



Idaho State University

ROAR

Event Overview		
EVENT [Event Name]	DATE & TIME [Date(s) Start & End]	

Overview

[Provide a brief description of the event]

Capacity Max: [What is the max capacity of your venue]

Average Attendance: [Provide anticipated attendance]

Concept of Operations:

[Provide a more detailed outline of your event.]

Safety Overview

[Provide a list of potential risks during the event and their associated strategies to reduce the risks]

- [Risk]
 - [Mitigation]
- [Risk]
 - [Mitigation]
- [Risk]
 - [Mitigation]

Included in this plan:

- Event Schedule
- Communications List
- Maps
- [Anything else?]

Event Timeline		
EVENT [Event Name]	DATE & TIME [Date(s) Start & End]	

Time	Action	Responsible Party

Communications List

EVENT [Event Name]	DATE & TIME [Date(s) Start & End]
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ISU Dispatch can be reached at 208-282-2515 24 Hours a day/7 Days a Week

NAME	TITLE	RESPONSIBILITY	BEST PHONE	EMAIL
Key ISU Contacts				
Public Safety	Dispatch & Officer on Duty	All Emergency Response	208-282-2515	pubsafe@isu.edu



Venue Map		
EVENT [Event Name]	DATE & TIME [Date(s) Start & End]	



Traffic & Parking Map		
EVENT [Event Name]	DATE & TIME [Date(s) Start & End]	
<p>(Online campus maps are available at: https://www.isu.edu/maps/)</p>		

Evacuation Plan		
EVENT [Event Name]	DATE & TIME [Date(s) Start & End]	
<p>(ISU Building Evacuation Routes and Areas of Assembly are available through ISU Emergency Management)</p>		





*To be added to Event Action Plan distribution list, included in ISU Event Planning Meetings,
or invited to Operational Briefings please contact:*

Emergency Management

Department of Public Safety

625 East Humbolt Street | Pocatello, Idaho 83209-8140

(208) 282-2515 | emergencymanagement@isu.edu

