

Event Contingency and Emergency Response Plan

The City of Fort Collins and the Emergency Management Team want to help you have a safe event.

Unfortunately, not every event runs smoothly. Severe weather such as thunderstorms, including lightning, heavy rain and hail, are sometimes a possibility; and a medical emergency is unforeseen. Occasionally, incidents occur that are beyond the control of the planning team. Therefore, having a Contingency Plan for the event is an important tool that not only brings awareness, but provides vital information among all parties, including event organizers and those who may respond to an emergency during the event.

Please take a moment to complete this Contingency Plan form. This information will be sent to the Emergency Management Team for their files in case they need to assist in an emergency.

PARK/LOCATION of EVENT	:					
Date(s) Reserved:	Circle da	ny of the Week: M	T W	TH F	SA SU	
Event Time(s): Beginning:	(a.m. p.m	.) Ending :		(a.m	. p.m.)	
Event Name:						
Event Contact:						
Event Contact Address:						
City:	State:	z	ip Code: _			
Day Phone:	Evening Phone:		Cell Pl	none:		
Email:		Approximate	Number	Attending:		
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What weather conditions may require ca	ancellation of the event? Pla	ease check all that app	lies:			
☐ Heat ☐ Rain ☐ Thunderstorm	/ Lightning	e (Hail / Tornado) [Wind	Snow	☐ Ice	\square Cold
Other:						
What weather conditions will postpone t	the event? Please check all	that applies:				
☐ Heat ☐ Rain ☐ Thunderstorm	1 / Lightning	e (Hail / Tornado) [Wind	Snow	☐ Ice	Cold

CONTINGENCY PLAN QUESTIONS - PART I (Weather - continued):
How will storm warnings be monitored, please be specific, list name of person(s) in charge of monitoring and tool(s) used?
What plans are in place for sudden, severe weather conditions, such as thunderstorms? What type of shelter will be available?
Who has the authority to make these decisions, and at what point do they exercise that authority?
On-site decision maker name:
On-site decision maker cell phone:
How will notification be made of a cancellation or postponement to event attendees, City staff, impacted residents and businesses?
CONTINGENCY PLAN QUESTIONS - PART II (Emergency Responders):
In order to permit responders to precisely identify the location of an emergency quickly, please address the following questions:
☐ Site map is available, which is common to all emergency services, including access roads, pathways, major landmarks, spectator, performer, and vendor areas.
☐ Vendor locations or booths must be included on the site map, including food trucks, generators, and tents
A minimum of 20ft wide emergency responder access lane must stay open to access the site and the road network within the site.
Is access to, and the road network within the site, adequate to prevent emergency responders from having to walk significant distances to the principal spectator areas(s)?
Will a road or street closed to the public be available only to emergency service vehicle to access the site?
Have you notified ambulance services and local hospitals of the nature of the event?
Thave you notified amoutance services and local nospitals of the nature of the event.
Are additional security personnel on standby or on-call should an immediate increase in these services be required?
CONTINGENCY PLAN QUESTIONS - PART III (Transportation & Crowd Control):
What impact will weather conditions have on accessing your event?
What type of road leads to the event? Paved? Gravel? Dirt?

What is your post event road or sidewalk re-opening plan, including timeline, staffing, equipment removal?
What potential impact on bicyclists and pedestrians will your event have on the surrounding road network?
If spectator-parking areas are filled, what is your contingency plan thus preventing gridlock?
Are communications systems inside and outside the venue capable of providing public announcements, marshaling instructions, and evacuation orders? Name of on-site announcer: Cell phone number of on-site announcer: Location during the event of on-site announcer:
Is a system in place to monitor crowd flow (as through the use of spotters or aviator resources)? Outdoor event over 1,000 people will require trained crowd managers.
Have arrangements been made for access for people with disabilities?

Additional information can also be found on the City of Fort Collins Special Events Frequently Asked Questions: https://www.fcgov.com/specialevents/faqs.php