



ATTACHMENT I

Safety and Operational Plan for a Special Event

Form #ADM401 (rev. 10/2022)

*Subject to Change

Event Name: _____

Event Date(s): _____

Contact Person: _____ Contact Phone: _____

A. Operational Plan (use additional sheets if needed)

1. Summarize event activities and purpose of the event:

2. How will organizer and volunteers communicate during the event?

3. How will the event staff manage the crowd?

4. How will event staff manage parking?

B. Safety Plan

1. Name and Address of Park or Event Site: _____

2. Any specific directions for EMS to access site (if they are called):

3. Name of on-site Event Coordinator:

Phone Number:

4. Name of Closest Emergency Room (Froedtert Pleasant Prairie or Aurora Hospital, Kenosha):

Address of Hospital:

5. Is there a first aid station at the site? (if so, where is it located on the site?)

6. What is the plan for informing the attendees of any problems, including lost children or severe weather?

7. Have you met with a member of the Kenosha Police Dept. to review the safety plan? **Safety plans must be approved by the Inspector of Police.**

a. Name of the Kenosha Police officer: _____

b. Date of meeting: _____

c. Was the plan approved? YES NO

Emergency Evacuation Procedures

Assess Need

Call 911 for *Police/Fire/EMS*

Broadcast calm message over PA to evacuate

Direct all personnel to nearest exit having event staff assist with calm flow.

Transfer information to incoming emergency crews.

Support emergency crews with any assistance, directions or information regarding the site / situation.

Medical Emergency

Determine seriousness of illness
Contact EMS (call 911) if needed
Have event staff member meet EMS crews at main entrance to help guide them to patient.
Do not apply first aid treatment unless certified in First Aid / CPR.
Notify event coordinator.

Fire Emergency

If applicable and safe to do so
Confine spread
Control with use of extinguishes
Call 911 for full extinguishment and investigation
Evacuate
Announce a need for calm evacuation of the area.
Have event staff direct and assist removal of plastic fencing and secondary access points
Make visual sweep of the area to determine effectiveness of the evacuation.
Turn off generator and other contributors to possible hazards.

Severe Weather/Tornado

Monitor for severe weather or tornado broadcasts over the Kenosha County Emergency Notification Alerting System.

A decision will be made to close/postpone the event.

If the decision to close/postpone is made, an announcement over the PA will be made in a calm manner. Patrons will be told to leave the grounds and seek shelter because of the impending severe weather.

Active shooter

An active shooter situation is very hard to predict and even harder to prevent. Continually be on high alert for any signs of aggressive or odd behavior. Situational awareness is key in this endeavor.

RUN

Getting away from the area gives you the best chance of survival. Don't let yourself be an easy target. Run in a random pattern like a zig zag. Run fast, run far. Make the target small by crouching. If you find other people that are not running encourage them to run as well but don't let them stop you from saving yourself.

HIDE

If you are in a position that running is not an option, hide yourself. Position behind or under something that can shield you from view and possibly bullets. Lock doors (public bathroom) barricade yourself in.

FIGHT

As a last resort, you must fight to save your life. Use anything you can find as a weapon. Intend to incapacitate. If you are hiding in a group, everyone must help to stop the threat. Even if it just your body weight to help hold them down. Again, you are all in this together.

When the law enforcement arrives. DO NOT run towards them. Stay calm and follow their orders. Keep your hand empty and within sight. They will not be able to help the wounded until after the danger is mitigated.