

Service Unit Cookie Drop Risk Management Plan

In Case of Emergency Numbers

Emergency – 911

On Site Contact(s):

SU Cookie Manager (SUCM) Phone #: _____

Coordinator Phone #: _____

Add. Phone #: _____

Off-site Emergency Contact(s):

Phone #: _____

Local Police Non-Emergency:

Title: _____

Address: _____

Phone #: _____

(Enter Location) Risk Management Plan

Non-Evacuation Emergency

In the event of a non-evacuation emergency all participants in the immediate area will stop what they are doing until the area is deemed safe or emergency has concluded.

Event team will be responsible for directing participants to move away from the ongoing emergency to make room for the first aider/ emergency responders.

Event Team and affected volunteers will gather to discuss plan of action and determine if EMS needs to be called.

Types of Non-Evacuation Emergencies include: sudden illness, broken or sprained limb, crush injury, etc.

Emergency Evacuation

In the event that an emergency evacuation is needed SUCM will direct all participants and volunteers to the nearest evacuation point. Volunteers and participants will be evacuated to the on-site evacuation points; **(insert points chosen, and add to map)**, depending on the proximity and ability to get to the point safely. (see map)

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Event Team will call 911 and direct volunteers towards the on-site evacuation point. Locations point person will determine if and when the site is safe to return to.

(insert map here)

In the event that an incident occurs on-site that requires an off-site evacuation all participants and volunteers will be directed by SUCM and location's staff to cautiously evacuate the area and to meet at the (chosen emergency point, mark on the map).

Event Team will determine the need for evacuation and when/if it is safe to return. Event Team will be the last to evacuate after ensuring the evacuations of participants and volunteers.

Types of Emergency Evacuation events include: fires, hazardous materials, etc.

Hospitals and Urgent Care

Nearest Hospital

Phone: _____

Nearest Urgent Care

Phone: _____

In the event that a participant or staff member at the event needs to be transported to an urgent care facility a volunteer will accompany them. All other members of the Event Team will ensure that the event continues.