

City of Asheville Outdoor Special Event Organizers Emergency Action Plan

This Form is to be fully complete and submitted no later than 42 days in advance of the event unless exception is approved by the City of Asheville. Contact the City of Asheville Special Events Office if you need assistance.

This Emergency Action Plan is designed to provide guidelines for a practical communications system that is adaptable for most crisis situations. It is a working document that emphasizes processes required to manage an incident. The objective of this Emergency Action Plan is to create a coordinated and effective approach to an emergency situation, utilizing the best resources possible, and when practical, allow normal business to continue with minimal interruption. Proactive emergency management planning will increase the likelihood that your special event can survive whatever crisis may occur without long term or significant damage. With proactive preparation you have the greatest chance to weather any emergency.

A comprehensive Emergency Action Plan is based on the following key principles:

- Timely and accurate threat assessment to assist in balanced judgment
- Coordinated response
- Clearly defined roles and responsibilities
- Reliable communications and reporting procedures
- Pre-planned administrative support
- Managing a potential atmosphere of speculation and rumor

It is also recognized that no single plan can prepare for all emergencies.

It is important to be as prepared as possible when an emergency arises at your event. A well-thought-out Emergency Action Plan is one of the cornerstones of an effective safety program - we owe this to every one of our guests and fellow citizens.

All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to the proper personnel.

See Something, Say Something

Pre-Event Briefing - Event organizers will conduct a briefing prior to the event with staff and volunteers, along with representatives from City agencies (Police, Fire, Special Event Office, Public Works), to be sure everyone is aware of the detailed plans. As the event organizer it is your responsibility to ensure the briefing is held. The briefing will also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last-minute updates. Various types of emergencies will be discussed along with actions to be taken if they occur. Examples of emergencies include, but are not limited to:

- Severe weather
- Fire
- Active hostile attack
- Missing person
- Medical emergency
- Communication of a potential threat of violence

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Lost or Missing Persons Plan	
Alcohol Served? # of Locations	<div style="display: inline-block; border: 1px solid black; padding: 2px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">NO</div> <div style="margin-left: 20px;"># of Locations:</div>
Food Served? # of Locations	<div style="display: inline-block; border: 1px solid black; padding: 2px;">YES</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">NO</div> <div style="margin-left: 20px;"># of Locations:</div>
Current Asheville PD Point of Contact	
Current Asheville FD Point of Contact	
Current EMS Point of Contact	

Additional Information: (attach pages as necessary)

Asheville Police Department Approval: _____ Date: _____

Comments: _____

Asheville Fire Department Approval: _____ Date: _____

Comments: _____

Attach to this form a Site Plan / Event Map: A universal map for the entire event footprint developed for all attendees and event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency. Include evacuation routes and gathering locations.

Evacuation Plan: Emergencies occur when we least expect them, and often people must be moved to shelter for their protection. While City officials may make recommendations, **it is the responsibility of the Event Organizers to identify and arrange these evacuation locations.** It cannot be assumed that businesses will be open for shelter. Therefore, the Event Organizers must make contact with all planned locations to confirm their availability as shelters.

If transportation will be needed to move attendees from the event site to shelter locations, the organizers are responsible for making these arrangements and having vehicles readily available.

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Evacuation Location: _____

Contact Person: _____

Second Evacuation Location: _____

Contact Person: _____

Script for Emergency Procedures and Evacuation

The organizer must establish a means of a Public Address which can be heard throughout all areas of the event (stage sound system, bull horns, etc.) by which a pre-approved message, along with crucial instructions during an emergency, can be announced. This pre-approved message will include information on emergency and evacuation procedures.

If the attendees of the event will all arrive at the same time, this message need only be announced once at the beginning of the event. If the event is open, where attendees will be coming and going, the message must be played once an hour.

Example of Emergency Action Script: *"Attention - In the event of an emergency on site requiring an evacuation, please seek shelter in the Biltmore Parking Garage located on Biltmore Avenue. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please stay in that location until the warning has been lifted and you receive further direction."*

Message:

EMERGENCY ACTION PLAN SUPPLEMENTAL DETAIL FORM

Will on-site medical treatment be available? ☐ Yes ☐ No

Will trained Emergency Medical Staff be available on-site? ☐ Yes ☐ No

Is there a need for on-site Law Enforcement? ☐ Yes ☐ No

Will there be contracted professional security services on-site? ☐ Yes ☐ No

Will designated volunteer security representatives be on-site? ☐ Yes ☐ No

Identify all fire hazard risks that will be present at the event:

Event staff has been properly instructed on the safe use of fire extinguishers? ☐ Yes ☐ No

Locations of fire extinguishers are identified on the Event Area Site Map? ☐ Yes ☐ No

Location(s) of parking for vendor and staff vehicles:

Location(s) of parking for attendee vehicles:

CROWD MANAGEMENT

Events with 1,000 or more in attendance at any given time are required to have crowd control staff (certified through the NC State Fire Marshal's Office.) Certified crowd control staff are required at the rate of 1:250 in attendance. Law enforcement and emergency medical personnel count toward total number of crowd control staff.

Number of crowd control staff: (ex. 0-100) _____

Who will manage crowd control? (ex. Event Staff, Volunteers, Contracted Security, Law Enforcement, Emergency Medical Personnel)
