



# DEPARTMENT OF PUBLIC SAFETY

*City of Morganton*

## ***Outdoor Special Event Emergency Action Plan (EAP)***



### **I. GENERAL**

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location/Address/Facility Name: \_\_\_\_\_

### **II. PURPOSE**

- A.** This emergency action plan predetermines actions to take before and during 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 and 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**

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 Fire & Rescue, Emergency Medical Services, and Police.

### **IV. BASIC PLAN**

#### **A. EAP Event Representative**

The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as:

Primary Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### **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 give to the 911 operator: nature of emergency, location, and contact person with callback number.

2. Will on-site EMS be provided?

Yes  No If yes, insert contact name/phone: \_\_\_\_\_

3. Will on-site MDPS be provided?

Yes  No If yes, insert contact name/phone: \_\_\_\_\_

**C. Severe Weather**

1. Weather forecasts and current conditions will be monitored through the National Weather Service's Greenville-Spartanburg Weather Forecast Office web site at [www.weather.gov/gsp](http://www.weather.gov/gsp).
2. Before the event - 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 to monitor the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to 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 event of severe weather.
5. 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 past since thunder was last heard.

**D. Fire**

1. Has a specific hazard been identified as an increased risk of fire at this event?  
 Yes  No If yes, what has been identified?: \_\_\_\_\_
2. Selected event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
  - a. Must have a valid fire extinguisher, 2A10BC or Class K.
  - b. Each space is allowed 1 LP tank per cooking device and only 1 spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.).
  - c. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to give to the 911 operator: nature of emergency, location, and contact person with a callback number.

**E. Medical Emergencies**

1. As with any outdoor 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. Are there limited provisions for on-site Emergency Medical Services at this event?  
 Yes  No
3. Should an incident occur that requires Emergency Medical Services, contact as indicated below to request this resource. The caller will have the following information ready: Nature of emergency, precise location, and contact person with callback number.  
 On-site EMS officer will be contacted **OR**  911 will be utilized

**F. Law Enforcement**

1. Has a need for constant Law Enforcement presence been identified at this event?

Yes  No

2. Should an incident occur that requires Law Enforcement, contact as indicated below to request this resource. The caller will have the following information ready: Nature of emergency, precise location, and contact person with callback number.

On-site MDPS officer will be contacted OR  911 will be utilized

**G. 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 to obstruct protective features, sidewalks or public thoroughways.

4. Crowd control will be managed by:

Staff OR  On-Site MDPS Officers OR  Private Security

5. Parking for vendor and staff vehicles will be:

List locations:

6. Parking for attendee vehicles will be:

List locations:

**V. CONTACT INFORMATION**

Primary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

<b>Emergency:</b>	<b>Burke Co. Emergency Communications Center</b>	<b>911</b>
<b>Non-Emergency:</b>	<b>Morganton Department of Public Safety</b>	<b>(828)437-1211</b>

**VI. EVENT AREA MAP (Attached next page)**