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**Emergency Response 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 Events Application. Examples of emergencies include, but are not limited to: Severe Weather, Fire, Active Hostile Attack, and/or Medical Emergency. The Police Department, Fire Department, and 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 and access to shelter

**It is recognized that no one plan can prepare for all emergencies.**

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 RESPONSE 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 Organizers to identify and arrange these evacuation locations. It cannot be assumed that business will be open for shelter; therefore the Event Organizers must make contact with these establishments to confirm their availability. 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 communications procedures, and discuss last minute updates.

**Emergency Planning Guide** – Complete and submit with your Special Event Application.

**EMERGENCY PLANNING GUIDE**

A fillable Word version of this form can be found at www.ColoradoSprings.gov/SpecialEvents

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| --- | --- |
| **New Event** | Yes No |
| **Name of Event** |  |
| **Location of Event** |  |
| **Date of Event** |  |
| **Event Start Time** |  |
| **Event End Time** |  |
| **Emergency Management/Safety Contact** | Name:  Mobile Phone:  E-Mail: |
| **Expected Daily Attendance** |  |
| **Pre-Event Briefing**  *Date/Time/Location* |  |
| **Location of Event Information Booth**  *Location of event staff and/or knowledgeable volunteers* |  |
| **Location of Security/CSPD Tent/Mobile Command** |  |
| **Location of First Aid Tent/CSFD Medical Tent** |  |
| **Location of Ambulance(s)** |  |
| **Method of Internal Communication**  *Include method of communication with public safety officials* |  |
| **Method of Public Address** *(on-site)* |  |
| **Method of Public Notification** *(off-site)* |  |
| **Social Media Handles** | Image result for instagram logoImage result for twitter logoImage result for facebook logo |
| **Emergency Notification System**  *Opt-in text message system available at no cost for events with 25,000+ attendees* | Do you wish to utilize the ENS for your event? Yes No  If yes, provide an 8-character opt-in code:  Describe the resources you will use to promote the opt-in code to your event attendees: |
| **Means of Monitoring Weather** |  |
| **Known Threats or Controversy** |  |
| **Known Hazards** |  |
| **Location of Emergency Shelter(s)**  *Include address and capacity for each shelter* |  |
| **Means of Evacuation** | Shelter in place (onsite shelter)  Direct attendees to personal vehicles/public transportation  Shuttle system for evacuation (indicate shuttle pick-up/drop-off locations, and access routes on your site plan) |

**Additional Information** - Attach additional pages, maps and/or supporting documents as necessary.