

**City of Kennewick  
Special Event  
Public Safety & Emergency Management Plan**

This template has been produced to aid event organizers in planning safe and exciting events with 1,000 or more attendees. This form and supporting documents, may be required by the Kennewick Special Events Team to ensure that all safety aspects have been met.

Please attach supporting documents and addendums as needed for each section. Please note that not all sections of the form may be relevant for every event.

**1. EVENT OVERVIEW**

<b>Event Name</b>	
<b>Event Date</b>	
<b>Event Location(s)</b>	
<b>Expected Attendance</b>	
<b>Audience Profile</b>	

**2. ORGANIZATION CHART**

Identify who will be responsible for the various elements of your event and provide contact number.

<b>Role Title</b>	<b>Name/Phone No.</b>	<b>Brief Description of Responsibilities</b>
Event Organizer		
Crowd Control		
Traffic/Parking		
Private Security		
First Aid		
Food/Beverage		
Weather Monitor		
Other:		
Other:		

### 3. CROWD MANAGEMENT

<b>Security and Crowd Management Staffing</b>	The minimum number of crowd managers shall be established at a ratio of <b>one trained crowd manager to every 250 persons</b> .	
	Crowd Management Staffing Provider / Company	
	Number of Volunteers	Number of Paid Staff
	Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for paid staff).	
	Duties (e.g. searching at entrances, ticket/ID checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment, etc.)	
<b>Security and Crowd Management Staff Training</b>	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).	
<b>Alcohol / Beer Garden Management</b>	Will alcohol be involved in this event? If so include location, size, type of fencing, and number of entrances/exits of beer garden on site plan.	
<b>Management of Attendee Numbers</b>	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).	

#### 4. COMMUNICATIONS

Identify methods of communication between event staff/volunteers, as well as event attendees in the event of an emergency and who is responsible for notifying whom. It is recommended that event organizers have prescribed messages for announcements in the event an emergency notification is necessary.

<b>PA Systems</b>	Detail any PA systems in use at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency.
<b>Radio Communication</b>	Describe who will have radios for communication and which channels will be allocated for what activity.
<b>Loud Hailers</b>	Detail here where loud hailers will be located if in use at the event, and list those trained and confident in use.
<b>Other:</b>	List details of any alternate methods of communication in the event of problems with telephone or radio communication.

#### 5. MEDICAL AND FIRST AID EVENT

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage. Include name of organization, point of contact name and contact number if private ambulance services will be used.

<b>Medical Event</b>	Provide procedures for addressing and reporting injuries and/or sickness.
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.	

## 6. FIRE EVENT

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

<b>Fire Equipment</b>	List the type, number and location of fire extinguishers to be provided at the event and any contracted fire suppression, their location, and persons responsible for implementing efforts. Identify on the site map their respective locations.
<b>Pyrotechnics and Special Effects</b>	List any pyrotechnics or special effects used during the event.
<b>Fire Event &amp; Response</b>	Provide details of how a fire event will be addressed.

## 7. LAW ENFORCEMENT EVENT

Provide procedures to address situations which may require a need for law enforcement to be requested.

Identify any known potential threats.

## 8. TRAFFIC / PARKING 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.

### 9. EMERGENCY VEHICLE ACCESS

Special event permits require a 20' fire lane for emergency vehicle access for outdoor events, which shall be detailed on the site plan. Additionally, if overnight camping will be involved, the camp sites must be clearly labeled on the site map. Clear signage must be visible at the site to direct emergency vehicles to the appropriate camp site in case of an emergency.

### 10. EVENT EVACUATION PLAN

Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include or refer to site map.

Detail preparation and staff training performed to ensure appropriate action is taken during evacuation.

### 11. LOST CHILDREN / VULNERABLE PERSONS

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

### 12. EXTREME WEATHER / ENVIRONMENTAL HAZARDS

Extreme weather and/or environmental hazards may present risks that must be considered during the planning phase of an outdoor event. Consider potential weather/environmental conditions and the plan of action that will be taken during such occurrences. Extreme weather may include thunderstorms, lightening, extreme temperatures, and high wind speeds. Environmental hazards may include poor air quality conditions, toxic algae, etc.

<b>Assignment of Responsibility</b>	Identify person responsible for monitoring weather forecasts and environmental hazards in advance and during the event.
<b>Event Cancellation Criteria</b>	Detail the general arrangements and notification process in event of extreme weather or environmental hazard (e.g. cancellation criteria).
<b>Action Plan</b>	Extreme weather and environmental hazards may require other specific actions to be taken to prevent injury or damage. Please detail preparations and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions and/or environmental hazards. Identify on site map, areas of refuge and procedures for implementing a response to a weather event. Provide thresholds (wind at a certain speed, lightning within so many miles, heat above a certain temperature, air quality index beyond a certain point) to determine continuing event, suspending, or cancelling event.