

# EMERGENCY ACTION PLAN

**Name of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_

Who is the person who has overall responsibility for the event (Event Manager)?

Name: \_\_\_\_\_

Method of contact during event (include phone or radio numbers):

\_\_\_\_\_

Who is the alternate point of contact for the day of the event?

Name: \_\_\_\_\_

Method of contact during event (include phone or radio numbers):

\_\_\_\_\_

Who is the identified Safety Officer for the event?

Name: \_\_\_\_\_

Method of contact during event (include phone or radio numbers):

\_\_\_\_\_

Who is responsible for Security during the event (if applicable)?

Name: \_\_\_\_\_

Method of contact during event (include phone or radio numbers):

\_\_\_\_\_

What location is considered the main event area? (where staff will be located as well as a central point for staff to meet in emergencies or with lost/found persons or items).

\_\_\_\_\_

\_\_\_\_\_

How will communication with event staff be conducted (radio, cell phone, etc.)? List details including specific phone numbers, radio frequencies, tactical channels, etc.:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the event of an emergency describe what equipment is available to communicate with the public (public address system, loud speaker, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Weather Information:** The Event Manager will monitor weather radar and will obtain regular reports (every hour at minimum) from the Blacksburg office of the National Weather Service (NWS) using [www.weather.gov](http://www.weather.gov) In the event severe weather becomes imminent – either by observed conditions or by NWS issuing a “warning,” the Event Manager will immediately contact Emergency Management officials assigned to the incident and follow the direction given by officials.

**Missing persons:** All event personnel operating at the event site should be made aware of the missing person report. Determine the description of missing person including the gender, age, clothing and last known vicinity. If the missing person is a juvenile, immediately notify police. Immediately have available staff stage at each public entrance/exit, if available, additional staff can walk the crowd and try to visually locate the missing person. If located escort the missing person to the main event area located at

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**Lost persons:** Upon discovering a lost person, immediately escort the lost person to the main event area located at \_\_\_\_\_ . Determine who the lost person has been separated from including the name, gender, age, clothing and last known vicinity of that person. If the lost person is a juvenile, ensure two event staff remain with the lost person at all times. When possible make event staff aware of the lost person. Make an emergency announcement using the public address system for the event when possible using the following example: instead of saying “we have located a 10 year old male wearing a red shirt”, say “Mr. Troy Jones please report to the main event area”. The main event area should be used as a reunification point and will be located at

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**Lost/Found Property:** Upon discovering lost/found property, take the property to the main event area located at \_\_\_\_\_ where the Event Manager will be responsible for safely storing the property. If a person comes to the lost/found area and describes the lost property it may be turned over to the person making the claim. However, if the property is not claimed at the close of the event, then the property must be turned over to local police, without exception.

**Evacuation Plan:**  
The purpose of the evacuation plan is to provide for safe, efficient and orderly evacuation of the event site should severe weather, fire, or other man made situations warrant such action.

**Evacuation Decision:**  
Describe how staff will be notified of the need for evacuation prior to evacuation:

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**In the event that evacuation is called for the following announcement should be made:**  
*In the interest of public safety, event officials have ordered an evacuation of the area. Please calmly evacuate the building and seek shelter in your vehicle or at the temporary shelters and safe assembly points as designated:*

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**Medical Plan & Procedures:**

**EMS availability:**

Will Emergency Medical Services (EMS) units be on 'standby' at locations near the event? \_\_\_\_\_

Identify locations: \_\_\_\_\_

\_\_\_\_\_

If yes, has EMS been notified of the request? \_\_\_\_\_

(Please call 853-5854 to request EMS, no less than **30 days prior** to the event)

**Calls in to 911:**

Patrons and event staff may call 911 via cellular phone for emergencies that happen on site. Fire-EMS command will coordinate the response. Event staff will assist in locating the patient.

**Requests on site:**

Event Staff may discover patrons having a medical emergency on site, upon discovery the information should be immediately relayed to onsite officials (Fire, EMS, Police) if not onsite, event staff will notify the E-911 center and will assist the responding EMS unit in locating the patron.

I understand that event staff will need to be briefed on the emergency action plan, the safe assembly points, and will be given maps of the locations prior to the event: \_\_\_\_\_ (Initial that Organizer understands requirements)

**! Attach Map Of Evacuation Routes !**