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: _____Check day 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: _____Zip Code:_____

Day Phone: _____ Evening Phone: _____ Cell Phone:_____

Email:_____ Approximate Number Attending: _____

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CONTINGENCY PLAN QUESTIONS - PART I (Weather):

(please respond and describe)

What weather conditions may require cancellation of the event?

What weather conditions will postpone the event?

How will storm warnings be monitored?

What plans are in place for sudden, severe weather conditions, such as thunderstorms? What type of shelter will be available?

CONTINGENCY PLAN QUESTIONS - PART I (Weather - continued):

Who has the authority to make these decisions, and at what point do they exercise that authority?

How will notification be made of a cancellation or postponement to event attendees and City staff?

CONTINGENCY PLAN QUESTIONS - PART II (Emergency Responders):
(please respond and describe)

In order to permit responders to precisely identify the location of an emergency quickly, please address the following questions:

Will a site map be available, which is common to all emergency services, including access roads, pathways, major landmarks, spectator, performer and vendor areas?

Will vendor locations or booths be numbered and be included on the site map?

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)?

Once on the site, is there sufficient room (that is, for staging, maneuvering) to permit repositioning or redeployment of emergency vehicles as dictated by the incident?

Due to the nature of road access, would early arriving vehicles, such as ambulances, be prevented from leaving by gridlock produced by subsequently arriving equipment?

Does an access road or street that could be closed to the public and used only for expeditious emergency and service vehicle ingress and egress serve the site?

Have you advised ambulance services and local hospitals of the nature of the event, provided an expected spectator profile, and estimated potential medical problems?

Are additional security personnel, including police, on standby or on-call should an immediate increase in these services be required?

Have you notified fire and rescue services of the nature of the event and identified the services that might be required?

Does the site have adequate access and staging area for large numbers of emergency vehicles in the event of a major incident?

CONTINGENCY PLAN QUESTIONS - PART III (Transportation & Crowd Control):
(please respond and describe)

What impact will weather conditions have on transportation?

What type of road leads to the event? Paved? Gravel? Dirt?

Is the surrounding road network able to handle the anticipated spectator vehicular traffic?

If spectator-parking areas are filled, will the road network allow continued vehicle flow, thus preventing gridlock?

Are communications systems inside and outside the venue capable of providing public announcements, marshaling instructions, and evacuation orders?

Is a system in place to monitor crowd flow (as through the use of spotters or aviator resources)?

Have arrangements been made for access and egress routes for people with disabilities?

Have arrangements been made for pedestrian access, including considerations of distance, terrain, surface, and lighting?

If buses are in use, are there designated pick-up and set-down points?

Where there may be health and safety implications, efficient management of crowd movement includes:

- Awareness of public transport congestion at road and railways.
- Use of buses to reduce private vehicle traffic and any potential problems which large vehicles may present, for example: access difficulties, parking requirements, potential road blockages.
- Alterations to normal traffic and road use.
- Traffic control.
- Adequacy of the surrounding road network to handle the anticipated spectator vehicular traffic before, during, and after the event.
- Accommodation for safe pedestrian and bicycle traffic around event.
- Communication between traffic management groups and other services, including the local media.

If you would like more information on pre-event planning for potential risks and hazards, please visit the FEMA website at: http://www.fema.gov/plan/index.shtm