**Event Title**

**Emergency Plan for Public Safety and Crowd Management**

*Event organizers: complete this template to provide details regarding your event’s emergency plan. Refer to page 2 for an example plan.*

**When: xxx**

**Where: xxx**

**Time: xxx**

This operations and crowd safety plan is to demonstrate our policies and procedures to ensure a safe event.

1. **Emergency vehicle ingress and egress**: [Insert details about the event location and how emergency vehicles can enter and exit the location. If the event will be fenced, provide details about how those can be opened/moved in the event of an emergency].
2. **On-site medical services:** [List information about on-site medical services, including the location of a First Aid tent, EMS officers, etc. Provide information about how medical personnel will contact event organizers or crowd managers if necessary].
3. **Security:** [Insert number of security officers and where they will be stationed. Insert information on how the security will maintain contact with event organizers and crowd managers]
4. **Location of exits:** [List location of exits; if exits are gated, include description of how the exits will be opened in case of an emergency]
5. **Evacuation plan in case of an emergency**: [Insert description of evacuation plan in case of emergency].T
6. **Names of Crowd Managers***Crowd managers are required for events expecting over 500 attendees with one crowd manager per 250 attendees. All crowd managers must receive training prior to the event taking place. Crowd managers must be identified by name and phone number. These can be volunteers, staff, or paid security.*
	1. **[Name] – [Phone Number]**
	2. **[Name] – [Phone Number]**
	3. **[Name] – [Phone Number]**
	4. **[Name] – [Phone Number]**

**Manager training** – There will be a meeting of all security/crowd managers on [insert date/time] to familiarize the team with the site and to educate them on crowd control measures. Each crowd manager will have a site map showing the locations of emergency exists and the First Aid Tent.

**EXAMPLE EMERGENCY PLAN (FOR REFERENCE ONLY)**

**Event Title**

**Emergency Plan for Public Safety and Crowd Management**

**When: xxx**

**Where: xxx**

**Time: xxx**

This operations and crowd safety plan is to demonstrate our policies and procedures to ensure a safe event.

1. **Emergency vehicle ingress and egress**: The xxx is located xxxx. The event will primarily take place on the large lawn area which will be fenced along the perimeter to discourage people without tickets from coming in. There is ample room for an emergency vehicle to enter the area and move through the parking lot to access the festival seating area. Movable gates will be put in place to direct crowds and cars. In the case of the arrival of an emergency vehicle, these gates can easily be moved to allow a vehicle in or people out.
2. **On-site medical services:** There will be a First Aid Tent, which will have a first aid kit to respond to minor injuries. There will be a map at all entrances/exits that shows the footprint of the event, including the location of the First Aid Tent, restrooms and vendor booths. The personnel in the Information Booth will have phones in the case of any emergency, as well as radios that share a frequency with the crowd managers.
3. **Security:** There will be at least three paid security guards from xxx Security on site at all times to maintain control and safety. They will be stationed near the entrance/exit as well as near the beer and wine serving stations. They will be in contact with the crowd managers via walkie-talkies.
4. **Location of exits:** There will be one clearly marked main entrance/exit that will be staffed during the festival. In addition, there are two additional emergency exits. The main entrance/exit will not be gated. The two additional exits will have closed, unlocked gates that can be moved if needed by. All three exits will have signs sized at least 22”x28” that will be placed on 6’ high stakes for good visibility.
5. **Evacuation plan in case of an emergency**: There is a P.A. system on the main stage and speakers throughout the lawn area that will be used to communicate instructions to the crowd in the event of an emergency. The music and/or films will be stopped and evacuation instructions will be quickly communicated to all. All crowd managers will be trained on how to keep people calm and moving toward the exits. There is lighting along the walkways surrounding the festival area and along the road leading out of the venue. Security personnel and crowd managers will talk using walkie-talkies.
6. **Names of Crowd Managers**
	1. **[Name] – [Phone Number]**
	2. **[Name] – [Phone Number]**
	3. **[Name] – [Phone Number]**
	4. **[Name] – [Phone Number]**

**Manager training** – There will be a meeting of all security/crowd managers on [insert date/time] to familiarize the team with the site and to educate them on crowd control measures. Each crowd manager will have a site map showing the locations of emergency exists and the First Aid Tent.