

## City of Laurel Special Event/Parade and Public Assembly Emergency Action Plan (EAP)

This Special Event Emergency Action Plan (EAP) is meant to train event volunteers/personnel as well as create a more specific EAP for your event. It is the Event Coordinator's responsibility to train event volunteers/personnel in the following potential emergencies and to make sure that all key and supervisory event personnel are documented in the Key and Supervisory Event Personnel section with their contact information during the event, their assignment, and location. Within the EAP, a map of all event areas is required. The Site Plan will outline the area(s) of the event, evacuation routes, and ingress/egress for emergency personnel.

**In the event of a life threatening emergency, contact 9-1-1 then contact the Event Coordinator.**

Contact 9-1-1 AND the Event Coordinator if:

- EMS (9-1-1) has been called or if there is an injury requiring care.
- Missing Child.
- Hazardous Condition.
- Call 9-1-1 for any type of medical emergency or fire. If you are unsure, call 9-1-1.

Event Coordinator Contact Information	
Secondary Contact Information	

How do you plan to communicate with staff (personnel/volunteers) if an emergency occurs?

### Fire & Medical Emergencies

Police, Fire, and/or EMS will respond based on information received from the initial call. Police personnel are trained in first aid and can provide stabilization until EMS arrives.

#### In Case of a Medical Emergency

- Call 9-1-1.
- Give the dispatcher the following information:

- Nature of the emergency
  - Location (crossroads/landmarks near site location)
- Your name and phone number where you can be called back
- Do not move the victim unless absolutely necessary.
- Stay on the phone until the dispatcher directs you to hang up.

In Case of a Fire

- Call 9-1-1 (Stay on the phone if possible until the dispatcher has all needed information).
- Give the dispatcher the following information:
  - Nature of Emergency
  - Location
- Alert people in the immediate vicinity to evacuate to the safest designated assembly area (See Attached Site Plan Map with designated assembly area(s)).
- Use fire extinguisher if the fire is small and you have been trained on how to operate a fire extinguisher.
- Never breathe the smoke from fire. Stay low and crawl if necessary. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away from you.
- **DO NOT RE-ENTER THE AREA!** If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities have occurred when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone.

Location of Designated Assembly Area (Indicate location(s) on the site plan)	
---	--

<b>Missing Child</b>
----------------------

Tips for a missing child:

- Call 9-1-1.
- Keep the person who reported the situation with you until the child is found or until law enforcement arrives on-scene.
- Get a description of the missing child including age, gender, hair color, clothing, and other identifying characteristics.
- Determine the missing child's last known location.
- Send other volunteers/staff to scout specific locations and return. Re-send them until the child is found or law enforcement arrives on-scene.
- If possible, use a public address (PA) system or megaphone to call the missing child's name.

### **Weather Related Emergencies**

The Event Coordinator will be responsible for determining if weather conditions pose a threat to personnel and patrons at the event. Choose the safest alternative.

#### Pre-Event

Before any event, the Event Coordinator shall research types of weather that may occur during the time of year in which the event is scheduled. Once potentially hazardous weather conditions are identified, the mitigation, preparedness and training efforts will take place and be included in this EAP. Please answer the questions below:

If bad weather is forecasted, what is the trigger to cancel the event?

How will attendees be notified of cancellation?

How will attendees and personnel be notified to take protective actions (evacuation, shelter-in-place, etc.)?

Who will conduct crowd control in the event of emergency?

Where will people go and who is designated to assist in their successful arrival at the safe refuge location? (Indicate location(s) within a facility and/or outside on-site plan).

Will a first aid station with a trained first aid provider be designated at the event? If so, how many locations and where? (Indicate location(s) on the site plan)

\*Remember, there is no safe place outside when thunderstorms are in the area. Places to evacuate include substantial buildings (NO temporary, portable, or metal buildings) or hardtopped vehicles. Please plan for those that may have arrived by walking or biking.

## Lightning

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as developing cloud patterns in the area, lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until 30 minutes after thunder AND lightning activity.

### Lightning Safety Guidance

- Keep an eye on the sky.
- If you see lightning or hear thunder, immediately suspend outside activity.
- Postpone activities promptly; do not wait for rain.
- If you cannot get indoors, stay away from trees.
- If you are in a field, get to the lowest point.
- Avoid large groups of people.
- Avoid metal.
- Avoid contact with electrical equipment or cords.
- Avoid contact with plumbing.
- Stay away from windows and doors. Stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls. Wind

Power outages may occur with as little as 25 miles per hour (MPH) winds and can up-root trees. If an event has tents, be cautious of the stability of the structure. Wind can pose a hazard to participants or spectators. If the Event Coordinator determines winds pose a life safety issue, activities shall be suspended.

## Hail

Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstorms can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms an Event Coordinator should know and pass onto participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, find something to protect your head.
- Stay away from windows.

## Excessive Heat

In planning for outdoor activities, consider certain precautions: can the event be scheduled in the morning or evenings hours, is there plenty of water to offer, are there areas to cool-off, will there be misting fans, etc.? The Event Coordinator will encourage participants to:

- Drink or have plenty of water available. Avoid high sugar drinks.
- Encourage participants to wear lightweight, light-colored, and loose-fitting clothes.
- Wear a wide-brimmed hat, sunglasses, and sunscreen.

What will be available to prevent heat-related emergencies?
Will water be provided? If so, where? (Indicate locations on attached site plan).

### Earthquake

The danger of an earthquake is low; however, precautions should be in place if an earthquake were to occur, and event personnel should be aware of the danger and the procedures to protect participants.

- Initially Drop, Cover, and Hold On.
- Keep away from electrical power.
- Have a designated safe place for people to take cover.

