

CONTACTS	NAME	MOBILE
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2. CROWD MANAGEMENT

	<p>The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.</p>	
	<p>Crowd Management Staffing Provider/Company</p>	
	<p>Number of Crowd Managers</p>	<p>Number of Supervisors</p>
	<p>Communication Methods</p>	
	<p>Primary:</p>	
	<p>Backup:</p>	

SECURITY AND CROWD MANAGEMENT STAFFING	<p>Number of staffing to be provided, including different levels of provision at different times during the event, if appropriate</p>
	<p>Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).</p>
	<p>Duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.).</p>

<p>SECURITY AND CROWD MANAGEMENT STAFFING</p>	<p>Provide details of the training received by security and crowd management personnel.</p> <hr/> <p>Detail the nature and format of pre-event briefing and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements and the arrangements for their own health and safety).</p> <hr/> <p>Provide details of the training received by security and crowd management personnel.</p>
<p>MANAGEMENT OF ATTENDEE NUMBERS</p>	<p>Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event; monitored entrances and exits).</p>
<p>3. COMMUNICATIONS</p>	
<p>RADIO COMMUNICATION</p>	<p>Describe who will have radios for communication and which channels will be allocated for what activity.</p>
<p>TELEPHONE</p>	<p>List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.</p>
<p>SINAGE AND PUBLIC INFORMATION</p>	<p>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.</p>

4. MEDICAL AND FIRST AID

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.

Total Number of First Aid Stations at Event

Identify where each medical facility/first aid point is located on your site and identify each on your site plan. Refer to and attach maps as needed.

5. FIRE RISK ASSESSMENT

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

FIRE EXTINGUISHERS

Provide details of the type, number and location of fire extinguishers to be provided at the event.

PYROTECHNICS AND SPECIAL EFFECTS

List any pyrotechnics or special effects used during the event.

TENTS

List any tents over 700 square feet in size.

6. LAW ENFORCEMENT

List details of law enforcement involvement in the event (traffic management, security, etc).

On-site law enforcement presence during the event.

7. RISK MANAGEMENT

INCIDENT RECORDING	The event promoters should maintain a record of everything that occurs throughout the event. List contact information for all members of the event responsible for these records.	
	NAME	MOBILE
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	EMAIL	
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	ROLE	LANDLINE
EMAIL		

8. INCIDENT MANAGEMENT

EMERGENCY COMMUNICATIONS PLAN	Identify methods of communication with emergency management organization, 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.	
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	EMAIL	
	Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria)	
	Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail preparation and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions	
EMERGENCY VEHICLE ACCESS	Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. Detail any additional dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.	
EVENT EVACUATION PLAN	Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include map, or refer to map used in the Special Event Application.	
	Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.	

9. TRAFFIC MANAGEMENT

List any disruptions to regular traffic patterns in event area and surrounding roadways, especially state or city roads. Include on the site map the ingress/egress routes and directional signage used to direct traffic in and out of the event area.

Identify attendee parking areas on the site plan and detail how parking will be managed.

10. LOST CHILDREN/VULNERABLE PERSONS

Detail here the arrangements for safeguarding and reuniting lost children and other vulnerable persons with care persons, parents, or guardians. Identify the location on the site map.

11. DEBRIEF AND EVENT REVIEW

A post-event debrief may be required. Please be prepared to present the following at any debrief:

- Particular arrangements that worked well to ensure public safety
- Any identified weaknesses in the arrangements that require improvement
- Review of any incidents and remedial action required

Please attach or include any additional site plans, risk assessments, and associated event documents required above.

Your completed Public Safety & Event Management Plan is due 14 days prior to your event.
