



# **Special Events Office**

## **Emergency Action Plan Guidelines**

The Special Events Office requires all special events to submit an Emergency Action Plan (EAP). The purpose of this EAP is to outline the plan for crisis management at your event and to communicate this plan to City officials. City personnel will review each plan and make recommendations as needed.

These guidelines were created to help event organizers understand what information should be considered when creating an EAP for a special event.

### **GENERAL CONSIDERATIONS**

When creating an EAP, please address all of the following considerations:

- Who will serve as the EAP representative and point-of-contact at your event?
- Will there be on-site medical care? If yes, provide details and contact information.
- Will there be on-site security? If yes, provide details and contact information.
- How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
- How do you plan to evacuate people from your event footprint in the case of emergency? Where are the emergency exits?
- If evacuation is not possible, what is your plan to shelter in place?
- How do you plan to ensure emergency vehicle access at this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
- Are there any special hazards at this event? If yes, list them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.
- As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

### **LARGE-SCALE EVENTS**

For major events that will draw large crowds, or for any otherwise high-risk events, event organizers will need to create an extensive EAP. These guidelines may not cover all of the necessary components for such an event. Please contact the Special Events Office if you need assistance creating a comprehensive EAP for your large-scale event and we will provide you with a template.