

Special Event Emergency Action Plan Guidelines

The Village of Glen Ellyn requires all special event applicants 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 Village officials. Village 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, volunteers, and event attendees, both before and during your event?
- How do you plan to evacuate people from your event footprint in the case of an emergency? Where are the emergency exits?
- How do you plan to ensure emergency vehicle access to this event?
- How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancelation?
- Will there be any special hazards present? Include a list of all relevant safety equipment that will be present at your event.
- As needed, provide additional contact information and special roles for anyone involved with emergency management at your event, such as crowd managers, additional event managers, security supervisors, etc.

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

I. GENERAL

EVENT NAME: _____, will be held on: _____

At (address/location): _____

II. PURPOSE PROCESS

- A. This emergency action plan predetermines actions to take before and during the _____ (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

III. ASSUMPTIONS

- A. The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Police, Fire, and, Emergency Medical Services.
- B. Village Staff will make the final determination on the type and quantity of emergency services personnel that are required for each event.
- C. Village Staff has the authority to override event personnel in determining when to stop, delay or cancel the event due to unsafe conditions.
- D. Indicate what emergency services personnel you have requested to be on site throughout the event:
Police Fire EMS

IV. BASIC PLAN

A. EAP Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event and must be available during the event.
 - a. PRIMARY CONTACT: FIRST/LAST NAME: _____
 - b. TELEPHONE NUMBER: _____

B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency

- c. Contact person with callback number

C. Communication Plan

1. In the event of an emergency, the EAP event representative or his/her designee will need to communicate important emergency information to staff and attendees.
 - a. Event staff will be contacted through the use of:
Phone **Portable Radio** **Other:** _____
 - b. Attendees will be contacted through the use of:
PA System **Social Media** **Other:** _____

D. Severe Weather

1. Weather Forecasts and current conditions will be monitored through the National Weather Service, Chicago, IL office. Website: <http://www.weather.gov/lot/>
2. Before the event:
 - a. If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible for monitoring the weather conditions before and during the event.
 - b. If the EAP representative determines that the event needs to be modified or cancelled due to weather, they must notify the Village.
3. During the event: If severe weather occurs during the event, the EAP event representative or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the events of severe weather.
5. When lightning is detected within 8 miles of the event, the EAP representative will notify all participants that the event is suspended due to lightning and direct them to shelter. Absent more advanced methods of detection, this event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

E. Fire

1. **No** specific hazard has been identified as an increased risk of fire at this event, or **there** is an increased risk of fire due to _____.
 - a. In certain high-risk cases, on-site Fire Department personnel may be required. This judgment will be made by Village staff.
2. All event staff should be instructed on the safe use of Portable Fire Extinguishers, as required by the event type.
3. Should an incident occur that requires the Fire Department, the EAP event representative will contact the onsite GEPD Officer (if available) or 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

F. Medical Emergencies

1. As with any event, there is potential for injury to the participants. The types of injuries are various and include those that are heat-related as well as traumatic injuries.
2. The limited provisions for on-site Emergency Medical Services at this event include:
 - a. Type of supplies: _____
 - b. Location available: _____
3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. If there is no on-site EMS officer, the EAP event representative will contact the onsite GEPD Officer (if available) or call 911 to request this resource. The caller should have the following information available to the on-site EMS officer or 911:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

G. Law Enforcement

1. Should an incident occur that requires Law Enforcement, the on-site Glen Ellyn Police Officer will be contacted to request this resource. If there is no on-site GEPD officer, or they cannot be informed within a reasonable amount of time, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site GEPD Officer or 911:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with callback number

H. Emergency Vehicle Access

1. Access for emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.
4. Crowd control will be managed by:
STAFF **VOLUNTEERS** **PRIVATE SECURITY** **CERT**
OTHER: _____
5. Parking for vendor and staff vehicles will be (ENTER LOCATION) _____
6. Parking for attendee vehicles will be (ENTER LOCATION) _____

Additional Information:

--

Contact Information:

Contact	Full Name	Cell Phone Number
Event Organizer On Site		
EAP Representative On Site		
Primary Event Supervisor On Site		
Secondary Event Supervisor On Site		
Police Non-emergency	Glen Ellyn Police Department	630-469-1187
Police/Fire/EMS Emergency	Glen Ellyn Police/Fire/EMS	911

Preparers Signature:

Date: