

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? _____

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? _____

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>

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