Volunteer Briefing Checklist

Emergency Response Plan

Event Title: INSERT EVENT TITLE
Date/Time: INSERT EVENT DATE/TIME
Location: INSERT EVENT LOCATION
Sponsoring Org: INSERT COMMITTEE CHAIR

- Review the Volunteer Briefing – Emergency Response Plan with your team.
- Review Designated Rally Points
  - ✓ Indoor PMSU: Conference Theater Area -1st Floor / Outdoor: Craver Road Bus Stop (CHHS/COED Plaza Side)
  - ✓ Indoor CUC: In front of King Building (Campus Entrance)
  - ✓ Indoor SAC: West Quad (Bench in the center)
  - ✓ Outdoor: TBD
- Identify all of the Exits available in venue/room.
- Identify where all Fire Pull and Fire Extinguishers are located in venue/room.
- Remind volunteers of Severe Weather Shelter Zones in Event Location.
- Review media/photography policies for the event.
- Review any security related needs related to the event.
- Remind (VOLUNTEER/STUDENT) of their role should there be an emergency.
  - ✓ Escort Talent to Respective Location – Check in with Advisor
- Make sure all necessary event doors are secured and/or signed appropriately from the exterior of the event with the exception of the primary entry point.
- Verify Emergency Contact List and volunteer cell phone numbers.
- Have a great event!

Don’t forget!

- “See something; say something.” - If something doesn’t look right or feels “off”, say something.
- Call 911 - If something appears severe and emergency help is needed, call 911 immediately.
- Know when to stay and when to go. – Be aware of your environment. What’s happening around you?
- Identify 2 ways out. –Know evacuation routes, emergency exits & rally points. ALWAYS keep doorways clear.
- Your first priority is you. - Do NOT put yourself in harm’s way even if trying to help someone else.
- Know your place & “Hands Off!” - You are not the authority nor are you a police officer, fire fighter, EMT, or doctor. Avoid touching anyone at any point if at all possible. Avoid blood and unidentifiable fluids.
- Practice good judgment. Use common sense and listen to your gut instinct.
Volunteer Briefing
PMSU, Cone, SAC – Response Plan

Event Title: INSERT EVENT TITLE
Date/Time: INSERT EVENT DATE
Location: INSERT EVENT LOCATION
Committee Chair: COMMITTEE CHAIRS
Volunteer Rally Points ICE: INSERT LOCATION

Reminders for Every Event

- “See something; say something.” - If something doesn’t look right or feels “off”, say something.
- Call 911 - If something appears severe and emergency help is needed, call 911 immediately.
- Know when to stay and when to go. – Be aware of your environment. What’s happening around you?
- Identify 2 ways out. – Know evacuation routes, emergency exits & rally points. ALWAYS keep doorways clear.
- Your first priority is you. - Do NOT put yourself in harm’s way even if trying to help someone else.
- Know your place & “Hands Off!” - You are not the authority nor are you a police officer, fire fighter, EMT, or doctor. Avoid touching anyone at any point if at all possible. Avoid blood and unidentifiable fluids.
- Practice good judgment. Use common sense and listen to your gut instinct.

FIRE

✓ Any building occupant discovering a fire, witnessing an explosion, smelling smoke or other unusual odors suggesting a possible fire or conditions favorable for fire, shall immediately pull the building fire alarm pull station. If feasible, Police and Public Safety should be contacted at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
✓ When the emergency alarm is activated, building occupants will be notified by audible alarms, visual strobes, air horn or verbal announcement (This is an emergency, evacuate using the nearest safe exit route.).
✓ Building occupants must evacuate using the nearest safe exit route once the emergency alarm is activated. Mobility impaired individuals on upper floors should evacuate using the nearest fire safe exit route and wait for emergency response assistance in the nearest fire safe stairwell (area of refuge). DO NOT USE ELEVATOR.
✓ Building occupants should evacuate to the designated evacuation assembly location.
✓ Building occupants must check-in with their immediate supervisor or designee for accounting purposes.

✓ The building shall not be re-entered until authorized personnel (i.e. Police, Fire Department, EHS, Supervisor, etc.) indicate it is safe to re-enter.
✓ The Charlotte Fire Department (CFD) will be notified by Police and Public Safety in the event of a fire or emergency situation. Rescue and medical response will be coordinated by Charlotte Fire Department.
✓ No building occupant is designated to remain behind to operate critical equipment; however, if deemed mission critical the appropriate person remaining behind must immediately contact Police and Public Safety at [FROM CAMPUS PHONE: 911 / FROM CELL PHONE: (704) 687-2200].
✓ Building Safety Monitors are designated and trained to assist in a safe and orderly evacuation.
### TORNADO

- Announcement will be made by building manager.
- Move to assigned exits in the room immediately.
- Calmly proceed to the nearest stairways and follow directions to nearest tornado shelter areas.
- Tornado shelter areas are located in the lower level.
- Avoid taking shelter near any windows or doorways and go the lowest level possible.
- Avoid elevators. If there is an accessibility situation, locate a bathroom or shelter on that floor.
- Remain in the tornado shelter until all clear is given.

### MEDICAL EMERGENCY

- Remain calm.
- If the victim is unconscious, bleeding heavily, or unresponsive, **CALL 911** immediately.
- Be prepared to share the following information:
  - Your name.
  - Type of emergency.
  - Location of the victim.
  - Condition of the victim.
  - Any dangerous conditions.
- Avoid touching the victim especially if there is blood or bodily fluids. Avoid moving them.
- Follow the directions provided by the 911 Dispatcher.
- Only offer First Aid if you have been trained or have been instructed to do so by the 911 Dispatcher.
- Direct someone to alert the building manager.
- Do not wait for ‘Permission’ to call 911. Go with your gut instinct.
- Notify an advisor, executive board member, or employee about the situation.

### ACTIVE SHOOTER

- **RUN:** If you are outside or in a building and feel that it is safe to flee, run and find protective cover.
- **HIDE:** If you are in a building and unsure of where the threat is, find the closest room in which to hide. Close and lock the doors or barricade them if they do not lock. Close all the window blinds and hide away from the windows and door. **DO NOT answer the door. Remain hidden until notified it is safe to move by University officials.**
- **FIGHT:** This is a last-resort option! Do not seek the assailant. However, if you come into direct contact with the individual, use any means available to you to defend yourself.

- If you are a student, faculty, or staff member, you will receive a NinerAlert via text message (if you have given your cell number to the University), email, Alertus messages on on-campus computers and TV screens, LiveSafe (if you’ve downloaded the app) and by a siren blowing outside. Information also will appear on the UNC Charlotte website and social media accounts. To make sure you are signed up for text messaging, email emergency@uncc.edu.
SEVERE WEATHER PLAN

Event Title: [INSERT TITLE HERE]
Event Date/Time: [INSERT EVENT DATE/TIME HERE]
Event Location: [INSERT EVENT LOCATION HERE]

- Students and staff members will receive text notification of severe weather warnings and watches for Mecklenburg County and surrounding areas.

- If a tornado warning is issued by the NWS all activities on site will cease and participants will be evacuated.

- Staff members and student volunteers will proceed to move students to the designated severe weather location. If outdoors, send students

Script:

Tornado Warning

→ “Hello. A tornado warning has been issued for Mecklenburg County until XXXX (time). Please proceed to [Insert Shelter Location] for safe shelter.

→ We will make another announcement to let you know when the event will resume.”
Volunteer Briefing
Outdoor – Response Plan

Event Title: INSERT EVENT TITLE
Date/Time: INSERT EVENT DATE/TIME
Location: INSERT EVENT LOCATION
Sponsoring Org: COMMITTEE CHAIR
Volunteer Rally Point: INSERT LOCATION

Reminders for Every Event

▪ “See something; say something.” - If something doesn’t look right or feels “off”, say something.
▪ Call 911 - If something appears severe and emergency help is needed, call 911 immediately.
▪ Know when to stay and when to go. – Be aware of your environment. What’s happening around you?
▪ Identify 2 ways out. –Know evacuation routes, emergency exits & rally points. ALWAYS keep doorways clear.
▪ Your first priority is you. - Do NOT put yourself in harm’s way even if trying to help someone else.
▪ Know your place & “Hands Off!” - You are not the authority nor are you a police officer, fire fighter, EMT, or doctor. Avoid touching anyone at any point if at all possible. Avoid blood and unidentifiable fluids.
▪ Practice good judgment. Use common sense and listen to your gut instinct.

FIRE

✓ Immediately distance yourself from the fire.
✓ Encourage anyone near the fire to clear the area immediately.
✓ Avoid blocking any roadways and/or fire lanes.
✓ Call 9-1-1 or 704-687-2200 from Cell Phone.

RAIN

✓ Event may continue in the rain but could be delayed or cancelled depending on the conditions and nature of the event.
✓ Students and staff member will determine if the event needs to be delayed or cancelled. Should this happen, an announcement will be made.

LIGHTNING / SEVERE WEATHER

✓ Staff members and students will monitor weather conditions and Niner Alerts accordingly.
✓ The event will temporarily cease if lightning is spotted in the area.
✓ An announcement will be made regarding conditions and encouraging everyone to take shelter.

Emergency Contacts
In Case of Emergency: 911
In Case of Emergency [From Cell Phone]: 704-687-2200
SAC Building Manager: 704-687-1100
Cone Building Manager: 704-687-0711
✓ Calmly proceed to the nearest shelter location.
✓ As you are moving toward a shelter, encourage those around you to move to a shelter location as well.
✓ Avoid standing close to doorways and/or windows.
✓ An update regarding the status of the event will be made by a student or staff member

TORNOADO

✓ As soon as a tornado warning is issued by the NWS for Mecklenburg County, all activities on site will cease and participants will be evacuated.
✓ Staff members and students will proceed to move attendees to the nearest shelter.
✓ As you are moving toward a shelter, encourage those around you to move to a shelter location as well.
✓ Avoid taking shelter near any windows or doorways and go the lowest level possible.
✓ Do not use elevators.
✓ Remain in the tornado shelter until the “All Clear” alarm.

MEDICAL EMERGENCY

✓ Remain calm.
✓ If the victim is unconscious, bleeding heavily, or unresponsive, CALL 911 immediately.
✓ Be prepared to share the following information:
  - Your name.
  - Type of emergency.
  - Location of the victim.
  - Condition of the victim.
  - Any dangerous conditions.
✓ Avoid touching the victim especially if there is blood or bodily fluids. Avoid moving them.
✓ Follow the directions provided by the 911 Dispatcher.
✓ Only offer First Aid if you have been trained or have been instructed to do so by the 911 Dispatcher.
✓ Do not wait for ‘Permission’ to call 911. Go with your gut instinct.
✓ Notify an advisor or employee about the situation.

ACTIVE SHOOTER

✓ RUN: If you are outside or in a building and feel that it is safe to flee, run and find protective cover.
✓ HIDE: If you are in a building and unsure of where the threat is, find the closest room in which to hide. Close and lock the doors or barricade them if they do not lock. Close all the window blinds and hide away from the windows and door. DO NOT answer the door. Remain hidden until notified it is safe to move by University officials.
✓ FIGHT: This is a last-resort option! Do not seek the assailant. However, if you come into direct contact with the individual, use any means available to you to defend yourself.