



2020 Special Event Safety and Evacuation Plan

Event Date(s): _____

Event Name: _____

Applicant/Organization chart – Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what.

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Management of attendee numbers – Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event, monitored entrances/exits, etc.).

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Security and crowd management staffing – Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers) and duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, monitoring fire equipment, etc.)

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Radio communication – Describe who will have radios for emergency communication and which channels will be allocated for what activity.

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Signage and public information – Provide details and location of any signage or public information facilities being used to direct persons around the site, including first aid locations, lost children, and lost and found.

Emergency communications plan – Identify methods of communication with emergency management organizations, including police, fire, and medical teams.

Extreme Weather – Identify person responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.

Event evacuation plan – Describe emergency evacuation plan for event attendees, volunteers, and contractors/vendors. Identify the evacuation route.