Replace with Event/Group Name

**Emergency Action Plan**

**Please populate the following information with details specific the facility in use and your group. Send the completed plan to** [**leighannm@smu.edu**](mailto:leighannm@smu.edu)**,** [**jsfleming@smu.edu**](mailto:jsfleming@smu.edu)**, and** [**starzwell@smu.edu**](mailto:starzwell@smu.edu) **12 hours prior to the start of the event or use of the facility.**

In the event of an emergency or Incident, contact SMU Police at 214-768-3333.

# Group Point of Contact

Contact 1: Name, mobile number, and email.

Contact 2: Name, mobile number, and email.

# SMU Point of Contact

Name, mobile number, and email.

# Facility Information

Name and address of the facility/facilities that will be used.

# Date(s) and Time(s) of Use

Include all dates and times the facility/facilities will be in use for the term of the Facilities Rental Agreement. You may link to a calendar.

# Minors

Provide the number of minors who will be in attendance.

# Communications

Identify the methods in which you will communicate with your event participants (e.g., text, email, phone call, mobile application, etc.) in the event of an emergency. List all communication methods.

# Evacuation/REunificaTION

Identify the location in which the group will move to following an evacuation. Repeat for each facility in use.

Use the 2021 SMU Evacuation Assembly Map: [Click here for 2021 Evacuation Assembly Area Map](https://www.google.com/maps/d/viewer?mid=1XLnopDl7yOVK_zoorwz9qNQopFg_oyZX&ll=32.843220701173436%2C-96.78378257274206&z=18).

Identify how any minor children under your care will be reunified with their chaperone should they become separated during an emergency.

# Shelter/Shelter-In-Place

Identify the nearest location in which the group would seek shelter should there be a tornado or other inclement weather. [Click here for interactive campus map.](https://www.smu.edu/BusinessFinance/facilities/InteractiveCampusMap) Repeat for each facility in use.

# Active Threat

Identify protective actions the group will take in the event of an active threat. Review the [SMU Aware Quick Guide.](https://www.smu.edu/-/media/Site/BusinessFinance/RiskMgmt/SMU-Aware-Quick-Guide.pdf) Repeat for each facility in use.

# AED/Bleed Control

Identify the nearest AED and bleed control kit. Repeat for each facility in use.