Conference Emergency Plan

At a minimum, your emergency plan must include the following:

**General Information**
Conference Name:  
Conference Dates:  
Assigned Residence(s):  
EAP(s):  
Dining Hall:  
EAP:  
Meeting Space/Athletic Field Space:  
EAP(s):  

**Contact Information**
On-site Emergency Contact Name:  
Cell Phone:  
Secondary on-Site Emergency Contact Name:  
Cell Phone:  
Main Contact (off-site) Name:  
Office Phone:  
Cell Phone:  
Home Phone:  
Secondary Contact (off-site) Name:  
Office Phone:  
Cell Phone:  
Home Phone:  
Conference Front Desk:  
Office Phone:  
Stanford Conferences Account Coordinator Name:  
Office Phone:  
Cell Phone:  

Program Schedule (please attach program schedule or list it below):
Staff Responsibilities (All staff to carry roster, emergency plan, and emergency pack. List specific duties here, e.g., accounting for participants at EAPs, communications, transportation, participants with disabilities, and special needs.):

In case of emergency:

1. Who will have the most up to date roster of staff and participants?

2. Who will have participants/staff health information?

3. Who will account for all participants & staff if your conference is assigned to more than one floor of a residence hall? Will you have specific staff that will monitor each floor to make sure all participants and staff are accounted for?

4. If you have a Youth program, how will you communicate with parents?

5. Who will perform rescue or medical duties during an emergency? Who will accompany an injured participant if medical attention is required at a medical facility? How will you make up for the staff member attending to the injured/ill participant if they cannot return in a specific amount of time?

6. What phone number can your participants call to reach someone in the event of an emergency?

7. If you have participants with special needs, be sure to have a list of what their needs may be during an emergency. How will you communicate the special needs to the entire staff?

Campus Evacuation Plan (be prepared to implement within 24 - 48 hours of an evacuation notice)

1. Where will you hold an emergency check-out? Location: Please give detailed information on how the emergency check-out will be performed

2. If the CFD isn’t able to provide staffing for your emergency check out, which Staff members will collect keys from participants and return them to the CFD?

3. Who will be in charge of transporting participants that aren’t picked up / don’t have cars? Please give detailed information how your conference will evacuate the campus if the campus is required to close.

Cost Coverage Plan

1. Who will carry cash/credit card?

Training Schedule for On-Site Staff

1. When will you have Emergency Preparedness training with your staff? How will your emergency plan be communicated to your staff and participants?
2. Do you provide your staff with an emergency kit? Where will the emergency kit be kept and how/who will be assigned to retrieve the emergency kit?

Insert additional contact information and program-specific emergency preparedness information here. Submit plan to Stanford Conferences with Final Letter of Agreement (LOA) 30 days prior to the start of your program.

For your on-site staff only, please include with your plan a final roster, campus maps and area maps.

Updated 2/2018