

# Special Incident Response Plan Template

EVENT **NAME** HERE

Yellow indicates completed by Event Organizer

Gray indicates completed by FVMPD



## DISCLAIMER

This special events emergency plan template is provided as guidance only. It identifies, defines, and provided recognized standards on the types of information that should be contained in an emergency plan. Sections of the template may not be applicable to every event and the guidance suggested should be modified to reflect specific conditions at your event. Therefore, it is strongly recommended that your organization retain the services of a qualified safety consultant to complete the template and advise you on your specific needs. Reliance on or verification of information contained in this template is the sole responsibility of the user. The Fox Valley Metro Police Department, Village of Combined Locks, Village of Kimberly and Village of Little Chute does not accept any liability whatever arising from the implementation or use of this emergency plan template.

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- d) Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
- e) Return the event to normal operations as soon as feasible to the **(Event Board/Coordinators)**.
- f) Provide direction to **(Event Board/Coordinators)** of their responsibilities or assistance that may be required.
- g) Assist with Incident Command Post and designated media spokesperson if necessary.
- h) Work with **(Event Board/Coordinators)** and other emergency agencies to determine methods for public notification/awareness.

### **Event Coordinator/Board Requirements**

1. Establish a contact with Fox Valley Metro Police Department Personnel
2. Ensure the safety of all Patrons/Volunteers/Staff is primary importance in any emergency situation.
3. Adhere to all directives and requirements from the Police Department and Incident Command in emergency situations.
4. Complete and return the Special Event Emergency Response Plan (ERP) template to the Police Department two months prior to the event date. If this is an annual event the ERP must be updated annually two months prior to the event date.
5. Complete all required permit information.
6. Submit to Village required liability insurance permits.
7. Provide the wind rating for (all/general gathering only) tents.
8. Establish procedure for internal communication with operations staff in case of emergency procedure.
9. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
10. Ensure training of all staff and volunteers on emergency response procedures.
11. Defer all media comment regarding emergency situations the Police Department or designated spokesperson who will coordinate with the event spokesperson.
12. In an emergency situation the **(Event Board/Coordinator)** will respond to the designated Incident Command Post.

### **Event Staff /Volunteers Requirements**

1. Ensure the safety of all Visitors is primary importance in any emergency situation.
2. Adhere to all directives and requirements from the Police Department in emergency situations
3. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
4. Defer all media comments in an emergency to Fox Valley Metro Police Department or designated spokesperson
5. Persons must protect themselves first, then proceed to assist others if possible
6. Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
7. During severe weather secure all tools and equipment if possible. (Ensure that anything that can blow away is brought indoors or fastened down).

8. If you are injured, remain as you are. Rescue people will be along shortly and a head count will be taken.
9. After an emergency event if you escape injury, make yourself available to others who may not have been so fortunate.
10. Use phone only for emergency.

#### **E. OVERALL INCIDENT OBJECTIVES**

- A. Ensure/maintain the safety of all visitors, volunteers and staff.
- B. Direct, coordinate and control emergency response and recovery operations.
- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.
- F. Organize and coordinate effective damage assessment.

#### **F. WEATHER FORECAST**

Insert the day's weather forecast

#### **G. SCHEDULE OF EVENTS**

Insert the schedule of events

#### **H. INCIDENT COMMAND SYSTEM AND EVENT COORDINATION**

**(Event name)** Board is ultimately responsible for all events and functions held on the **(location)** or related to it. In the situation that outside events are held on the **(location)** grounds, the event sponsors shall be responsible for the time and area related to the sponsored event.

The [redacted] will serve as initial Incident Commander in all emergency incidents or situations. The Incident Command will be transferred immediately to the appropriate emergency response agency upon their arrival and situation briefing. At that time, a Board representative or Event Coordinator work with Incident Command in the Liaison Officer role.

The following resources will be (on/near) the event grounds:

*(edit this list to reflect on scene resources)*

- Incident Command Post:
- Police:
- Medical First Responders:
- Ambulance:
- Fire Truck:

The Incident Command Post shall be off-limits to staff, vendors and volunteers during the operational time of the Incident Command Post. **Only command staff, section chiefs or other persons authorized by the IC shall be permitted within the Incident Command Post.**

### **Incident Command Post Staff:**

- Incident Commander
- PIO
- Safety Officer
- Liaison Officer (Steering Committee Member)
- Operations Chief
- Logistics Chief

### **Incident Command Post Supplies:**

- Office Stationary
- Two PC's with Internet Access (save website links to NWS and other relative sites)
- One PC with PMDC Access (Fire)
- Telephones
- Portable Radios (One for each assigned channel)
- Accountability Board (PC) (will the Outagamie County Electronic Accountability System be used?)
- Coffee/Soda/Water
- Town Maps
- FD Mapbook
- Emergency Response Guidebook
- Town Ordinance Book
- Map of Kimberly with the Shelter-in-place locations, Thedea Star landing zone, EOC, and media area highlighted
- Map of the race course

## **I. LINES OF AUTHORITY/ORDER OF SUCCESSION**

1. The line of succession for the event coordination of (event) is as follows:
  - a. Name, Position, Home, Work and Cell
  - b. Name, Position, Home, Work and Cell
  - c. Name, Position, Home, Work and Cell

2. If there is an absence, disability, or incapability of (Event Board/Coordinator) in line of succession then the line of succession will follow the order of the Incident Commander.
3. The line of succession shall remain in effect until a senior member of the line of authority for the event is present or a mutual agreement to release and accept command is made between the above listed event officials.

## **J. STAFF AND VOLUNTEER ACCOUNTABILITY**

Accountability of event personnel will be divided into two sections as follows:

### **1. Event Volunteers:**

(Event name Volunteers) will be wearing (Color) shirts with “VOLUNTEER” on the back and will be coordinated and managed by (Staff Title or Name).

### **2. Event Staff:**

(Event name Staff) will be wearing (Color) shirts with “Staff” on the back and have an ID card on a GOLD colored lanyard. Photo ID cards will be issued to all staff members by the Police Department. Photo ID cards with Lanyards will be \$15.00 per card.

The accountability of all staff and volunteers working on the event grounds shall be maintained as follows:

### **Checking In:**

1. All event staff and volunteers will check in with (name and position) located at (location) for checking in.

### **Checking Out:**

1. All event personnel will check out with (name and position) located at (location) to sign out and turn in their respective identification badge.

Personnel no longer serving in an official capacity and who will become a spectator on the event grounds will be required to change out of their respective uniforms/T-shirt.

## **K. EMERGENCY FUNCTIONS**

### **1. Incident Command Post**

The Incident Command Post for the event operations will be at (location) (on/near) the event grounds.

### **2. Communications**

- a. Event staff and volunteers will communicate using (private radio/walkie talkie and list channel).
- b. Incident Command and the (Event Coordinator/Board) will communicate by (private radio/cell phones, etc).
- c. The (Event Coordinator/Board) will maintain a communications link on the grounds to/and with the Outagamie County Communication Center/911.
- d. (Event Coordinator/Board) will communicate emergency information with spectators/attendees by (loud speaker systems, bull horn, etc.) See Attachment # 1 for the announcements.
- e. In the event an emergency occurs the (Event Coordinator/Board) and Incident Command will confer before any emergency action is taken and announced. In extreme life safety circumstances Incident Command will initiate and communicate emergency actions first to the public and update the event coordinator/board as soon as possible.
- f. Additional resources are available through Outagamie County to disseminate emergency warning and notification to the public by:
  - Emergency media release to local television, radio and newspaper services
  - Outdoor Warning System using a siren with a continuous sound for two – three minutes
- g. The (Board or Event Sponsor), or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regards to event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.

### 3. Incident Management

- a. Upon declaration of an emergency, the emergency response team and the (Event Coordinator/Board) shall report to the Incident Command Post. The (Event Coordinator/Board) will be a liaison between the Incident Command and the event.
- b. The (Name) event (will/will not) provide on site security. Security will be on the event grounds from (time range) and the Security base of operations will be (location).
- c. Event Security Personnel will assist in maintaining the safety and welfare of all people on the grounds during the event. They will function under the direction of the (Title) and shall assist in crowd control to expedite a safe, prompt exit from the grounds in normal or emergency times.
- d. Event Volunteers/Staff are expected to assist the general public.

- e. Any requested mutual aid for law enforcement, fire and/or EMS will report to (location), receive a situation briefing and directed to the appropriate location and task.

#### 4. Medical Emergencies

- a) Onsite medical care is under (Event Board or Incident Command) is provided by (agency name or private organization) and medical personnel are located at (location). A first aid tent/stand is at (location).
- b) The ( ) First Responders and Gold Cross Ambulance will respond to medically dispatch 911 phone calls at the event.
- c) FVMPD will monitor ( ) channel and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.
- d) Patients requiring additional medical attention are transported by Gold Cross Ambulance or a mutual aid agency to either Appleton Medical Center or St. Elizabeth's Hospital in Appleton.
- e) Trauma patients are transported to Theda Clark Medical Center in Neenah unless another hospital is designated for the patient.

#### 5. Air Medical Transport

- a) In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request Theda Star (or mutual agency) for air transport and the fire department for landing zone setup.
- b) Air to ground communications should be established as soon as possible and conduct on channel ( ).
- c) The Landing Zone is located at ( ).
- d) It is the Fire Department's responsibility to set up, maintain and operate the helicopter landing zone for air transport.
- e) The fire department should oversee the landing zone until the helicopter is out of the area.
- f) See Outagamie County Fire/EMS Association SOG 1-24 for further information.

## **L. EMERGENCY RESPONSE ACTIONS**

### 1. Severe Thunderstorms

A severe thunderstorm can produce one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. These storms also have lightning strikes and can produce tornadoes with little or no advance warning.

Common hazards from severe thunderstorm during an outdoor event:

- Straight-line winds: risk of collapsing tents, flying debris, and down tree branches causing injuries and/or fatalities
- Lightning strikes: risk of fire, injuries and/or fatalities
- Hail: risk of injuries and damage to temporary structures and unprotected equipment
- Flash flooding: 6” of water can cause vehicles to stall or loss of control and 12” of water will cause many cars to float.

The Incident Command Post will monitor the weather using NOAA weather radio or text notification system. The NWS Green Bay website is a resource for monitoring weather along with the local media.

**a) Severe Thunderstorm Watch**

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area over the next 4 - 8 hours.

- IC will notify (Event Coordinator/Board) and public safety personnel.
- The (Event Coordinator/Board) will notify their volunteers by (communication method) and attendees by (communication method) of the watch.
- IC and the (Event Coordinator/Board) will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- IC and the (Event Coordinator/Board) reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.
- IC and the (Event Coordinator/Board) monitor the radar and watch the weather.

**b) Severe Thunderstorm Warning**

This is issued when a severe thunderstorm produces hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People at outdoor events in the affected area should seek safe shelter immediately.

- Upon notification of the Severe Thunderstorm Warning for Outagamie County the Incident Commander will assess if the event is in the path of the storm and notify the (Event Coordinator/Board).
- The (Event Coordinator/Board) will notify event staff by (communication method) and announce the Severe Thunderstorm Warning and to assist visitors to the shelters.
- The Incident Command Post will notify public safety personnel by (communication method).
- (Event staff person) will announce on the (communication method) of the Severe Thunderstorm Warning to all attendees using the announcement in Attachment # 1 and direct visitors to shelters located at (location).

- e. Incident Command Post staff and (Event Coordinator/Board) must take shelter five minutes before the storms arrival and monitor the weather for the storm to pass.
- f. After the threat from the thunderstorm has passed the IC will notify the (Event Coordinator/Board). Event staff can notify the attendees to return from the shelter location.

## 2. Tornadoes

A Tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 – 200+ mph winds causing:

- Flying debris including cars
- Destroyed buildings
- High potential for injuries and fatalities
- Blocked roads preventing travel

In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and (Event Coordinator/Board) should decide if the event is cancelled, postponed or shortened.

### a) **Tornado Watch**

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area over the next 4 – 8 hours.

- a. Incident Commander will notify (Event Coordinator/Board) and public safety personnel of the warning.
- b. The (Event Coordinator/Board) will notify their volunteers by (communication method) and attendees by (communication method) of the watch.
- c. Incident Commander and the (Event Coordinator/Board) will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- d. Incident Commander will assess how long it will take to evacuate the event attendees and reach the shelter location.
- e. Incident Commander and the (Event Coordinator/Board) reviews the plans for Tornado Warning and solve any issues if sheltering is required.
- f. Incident Commander and the (Event Coordinator/Board) monitor the radar and weather watch.

### b) **Tornado Warning**

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

- a. Upon notification of the Tornado Warning for Outagamie County the Incident Commander will assess if the event is in the path or near the storm and notify the (Event Coordinator/Board).

- b. The (Event Coordinator/Board) will notify event staff by (communication method) and to activate the sheltering plan.
- c. The Incident Commander will notify public safety personnel by (communication method).
- d. (Event staff person) will announce on the (communication method) of the Tornado Warning to all visitors and direct them to the shelters located at (location).
- e. ICP staff and (Event Coordinator/Board) must take shelter five minutes before the storm arrives and monitor the weather for the storm to pass.
- f. After the threat from the storm has passed the Incident Commander will notify the (Event Coordinator/Board). Event staff can notify the visitors to return from the shelter location.

### 3. Emergency Shelters

- a. In the event that a situation arises that is or may potentially be hazardous to the health and safety of the attendees of the (Event Name), event staff/volunteers shall direct visitors and guests to an emergency shelter. The shelters shall be opened under the direction of the (Event Coordinator/Board) and the Incident Commander.
- b. Critical Indicators for sheltering in place:
  - The event is short term, < 1 hour
  - There is no time to evacuate the grounds or the process of evacuating will do more harm.
  - Significant infrastructure damage has occurred to the grounds or the immediate area preventing self-evacuation of the grounds.
- c. It is estimated to take (minutes) for visitors and volunteers to walk to the location and take shelter.
- d. A decision to evacuate must be made (# of minutes) before any severe weather impacts the event grounds to allow time for visitors, volunteers and public safety to shelter. Failure to evacuate places people lives at risk.
- e. Minors without adult supervision and other seeking assistance or transportation shall be brought to the shelter with at least two event staff and volunteers for supervision and accountability
- f. Emergency shelters on event grounds are in the following locations:  
(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)
- g. Emergency shelters not located on the \_\_\_\_\_ property:  
(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)



- If a Missing Child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
- The Officer will request to make an immediate announcement over the public address system.
- The reporter should be requested to remain at the location while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the (location) if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
- If the search for the Lost Child is not successful, after a (five/ten/fifteen minutes) the Officer shall radio the 911/Communication Center to notify authorities of a missing child.
- The designated "Lost Child Recover Center" will be the \_\_\_\_\_.

#### 6. Fire

- Upon discovery of a fire, call 911 from a safe area and provide the following information: your name, where the fire is located and details of fire emergency.
- Contact the Event Coordinator/Board.
- The Event Coordinator/Board will immediately contact the IC. Evacuate the immediate area.
- IC will send Fire Fighters or Police Officers to the location to control the scene,

#### 7. Bomb Threat

In the event that a bomb threat is reported, the following guidelines should be followed:

- Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
  - Where is the bomb?
  - When will it go off?
  - What does the bomb look like?
  - Why was the bomb put there?
  - How did the bomb get there?
- Listen for any possible background noises, e.g., music, train, machinery, or other identifiable sounds.
- Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.
- Contact 911 and then notify the (Event Coordinator/Board).
- If a local area search is directed, IC will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious. DO NOT TOUCH or move anything unusual or suspicious.

- f. If a suspicious package is discovered, do not turn on/off lights, use a cell phone or other electronic devices. Clear the building immediately and contact (911 or IC).
- g. In the event that evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.

8. Civil Disturbance/Disorderly Conduct

Event staff/volunteers are encouraged to notice and pay attention to any situation that seems unusual, even during the light atmosphere of the event. If any scene looks extremely suspicious, event officials should report the suspicious activity to the (Either to Event staff or Public Safety personnel).

**a) Non-Emergency**

If an individual is acting in a suspicious or hostile aggressive manner (distraught, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, staff/volunteers should:

- a. Notify (Either to Event staff or Public Safety personnel).
- b. Do not argue with him/her. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
- c. Keep distance between yourself and the individual.
- d. Become aware of escape routes.
- e. Be ready to summon Law Enforcement if the situation escalates to an emergency situation.
- f. Contact 920-788-7505 to report non-emergency events involving suspicious activity that is not life threatening.

**b) Emergency**

If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:

- a. Seek safety by leaving the area if possible.
- b. Notify (Either to Event staff or Public Safety personnel).
- c. Contact 911 and provide the following information: Name, location and the specifics of the event in a clear and concise manner.
- d. Make no attempt to control a violent individual.

**N. TRANSPORTATION PLAN**

1. Main Routes

- a. The main routes into the event grounds are (list them) and will be labeled by the event staff.

2. Shuttles/Buses

- a. Shuttles will be used from the            parking lots to the event grounds
- b. Valley Transit route will drop off and pick up at           .

3. Public Safety Traffic Routes
  - a. All emergency and non-emergency traffic for police, fire and EMS will be
4. Entrance and Exits
  - a. The entrances to the event are: [REDACTED]
  - b. The exits for the event are: [REDACTED]
5. Evacuation Routes
  - a. If the IC orders an evacuation of the event grounds because of life safety concerns the following will be implemented:  
(list the routes for pedestrians to walk to their cars and also for traffic to exit onto the roads. List any mutual aid assistance)
6. The peak hours of travel to and from the event will be [REDACTED] though there will be traffic throughout the day.
7. See Attachment # 3 for a map of the event area and the transportation routes.

## O. PARKING PLAN

[REDACTED] will be coordinating parking activities in conjunction with the Fox Valley Metro Police Department.

1. Signage (list where located on main routes)
2. Volunteer Parking
  - Locations
  - Number of available spaces for each lot
3. Event Sponsor/Vendor Parking
  - Locations
  - Number of available spaces for each lot
4. General Parking
  - Locations
  - Number of available spaces for each lot
5. Handicapped Parking
  - Locations
  - Number of available spaces for each lot

6. Motorcycle Parking
  - Locations
  - Number of available spaces for each lot
  
7. Overflow Parking
  - Locations
  - Number of available spaces for each lot

See Attachment # 3 for the parking map.

## **Attachment 1 – Weather Emergency Notifications**

### **SEVERE THUNDERSTORM WATCH (ADVISORY)**

"Attention all [REDACTED] Visitors and Volunteers. Outagamie County is now under a Severe Thunderstorm Watch. The National Weather Service has indicated that conditions are favorable for Severe Thunderstorms in our area. We will keep you advised of further developments. **(REPEAT TWICE)**

### **SEVERE THUNDERSTORM WARNING (ACTION)**

"Attention all [REDACTED] Visitors and Volunteers. [REDACTED] is now being evacuated. Outagamie County is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate the grounds and go to **(shelter location).**" **(REPEAT TWICE)**

### **TORNADO WATCH (ADVISORY)**

"Attention all [REDACTED] Visitors and Volunteers. Outagamie County is now under a Tornado Watch. The National Weather Service has indicated that conditions are favorable for severe thunderstorms capable of producing tornados in our area. We will keep you advised of further developments." **(REPEAT TWICE)**

### **TORNADO WARNING (ACTION)**

"Attention all [REDACTED] Visitors and Volunteers. [REDACTED] is now being evacuated. Outagamie County is now under a Tornado Warning. Please evacuate the grounds and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low lying area or where directed by emergency personnel. **(REPEAT TWICE)**

### **GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY)**

"Attention all [REDACTED] Visitors and Volunteers, Outagamie County may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you advised of further developments. **(REPEAT)**

### **GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION)**

"Attention all [REDACTED] Visitors and Volunteers, [REDACTED] is now being evacuated. The National Weather Service has indicated that severe storms are in or are approaching our area. Please evacuate the grounds and exit the parking areas in an orderly fashion." **(REPEAT TWICE)**

## Attachment 2, Found and Missing Persons Notification

### 1) FOUND CHILD/ADULT

“Attention                     , a (child/adult) has been separated from their party. Their first name is (persons given name). They are located at (location). We are looking for (name of family/party). Please contact the nearest Police Officer or (event) personnel if you have information concerning this person. Thank you.” **(REPEAT TWICE)**

### 2) MISSING CHILD/ADULT

“Attention                      visitors, a missing (child/adult) has been separated from their party. Their first name is (persons given name). They are (age). They are wearing (clothing description). Please contact the nearest Police Officer or (event) personnel if you have information concerning this person. Thank you.” **(REPEAT TWICE)**

### **Attachment 3, Maps**

Insert the following maps:

- Event Grounds
- IC and other public safety resource locations
- Parking
- Transportation routes

**Attachment 4, Communications**

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>		1. Incident Name St. Pat's Run	2. Date/Time Prepared March 13, 2014	3. Operational Period Date/Time March 16, 2014 from 0830 to 1200 hours	
<b>4. Basic Radio Channel Utilization</b>					
Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
Portable	SE 2	Event Communications	LE/FD	General communications	
Portable	OC 1	Communications Center	LE	First Aid, Pub. Ed., Emergency Response	
5. Prepared by (Communications Unit) Captain Scott Lund					