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City of Seattle
SPECIAL EVENT
PUBLIC SAFETY & EVENT MANAGEMENT PLAN

Return To:

Seattle Special Events Office
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This template has been produced to aid event organizers in planning safe and exciting events with 1,000 or more attendees. This document, along with the Special Event Application, are reviewed by the Seattle Special Event Committee to ensure that all safety aspects have been met.

If any section duplicates information provided in the Special Event Application submitted for your event, please refer to that information in the applicable section. Please attach supporting documents and addendums as needed for each section. Please note that not all parts of the template may be relevant for every event.

Once reviewed by the Special Events Committee, conditions and requirements will be set by the Seattle Fire Marshal, Seattle Police Department, and Special Events Office and shared with you. Thank you for hosting your event in Seattle!

1. EVENT OVERVIEW

EVENT NAME:	
AUDIENCE PROFILE	The event's audience profile is essential when planning for risks and ensuring that appropriate control measures and facilities are in place for the event. Include previous history, entertainment type, and ticket sales to help in indicating the audience profile.
ORGANIZATION CHART	Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.

ROLES AND RESPONSIBILITIES

Role Title	Brief Explanation of responsibilities

CONTACTS	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	

2. CROWD MANAGEMENT

SECURITY AND CROWD MANAGEMENT STAFFING	The minimum number of crowd managers shall be established at a ratio of **one crowd manager to every 250 persons**. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.	
	Crowd Management Staffing Provider/Company	
	Number of Volunteers	Number of Paid Staff
	Communication Methods Primary: Backup:	
	Number of staffing to be provided,including different levels of provision at different times during the event, if appropriate.	
	Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).	
	Duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.).	

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	Provide details of the training received by security and crowd management personnel.
	Detail the nature and format of pre-event briefing and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements and the arrangements for their own health and safety).
	Provide date(s) and times of pre-event briefing and training sessions.
MANAGEMENT OF ATTENDEE NUMBERS	Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event; monitored entrances and exits).
3. COMMUNICATIONS	
PA SYSTEM	Detail any PA systems in use at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency.
RADIO COMMUNICATION	Describe who will have radios for communication and which channels will be allocated for what activity.
LOUD HAILERS	Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.
TELEPHONE	List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.

SIGNAGE AND PUBLIC INFORMATION	Provide details and location of any signage or public information facilities being used to direct persons around the site including first aid locations, lost children, and lost and found.	
MEDIA	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	

4. MEDICAL AND FIRST AID

Enter details of the first aid and emergency medical support for your event.

Identify where each medical facility/first aid point is located on your site and identify each on your site plan. Refer to and attach maps as needed.

5. FIRE RISK ASSESSMENT

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

FIRE EXTINGUISHERS	Provide details of the type, number and location of fire extinguishers to be provided at the event.
PYROTECHNICS AND SPECIAL EFFECTS	List any pyrotechnics or special effects used during the event.

6. POLICE

List details of police involvement in the event. Refer to Special Event Permit Application where applicable.

Police traffic management of the event

On site police presence during the event

7. RISK MANAGEMENT

INCIDENT RECORDING	The event prmoters should maintain a record of everything that occurs throughout the event. List contact information for all members of the event responsible for these records	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	

8. INCIDENT MANAGEMENT

EMERGENCY MANAGEMENT COMMAND POST	Describe location and functionality of the event's emergency management command post.	
	Describe arrangements and procedures for the hand-over of control of aspects of your event to emergency response agencies in the event of an emergency.	
EXTREME WEATHER	Identify person(s) responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.	
	Name	Mobile
	Role	Landline
	Email	
	Name	Mobile
	Role	Landline
	Email	

	Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria)
	Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail preparation and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions
EMERGENCY VEHICLE ACCESS	Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. Detail any additional dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.
EVENT EVACUATION PLAN	Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include map, or refer to map used in the Special Event Application.
	Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.

9. LOST CHILDREN / VULNERABLE PERSONS

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carepersons, parents, or guardians. Identify the location on the site map.

10. DEBRIEF AND EVENT REVIEW

An post-event debrief may be required by the Special Events Office or specific departments on the Special Events Committee. Please be prepared to present the following at any debrief:

- Particular arrangements that worked well to ensure public safety
- Any identified weaknesses in the arrangements that require improvement
- Review of any incidents and remedial action required

Please attach or include any additional site plans, risk assessments, and associated event documents required above.

Your completed Public Safety & Event Management Plan is due 45 days prior to your event.