

## LARGE GROUP (CONVENTIONS/CONFERENCES)

### PREVENTION AND EMERGENCY PLANNING

This resource is intended to help you think through prevention and emergency planning for large group gatherings (e.g. conventions, leadership schools, etc.). From accidents, to medical emergencies to weather issues, there should be a designated staff/volunteer who is focused on risk assessment and working with the staff onsite to analyze risks and understand the protocol and procedures utilized by the venue.

Ideally, the organization should create an emergency plan that is a living document updated and adapted to changing circumstances and provides protocols, procedures and a division of responsibilities in emergency response. For each event the designated staff/volunteer should spend time to understand the emergency plan of the venue.

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### RISKS TO CONSIDER

Natural hazards like floods, hurricanes, tornadoes, and earthquakes.

- Health hazards such as widespread and serious illnesses like the flu.
- Human-caused hazards including accidents, over consumption and acts of violence.
- Technology-related hazards like power outages and equipment failure.

For each hazard there are many possible scenarios that could unfold depending on timing, magnitude and location. While you can't plan for all risks, if there has been a pattern from past events (hospital transports, illness, weather, etc.) time should be spent on those specific areas to develop an emergency plan and be ready to take action.

### IN CASE OF A CRISIS, CALL 911 IMMEDIATELY

#### In being PREPARED, you will be ready to RESPOND

- Hosts and designated staff/volunteers should all have emergency contact information of who to contact after a call to 911
- Staff should be trained by the venue on emergency protocol and plans
- Staff should have a means to communicate to all attendees (email, GroupMe, text, etc.)
- Evacuation plans should be reviewed, displayed/communicated to attendees
- Designated persons in the event of an emergency should be identified to help guide attendees to designated safe locations
- At the time of registration or check-in, have participants provide emergency contact information.
- Have the local addresses and phone numbers for nearby hospitals, urgent care, and pharmacies
- Know which county the venue is in if you need to follow broadcast weather reports
- Have a plan in place for staff when there is a medical emergency (ex. If there is a hospital transport, which staff member goes?)
- Understand from the venue/local hosts what could be suspicious activity based on area of the country, state, laws, etc.

Resource: <https://www.ready.gov/business/implementation/emergency>