



## EMERGENCY PLAN

An Emergency Response Plan is required for all events in order to identify and mitigate possible risk to event participants, spectators, and volunteers, and must be included with the Special Event Application. Examples of the emergencies include but are not limited to: severe weather, fire, active hostile attack, and/or medical emergency. The Police Department, Fire Department and Teller County Office of Emergency Management can help you gain a better understanding of these risks.

Four key areas should be addressed when drafting your Emergency Response Plan:

- Weather forecasting, tracking, and reporting
- Communication with event participants, spectators, volunteers, public safety officials and media
- Transportation planning and evacuation routes
- Locations of shelters and access to shelters

It is important to be as prepared as possible when an emergency arises at your event. A well thought out Emergency Response Plan is one of the cornerstones of an effective safety program – we owe this to every one of our guests and fellow citizens. All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to proper personnel.

### EMERGENCY PLAN COMPONENTS

**Site Plan:** Your site plan is a critical document for all attendees and event staff, including public safety personnel, to allow for the rapid identification of event-specific facilities and other locations in an emergency. The site plan should include evacuation routes and shelter locations, designated parking locations, and vendor/booth locations.

**Evacuation Plan:** Emergencies occur when we least expect them and often people must be moved to shelter for their protection. It is the responsibility of the event organizer to identify and arrange these evacuation locations. It cannot be assumed that businesses will be open for shelter; therefore the event organizer must make contact with these establishments to confirm their availability prior to the event. Event organizers should also consider means of evacuation including personal vehicles, public transportation, or a shuttle system.

**Messaging Plan:** A pre-planned message, which includes information on emergency and evacuation procedures, should be frequently communicated to event attendees.

*Sample message – In the event of an emergency requiring evacuation, please seek shelter at [LOCATION]. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please remain in that location until the warning has been lifted and you receive further direction.*

**Pre-Event Briefing:** Event organizers should conduct a briefing just prior to the event with staff and volunteers, along with representatives from Police and Fire (if applicable), to be sure everyone is aware of the detailed plans. They should also review policies, clarify roles and responsibilities, confirm communication procedures, and discuss last minute updates.

**Catastrophic Event Plan:** As an event organizer there is always a risk of a catastrophic situations during your event. You should plan ahead so that you are able to respond effectively. You should coordinate with Police, Fire, and the Marketing & Events Department concerning the identified spokesperson. All information and questions should be directed to a specific individual. If you are the spokesperson for your event/organization, you should be prepared to respond to questions and inquiries from event attendees, media personnel, and the general public. You should identify a location and schedule to provide updates and general information as needed. You should coordinate with other event officials and/or City officials prior to making any statements. You should instruct your staff, volunteers, and vendors to direct all inquiries to you or the identified spokesperson. Only the designated spokesperson should provide information or make statements about the situation. In some cases, a private location should be identified to secure family members and/or house witnesses. Secured radio/phone communications should be used whenever possible to relay personal/private information. No statements should be given until information is confirmed and impacted parties have been notified. Most importantly, remain calm and professional.



**ASSESTS**

Location of Event Information Booth

Location of CCPD Command

Location of First Aid Tent(s)/Medical Tent(s)

Location of Ambulance(s)

Location of Emergency Shelter(s)

Location for Briefings/Press Conference

Location of Staging area for impacted populations

**CONCERNS**

Method of Weather Monitoring

Known Threats or Controversy

Known Hazards

Means of Evacuation

Shelter in place (on-site shelter)

Direct attendees to personal vehicles/public transportation

Shuttle system for evacuation

*Indicate pick-up/drop-off locations and access routes on your site plan*

**Additional Information:** Attach additional pages, maps, and/or supporting documentation as necessary.