

Appendix A

Special Event Public Safety Plan

INTRODUCTION

Special events such as outdoor concerts, festivals, rodeos, and off-road racing events provide important opportunities for social and cultural interaction. With increased focus on health and safety issues, there is renewed focus on planning for events and a need for guidelines that will help event organizers plan for a safe event. Planning for such events should take place well in advance of the event and should include all agencies that are involved in, or may be called on to respond to, an emergency.

Events should be fun for those involved, as well as provide safe environments. The public has an expectation and a right to be safe at all public and private events. Those holding such events have a responsibility to provide their attendees the safest environment practicable.

Special events that have the potential to gather large crowds are not uncommon in the unincorporated area of Shawnee County. Under normal conditions, these events proceed with little to no problems. However, when something goes wrong, either as a result of a natural or man-made hazard, then local emergency service providers and public service entities become involved, and there can be serious consequences as a result of not anticipating such hazards.

A special event public safety plan is intended to help with planning and preparation of successful events. Event organizers are ultimately responsible for delivering a good and safe environment.

PRE-APPLICATION CONFERENCE

Applicant's for Type 2 and Type 3 Events will need to demonstrate to county officials and emergency service providers that they have identified and assessed the possible impacts of the event and how these will be effectively managed. It is recommended the applicant contact the Planning Department well in advance of the planned event to discuss, coordinate and develop a comprehensive public safety plan in concert with all applicable public entities and emergency service providers.

Before contacting the Planning Department to schedule a pre-application conference, you should have considered and be able to address the following:

- Size of crowd expected to attend including spectators, participants, event management and staff, vendors and security.
- Noise assessment.
- Duration of the event, including setup and takedown, and operating hours.
- Impact the event will have on traffic, noise, odor, smoke, glare, vibration, litter or visual pollution.
- Location of event and parcel size.
- Access and traffic management.
- Provision of liability insurance.

- First aid provisions.
- Preliminary site plan.
- Provision of restroom facilities and sewage disposal.
- Provision for on-site security and management.
- Provision for on-site parking.
- Temporary structures.
- Provision for potable water and fire suppression.
- Provision for dispensing food and drink, including alcoholic beverages.
- Provision for waste disposal.
- Other.

Hazard and Risk Assessment

While planning an event, it is important to consider every possible hazard and risk that may occur. Knowing the risks ahead of time and planning for them is essential to running a successful event. Risks vary depending upon the type of event; event organizers must tailor planning for each risk to the specific event.

The best way to begin to think about your hazards is to list all the possible risks present at the event. Every events list will differ based on event type, topographical and geographical conditions, weather patterns, and other factors. The following list identifies the types of hazards and risks that might be found at an event:

- Accident
- Human waste disposal
- Crowd control
- Lost children
- Traffic congestion
- Adverse weather
- Hazardous materials
- Food waste disposal
- Solid waste disposal
- Lost and found
- First aid matters
- Insurance liability
- Fire
- Flood
- Security

Once you have identified your hazards and risks you can decide if they need to be mitigated (i.e. you need to take action up front to make them less likely), or if they can be left as risks to be dealt with if they occur. Again, it is up to the event organizer to identify risks associated with the event and put in place appropriate management strategies. You should be able to show that you have done a risk assessment.

SPECIAL EVENT PUBLIC SAFETY PLAN

Once you've consider possible hazards and risks associated with your event, it is now time to put together a public safety plan. Planning for potential risks is crucial for any major event. It is important to consider the size of the event, the risks to spectators and participants, and the emergency support required to ensure the event is safe. The public safety plan will need to be approved by the Sheriff's Office, Public Works Department, Health Agency, and applicable fire department before a Special Event Permit can be granted.

A special event public safety plan should at a minimum address the following:

1. Written Action Plan.

The written action plan will need to address:

- ✓ Chain of command including name and phone number of contact person, assumed to be the event organizer, who has decision making authority, followed by other staff/volunteers with on-site responsibilities.
- ✓ Notification system to be used so that event staff can be quickly notified in the event of an emergency or incident.
- ✓ Procedures for reporting emergencies, potential incidents, or anything else of concern to event personnel and attendees.

2. Venue Selection.

Before selecting the venue, consider health and safety factors. It may be necessary to look at alternative venues before deciding on the one that best suits the type of event being planned. Factors to be considered in selecting a venue should include:

- Parcel location and size.
- Accessibility and roadway conditions.
- Physical condition of property including natural hazards (i.e. steep slopes, wooded areas, creeks and flooded areas, etc.)
- Land use characteristics of surrounding neighborhood.
- Proximity to emergency service providers.
- Availability of utilities.
- Capability of satisfying the performance standards of Sec. 32.03 of the special event regulations.

Additional factors to take into consideration with venue (site) selection:

- A. *Flow of people within the site.* The movement of the public through the venue is a key element to the success of any event. The number of people expected must be taken into consideration when choosing an appropriate venue. Given the type of event proposed, there is a tremendous difference between 300 people on a 10-acre site (30 people per acre) as opposed to 300 people on an 80-acre site (3.75 people per acre). Flow of people can be thought of in terms of population density in combination with the location of various event activities occurring on the site and the ease of people

to move between activities. The higher the concentration of people on a site (population density) the greater the opportunity of conflict and injury.

- B. *Access to site for emergency vehicles.* Access and egress for emergency services is critical. Inadequate access to the site can aggravate any emergency situation. If accessing roadways are heavily congested or narrow that hampers the flow of traffic and will contribute to response times for emergency service providers. The proposed venue needs to provide a clear, unobstructed route for emergency service vehicles to the site.
- C. *Hazards in the area.* Potential hazards must be identified, especially when planning an outdoor event. Potential hazards include proximity to water, extreme temperatures, natural disaster such as flooding, fire danger, etc.
- D. *Traffic management and parking.* Consideration for parking and traffic flow is essential when selecting a site, and is critical for large events. Realizing that a special event cannot cause undue traffic congestion or accident potential, the design of adjacent streets, intersections and traffic controls need to be taken into consideration. It needs to be demonstrated that public rights-of-way shall be kept open and traversable with no interference with public travel during the duration of the special event.
- E. *Impact on environment.* Large events will have some impact on the environment and it is the event organizers responsibility to keep this as minimal as possible. Impacts that need to be addressed include:
 - ✓ making adequate provision for trash containers and plan for regular disposal;
 - ✓ contingency plans in case of bad weather;
 - ✓ identify sources of noise and their impact;
 - ✓ impact of event on residents and business owners;
 - ✓ generation of odors;
 - ✓ negative visual impacts;
 - ✓ affects of lighting;
 - ✓ increased traffic, etc.

3. Law Enforcement.

It is the event organizers responsibility to meet with the Shawnee County Sheriff's Office to inform them of the date, times and location of the event along with a detailed description of the event itself. It is important the Sheriff's Office be aware of:

- ✓ anticipated attendance;
- ✓ access routes and traffic flow;
- ✓ whether alcoholic beverages will be sold and/or consumed on the property;
- ✓ the name and phone number of the event organizer;
- ✓ review possible hazards and risks associated with the event;
- ✓ confirm emergency services provisions and risks;
- ✓ review emergency and evacuation procedures, etc.

The Sheriff's Office will need to provide confirmation that they have been consulted and have signed-off on the proposed event along with any requirements to assure public safety.

4. On-Site Security.

Different events will have different requirements for on-site security and the type of security provided. The public safety plan will need to address the provision for on-site security which will have responsibility for:

- ✓ crowd control;
- ✓ lost child and missing person procedures;
- ✓ cash and equipment protection;
- ✓ control of entry and exit points;
- ✓ control of parking and traffic flow;
- ✓ dealing with disruptive people;
- ✓ arrangements in event of criminal activity or threat, lost child or missing person procedures, etc.

The event organizer will need to document the measures for on-site security and security procedures.

5. Fire Prevention.

It is the responsibility of the event organizer to meet with the applicable fire department and develop the necessary plans for fire evacuation and emergency response. As with law enforcement, this will require making the fire department aware of all aspects of the proposed event to make an assessment of fire risks and emergency response plans. In addition, on-site fire suppression capability (e.g. fire extinguishers, etc.) needs to be provided. The plan will need to identify location of fire extinguishers and identify the personnel trained to use them. The response from the applicable fire department needs to be included as part of the special event public safety plan.

6. Evacuation Plan.

As referenced above, an evacuation plan must be developed for any large event in the case of emergency in response to a natural or man-made hazard. It is the responsibility of the event organizer to coordinate the review of the evacuation plan with the Sheriff's Office and applicable fire department. Both entities will need to sign-off on the evacuation plan.

7. First Aid and On-Site Medical Response.

The event organizer will need to assess the necessity of providing on-site first aid and medical response based upon the type of event. The public safety plan will need to identify the provision to be made for on-site first aid and medical response including the type of service available.

8. Food and Beverage Safety.

If food and beverages are to be served, the event organizer is responsible for contacting the Shawnee County Health Agency that will advise on the necessary permitting requirements and procedures and monitoring of food vendors. The assessment and sign-off of food and beverage vendors will need to be submitted as part of the public safety plan.

9. Alcohol.

If alcohol is dispensed or allowed at an event, careful planning is necessary. Alcohol provision can become a significant issue if not managed well. In some cases, the event organizer may not be the vendor distributing the alcohol, but, they are still responsible for the overall management of alcohol. The event organizer must ensure that the vendor adheres to state and local regulations so that no issues arise. If alcoholic beverages are proposed to be dispensed or allowed, indicate what type of alcoholic drinks will be permitted; indicate procedure for restricting alcoholic intake for anyone who appears inebriated; procedure for evicting or handling someone who is inebriated; etc.

10. Liability Insurance.

Public liability insurance is necessary to protect the event organizer from any personal liability. The event organizer is responsible for the safety of all the staff, volunteers, and public. Insurance should also cover property and equipment. The event organizer shall submit as part of their public safety plan evidence of public liability insurance that has been secured for the requested event.

11. Noise Control.

When selecting a venue, consider the noise level associated with the event, particularly if the event is near to residential property. Noise from amplified music, generators, public address systems, the event activity, etc. may create problems especially in residential areas. The event organizer shall be responsible for preparing a report that identifies all sources of noise that have the capability of being heard beyond the boundaries of the venue site. The report shall address the type and intensity of noise transmission and the extent to which each source of noise generation will be heard at varying distance from the venue site. Mitigation measures to attenuate sound will also be documented.

12. Hazardous Weather.

The event organizer shall have a system in place for monitoring the weather while the event is in progress. Several services (i.e. local TV and radio, NOAA weather radio, National Weather Service, weather apps, etc.) may be utilized for this purpose.

The event organizer should remain cognizant weather is unpredictable and can become very dangerous, very quickly. Special attention should be given to conditions that may spur a tornado, a severe thunderstorm including lightning, and flooding conditions. If lightning is within 10-minutes of the event site, the event should be halted and participant seek shelter. If lightning is within 10 to 50 minutes of the event site, the event organizer should monitor the weather closely and keep staff informed of changing conditions. Event staff should prepare for the possibility of the need to shelter the public in place, or prepare for emergency evacuation in response to rapidly deteriorating weather conditions.

Wind conditions should be closely monitored in the event there are portable structures being utilized. Event staff should be familiar with the rating of portable structures in regards to wind speeds and wind shear and be prepared to immediately evacuate the area if winds become a dangerous factor.