



PUBLIC SAFETY PLAN FOR SPECIAL EVENTS

The purpose of this document is to provide special event planners a guide to address potential safety hazards and to identify safety procedures that should be in place prior to an event.

Complete all applicable fields, and identify any fields that are not applicable to the event with an N/A.

EVENT INFORMATION

Name of Event:

Type of Event (recreation, athletic, concert, festival, etc):

Ticketed Event: Maximum Tickets:

Event Sponsor:

Event Location Property Owner:

Facility Address:

City:

State:

ZIP Code:

Event Manager Contact:

Cell Phone:

Email:

Date(s) of Event:

Time(s) of Event:

Estimated Daily Event Attendance:

Estimate of largest number of people that will be at the event at the same time:

Description of Event Area:

Additional permits required (Building, Fire, Health, NCDOL, ABC etc)?

Yes No

If yes, attach specific permit:

Other Critical Event Information:

EVENT STAFFING

Number of Event Staff:

Event Staffing Plan (shifts, locations, duties and responsibilities etc):

Will there be a need for onsite **Fire Services**?

Yes No

If yes, who and where will they be located at the event?

Will there be need for onsite **EMS/Medical Services**?

Yes No

If yes, who and where will they be located at the event?

Will there be need for onsite **Law Enforcement/Security**?

Yes No

If yes, who and where will they be located at the event?

Is **Fire Watch** required for the event?

Yes No

If yes, what staff are assigned to Fire Watch?

Are "**Trained Crowd Managers**" (TCMs) required for the event? (Events >1000 attendees)

Yes No

TCM Names and certifications attached?

Who are other key event staff and what are their roles in an emergency?

List any training that will be required for staff prior to the event (including volunteers):

EVENT PARKING, INGRESS AND EGRESS	
Description of the Event Parking Plan:	
Is there offsite parking?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where (shuttle description)?
Are Law Enforcement Personnel providing traffic control on roadways?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, where?	
Are parking responsibilities being contracted to a vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what vendor and describe the contracted services:	
What is the route for emergency vehicle ingress to the event site?	
How will you maintain the emergency vehicle route, including during pre-event and post-event activities?	
Describe the flow of pedestrians through the event:	
Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed:	
Provide a separate site plan of the area showing traffic flow, pedestrian flow, parking, event location, security, medical, food, restrooms, sanitation, areas of refuge, and fire locations.	
Other parking and access considerations:	
EVENT ACTIVITIES	
Description of Event Activities:	
Will there be tents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Individual tents greater than 400 sqft attach permit:	
Will there be items that need power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the number and sources (permanent, temporary, generator):	
Will there be chemical, environmental or other hazards present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, list the type, quantity, exact location at the event, and procedures for managing the hazard:	
Will there be rides?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Inflatable <input type="checkbox"/> Mechanical
If yes, list the quantity, type, and vendor information:	
Will there be animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, will patrons be allowed to handle or touch the animals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If patrons can touch or handle animals, list sanitation procedures:	
Will there be food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide vendor information:	
Will there be other vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide all vendor information and location map attachment.	
EMERGENCY RELOCATION AND ASSEMBLY AREAS	
Primary and Secondary Indoor Relocation Area(s):	
Primary and Secondary Outdoor Assembly Area(s):	
EMERGENCY COMMUNICATIONS	
Describe the methods available for communicating an emergency to staff, vendors and the public:	

FIRE PROTECTION AND LIFE SAFETY SYSTEMS AND EQUIPMENT

Describe the systems in place to assist with an emergency (Public Address System, Fire Alarm or Sprinkler System, etc.):

Describe the equipment available to assist in an emergency including quantity and location (First Aid Station(s), Fire Extinguishers, First Aid Kits, Automated External Defibrillator (AED), etc.):

Describe the time and date of on-site preplanning meeting before event:

ADDITIONAL INFORMATION

PLAN REVIEW AND APPROVAL

Plan Created By:

Date:

Plan Reviewed By:

Date:

Plan Approval

Yes No

Date:

Check List and Instructions:

Plan must be submitted to Henderson County Zoning Administrator no later than 60 days prior to the event.

Plan must be submitted for review with any applicable attachments including

- Event site plan (map)
- Parking plan
- Facility floor plan (evacuation route map)
- Any other applicable permits or attachments

Upon completion and approval of the event public safety plan:

- Keep the plan in a readily accessible location.
- Provide on-site Emergency Action Plan meeting with all appropriate agents before event.
- Provide access to the plan to all event staff.
- Allow all event staff adequate time to review the plan.
- Ensure that all event staff understand the plan and their duties as assigned in the plan.

On event day the following procedures will be followed:

- Proper electrical and mechanical codes will be utilized at all times.
- All event staff will be familiar with emergency procedures and relocation areas.
- Required PPE items will be on hand for use, this will include the following; First Aid, Safety Glasses, Safety Vest, Hearing Protection and Flashlights. Event Safety Coordinator will advise on any additional safety items.
- Event Manager/Event Safety Coordinator will monitor weather for changes. This will include some type of monitoring alert system such as a weather radio.
- All inflatable rides will be inspected prior to start of the event by the Event Manager/Safety Coordinator.
- All Fire Watch and TCM personnel will begin ½ hour prior to start of the event and remain in effect ½ hour after the conclusion of the event.
- All traffic controllers will have the following PPE provided to them: safety vests (minimum level II); safety glasses, flags for daytime use; flashlights or glow sticks for nighttime use; and hearing protection if deemed necessary and communication if deemed necessary.
- Event staff working around heavy equipment, generators or any other device deemed by the safety coordinator as producing sound levels greater than 90 decibels will wear ear protection.
- Event staff will be informed of procedures to follow related to security issues prior to start of event.
- All Patron injuries will be tracked and recorded.
- All vehicles that are used during the event will have the following: First Aid supplies (as prescribed), fire extinguishers 10lb (A-3, BC-40).
- All tents will be equipped at a minimum with appropriate tie downs (includes vendors). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type and location of larger tents. All tent data should be provided during the written or lay out plan.
- All ride vendors must comply and pass inspection prior to the start of the event (refer to vendor inspection sheet).
- All inflatable rides shall be taken out of operation when any of the following is met: severe weather (that does include rain storms); winds exceeding 25mph; or temperatures that exceed manufacturers recommended design (that is 90° F for most inflatable rides).

Key Definitions:

An **Area of Refuge** is a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters.

The **Indoor Relocation Area** is an interior space that can accommodate the occupants of the event and provide the most protection from outside hazards, the most recognizable threat being severe weather.

The **Outdoor Assembly Area** is an open outside location at least 100 feet from the evacuated facility where occupants temporarily gather following an evacuation in an effort to make sure everyone is out of the building safely. This area should be located away from access points used by emergency vehicles.

Trained Crowd Control (training):

http://www.ncdoi.com/OSFM/Fire_Safety_Programs/Default.aspx?field1= Crowd_Manager_Training&user= Crowd_Manager_Training