



City of Seattle
Office of Economic Development

May 10, 2013

Seattle Event Organizers:

Following the Boston Marathon attacks, the focus of the Seattle Special Events Committee and event organizers turns to how to prevent something similar from ever happening in Seattle. Our sincere concern and sympathies are with everyone impacted by the senseless acts in Boston. Unfortunately, we live in a new world where we must think differently, plan differently, and take proactive steps to protect against all possibilities to the best of our abilities, in an attempt to ensure that the events are safe for those attending.

While we can't always prevent tragedies that put people in danger, what we can do is take all steps to be prepared in advance and to be able to respond to emergencies, whether they are caused by natural disasters or by the work of people who seek to cause harm. Event organizer messaging to staff and attendees needs to be "Be proactive, be prepared. If you see something, say something." Any suspicious activity observed or perceived should be reported immediately to on site authorities and to 9-1-1.

Through the Special Event Committee process, City, County, and State departments and agencies review every Seattle Special Event request. With increased focus on safety and security, we will be doing the following activities to assist event organizers:

Seattle Police Department (SPD): SPD is sending canine and military bomb squads, and has increased the number of uniformed officers, at public events including stadium games and larger events on public property. SPD continues to review events on a case by case basis and will provide increased staffing as necessary and as funding allows. Requests for event review and increased SPD staffing should be directed to Seattle Police Operations Center 206-684-5090.

Seattle Fire Department (SFD): SFD will continue to have dedicated fire and EMS response resources at large events. Event safety, security, and crowd management planning must follow Seattle Fire Code (SFC) 403.3, which sets the training level and number of event staffing, and requires emergency management contingency plans. Medical response staffing and presence is determined upon review of the event and additional needs of the organizer. For information on SFC 403.3, contact Captain Shata Stephenson, 206-386-1355, shata.stephenson@seattle.gov or Lieutenant Tom Heun at 206-386-1209, tom.heun@seattle.gov. Requests for event medical plan review and increased EMS staffing should be directed to Lt Craig Aman, 206-386-1063, craig.aman@seattle.gov

Seattle Center: The Seattle Center has safety, security, and emergency management plans in place that will continue to be followed moving forward. For information contact Mary Wideman-Williams, Seattle Center Chief Operating Officer, 206-684-7330 or mary.wideman-williams@seattle.gov.

As a member of the International Festivals & Events Association (IFEA), the Special Events Office recommends that you work with event associations like IFEA, in addition to your direct discussions with Seattle Police and Fire, to learn more about current Federal policy and planning for events. We highly recommend you familiarize yourself with the [Protective Measures Guide for the U.S. Outdoor Venues Industry](#), which IFEA worked together with the Department of Homeland Security (DHS) to produce in 2011.

In closing, I again want to reiterate that we will do everything reasonable to protect public safety, but we can't do it alone. The best steps you can take against further tragedies is to make sure everyone is as educated and prepared as you can be for any possibility. Continue to work directly with agencies and resources available to you, ask early and often. Thank you for your own professional preparedness and for continuing to provide to each of your communities the positive and important events that you produce.

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Emergency and safety planning links:

Seattle Police Department – [Safety and Prevention](#)

Office of Emergency Management - [Preparedness](#)

Office of Emergency Management – [Emergency Resources](#)

Fire Marshal, State of Maryland – [Crowd Manager Training Program](#)

International Code Council - [Crowd Manager Training/ Fire Safety](#)

The Examiner - [How to Help in Times of Disaster Without Making it Worse](#)

FEMA – [Information on CERT's \(Community Emergency Response Teams\)](#)

IFEA - [Protective Measures Guide for the U.S. Outdoor Venues Industry](#)