

Emergency Action Plan Template

This Emergency Action Plan (EAP) template is designed and intended to assist event organizers in planning and operating a safe community event. This plan template, or custom plan, must be used for events with an estimated attendance of 1,000 people or more. Events with an estimated attendance exceeding 10,000 people may not use this template and must develop a custom Emergency Action Plan.

Every event is different, and an event specific EAP is required.

In accordance with the Street Use Permit process and Madison General Ordinances, an EAP is required.

Name of Event: _____

Type of Event (check all that apply)

Run/Walk Festival Concert March/Rally Event in a Madison Park

Event on a Madison Street, Sidewalk, and/or Parking Lane Other

If other, please describe: _____

Event Features (check all that apply)

Alcohol Sales Live Music Temporary Structures Food/Vendors

Fencing/Enclosures Heating/LP Use

Emergency Contact Information

Provide the name and phone number for at least one person that will be the emergency contact for first responders before and throughout the duration of the event:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Event Safety

Name(s) of individual(s) responsible for event safety to include planning, event operations and event clean up: _____

Phone Number: _____ Email: _____

Event Capacity

State the estimated number of attendees over the duration of the event: _____

State the estimated maximum number of attendees at any one time during the event: _____

Specify the date, time, and describe the reason for the estimated maximum number of attendees at that time:

Specify the date and time of scheduled performances or programs that may cause attendees to gather in one area:

All stage performances require a capacity approved by the Madison Fire Department.

Not applicable Will be submitted

All events where people are confined by fences, barriers, or restricted from unrestricted and open ingress/egress require a capacity approved by the Madison Fire Department.

Not applicable Will be submitted

Crowd Managers

Trained (certified) crowd managers are required for a gathering of more than 1000 people. No fewer than one trained crowd manager for each 250 people (if over 1000 people) in attendance at the event shall be on-site at all times.

Note: Some security services have trained crowd managers

Number of trained crowd managers on-site at all times: _____

Event Pause, Postponement and Cancellation

Specify the name and phone number for the individual that will determine when the event may be paused, postponed, or cancelled.

Note: This is not the Madison Police Department or the Madison Fire Department.

Name: _____ Phone Number: _____

Event Evacuation and Emergency Shelter

Emergency shelter location(s): _____

List emergencies that will cause evacuation or emergency sheltering:

This section should be coordinated and reference the hazards and emergency action section of the EAP.

Emergency Announcements and Notifications

Emergency announcements and notifications must be scripted before the event to ensure uniform and prompt delivery of safety and protective actions. Script Prepared: Yes

Emergency announcements will state:

Describe the methods and means to notify all event attendees, vendors, and staff:

Specify the means of communication between event organizers, staff, volunteers, and personnel responsible for initiating and/or communicating emergency notification and warnings:

Weather Monitoring

All events must have someone tasked with monitoring the weather before and during the event. All threatening and active severe weather requires actions to protect all attendees, staff, volunteers, and vendors.

Name of individual assigned to monitor the weather: _____

Name of the contracted weather monitoring service (as applicable): _____

The scope of services include: _____

Event will utilize the Large Event Weather Support program offered by the National Weather Service.

Yes No

- Events must have an anticipated attendance (at one time) over 1000 people.
- The required NWS form is available at <http://www.weather.gov/mkx/eventsupport> and must be submitted by a representative of Madison Emergency Management.
- Madison Emergency Management Coordinator for the City of Madison can be contacted at CityEOCManager@CityofMadison.com

Event Security

Contracted private security (not Madison Police) will be provided: Yes No

If security will be contracted, how many personnel will be on-site? _____

Provide the name of the security service: _____

Provide a description of the scope of services to be provided by the security service.

Provide the means of communications between the security service and event management.

Event will include a defined perimeter with fencing or other barrier. Yes No

Coordination with the Madison Police Department

Will the event contract for services with the MPD? Yes No

Describe scope of services requested: _____

Name and phone number of the individual to meet MPD in the event of an incident/emergency:

Name: _____ Phone Number: _____

Emergency Medical Services

What methods of emergency service(s) will be provided? _____

Limited to dialing 911 for medical emergencies:

First-aid station staffed by:

Volunteers: Yes No Contracted medical professionals: Yes No

Name of contracted service: _____

Number of personnel on-site at all times: _____

Coordination with Madison Fire Department

Will the event contract for emergency medical services with the MFD? Yes No

If yes, please complete a Special Event EMS Request Form and submit to Division Chief David Crossen.

Email: DCrossen@CityofMadison.com

Phone Number: 608-266-4256 or 608-266-4420 and ask for Division Chief of Special Events.

Contact Assistant Chief Jeff Larson to discuss coordination for an emergency response and if there will be any requirements for on-site MFD personnel, excluding EMS which is covered by the Special Event EMS Request Form mentioned above.

Email: JtLarson@CityofMadison.com

Phone Number: 608-266-5946 or 608-266-4420 and ask for Assistant Chief of Fire Operations.

Will the event be holding a meeting with organizers, staff, volunteers, or vendors prior to the event?

Yes No

If so, will there be a request or opportunity for the Madison Fire Department to attend and present fire safety information as it pertains to the event (cooking, LP gas and canopy safety)?

Yes No

To schedule a representative of the Madison Fire Department, please contact Scott Strassburg.

Email: SStrassburg@CityofMadison.com

Phone: 608-261-9843 or 608-266-4420 and ask for Scott Strassburg.

Name and phone number of individual assigned to meet the Madison Fire Department in the event of an emergency:

Name: _____ Phone Number: _____

Stages, Raised Platforms, Temporary Structures, and Tents

Contract(s) require vendors to provide a flame-spread certificate for all fabric materials.

Yes No

Contract(s) require vendors to provide an event specific post set-up certificate of structural stability.

Yes No

Contract(s) require vendors to provide a high wind safety plan to outline actions prior to and during high winds. (Ex: retract wing walls, secure hanging lights and sound equipment, lower video screens, evacuate area around stage/structure).

Yes No

Canopies (10 x 10 pop-up style)

Vendor and exhibitor agreements state that all canopies must comply with the Madison Fire Department canopy safety guidelines.

All canopies shall be weighed to withstand 35 MPH winds.

All canopies shall be taken down or the fabric removed when winds exceed 35 MPH, or the NWS issues a high wind advisory or severe thunderstorm warning.

Is there cooking at the event? Yes No

If there is cooking at the event, vendor and exhibitor have an agreement that cooking is not allowed under a canopy. Yes No

Site Map Requirements

The site map submitted with the application includes the following, as required by the fire code:

- Fire lanes and emergency access into, through and out of the event area.
- Egress and escape routes for attendees, vendors, staff and volunteers.
- Location of emergency medical services.
- Vendor and concession locations
- Location of fire extinguishers.
- Perimeter fencing and access control.
- Vehicle barriers.

Event Safety Inspections

Within 30-minutes of the start of the event and every _____ minutes throughout the event, _____ (name of individual or operation position) will conduct a safety inspection of the event. The event safety inspection must be specific to the event. The Event Safety Inspection Checklist addendum to this EAP may be used.

EAP Distribution and Training

The EAP must be distributed to all staff, vendors, contractors, participating agencies, and volunteers.

Event Staff Vendors Crowd Managers Security Performers Promoters
Volunteers Contractors EMS Others _____

Event specific training in the use and responsibilities associated with this EAP shall be provided to event personnel. At a minimum, the following personnel will receive training:

Event Staff Crowd Managers Security

Hazard, Prevention Methods, Protective and Emergency Actions

Community events face natural, and human caused hazards. Event planners and operators must be prepared to deal with hazards and safeguard attendees from such hazards. Prevention and protective actions must be event specific.

- Prevention actions are things that you do before the hazard to prepare for an imminent threat or emergency.
- Protective actions are positive steps to protect people and minimize the adverse impact of an emergency or imminent threat.

The individual or operational position responsible for each action must be stated.

Examples:

Hazard – Fire

1. Prevention Actions:
 - a. Invite MFD to vendor training.
 - b. Provide all vendors with fire safety information.
 - c. Pre-event fire safety inspection by: (Name of staff person responsible for safety).
2. Protective and Emergency Actions:
 - a. Call 911
 - b. Evacuate area.
 - c. Deploy fire extinguisher.

Hazard – High winds or severe thunderstorm

1. Prevention Actions
 - a. Continuous weather monitoring.
 - b. Alert all staff and vendors of any weather threats.
2. Protective and Emergency Actions
 - a. Notify ALL staff, volunteers, vendors, and attendees.
 - b. Take down canopies.
 - c. Cancel and evacuate event.
 - d. Direct attendees to shelter locations: (List of locations).

Worksheet for Hazards

High Winds

Prevention Actions

Protective and Emergency Actions

Medical Emergency

Prevention Actions

Protective and Emergency Actions

Extreme Heat

Prevention Actions

Protective and Emergency Actions

Severe Thunderstorm

Prevention Actions

Protective and Emergency Actions

Tornado

Prevention Actions

Protective and Emergency Actions

Lost Child

Prevention Actions

Protective and Emergency Actions

Fight/Domestic Disturbance

Prevention Actions

Protective and Emergency Actions

Active Shooter/Active Killer

Prevention Actions

Protective and Emergency Actions

Fire/Explosion

Prevention Actions

Protective and Emergency Actions

Vehicle Through Barricade

Prevention Actions

Protective and Emergency Actions

Peaceful Protest (Your Event or Unrelated Issue)

Prevention Actions

Protective and Emergency Actions

Civil Unrest

Prevention Actions

Protective and Emergency Actions

Power Failure

Prevention Actions

Protective and Emergency Actions

Crowd Crush/Surge

Prevention Actions

Protective and Emergency Actions

Bomb, Bomb Threat or Suspicious Package

Prevention Actions

Protective and Emergency Actions

Air Quality Alert

Prevention Actions

Protective and Emergency Actions

Event Safety Inspection Checklist Addendum	Enter time when check occurs (see EAP for how often)								
	Before event	During event							
Traffic management plan deployed									
Barricades in-place									
Trip hazards removed or covered									
Canopies weighed down									
Electrical cords grounded									
Grills adjacent to and not under canopies									
Propane connections and fittings tight and soap tested for tightness									
Security personnel in-place									
Weather monitoring on-going									
Fire lanes clear and unobstructed									
Capacity count on-going (only if approved capacity required)									
Exits open and unobstructed									
Fire extinguishers accessible									
Emergency medical personnel on-site (as applicable)									
Perimeter secure									
No abandoned or suspicious bags or property									
Perimeter and access control measures in place									
Please note that frequency of checks will vary depending on event. Please check your Emergency Action Plan to see how frequent checks should occur at your event. First check should occur within 30 minutes of the start of event. Use additional copies of this form as needed based on length & frequency of checks for the event.									

**After Street Use Permit Approval Task List
(submit information within 30 days of event)**

Capacity Approval

Submit site plans and capacity calculations to the Madison Fire Department for approval.

Approved Capacity: _____

Date Submitted: _____

Crowd Managers

Certified crowd managers will be provided through contracted security services.

Date that contracted crowd managers received training in this EAP: _____

Event staff will serve as the certified crowd managers.

Date of certification(s): _____

Certifications obtained through: _____

Date event staff crowd managers received training in this EAP: _____

EAP Distribution and Training

EAP distributed to all event personnel.

Event Staff Vendors Crowd Managers Security

Performers Promoters Volunteers Contractors Others

List of others: _____














Event specific training in the use and responsibilities associated with this EAP provided to event personnel. The following personnel received training:

Event Staff Crowd Managers Security Others

Date of training: _____

Training provided by: _____

Beaufort Scale

Beaufort number	Wind Speed (mph)	Seaman's term		Effects on Land
0	Under 1	Calm		Calm; smoke rises vertically.
1	1-3	Light Air		Smoke drift indicates wind direction; vanes do not move.
2	4-7	Light Breeze		Wind felt on face; leaves rustle; vanes begin to move.
3	8-12	Gentle Breeze		Leaves, small twigs in constant motion; light flags extended.
4	13-18	Moderate Breeze		Dust, leaves and loose paper raised up; small branches move.
5	19-24	Fresh Breeze		Small trees begin to sway.
6	25-31	Strong Breeze		Large branches of trees in motion; whistling heard in wires.
7	32-38	Moderate Gale		Whole trees in motion; resistance felt in walking against the wind.
8	39-46	Fresh Gale		Twigs and small branches broken off trees.
9	47-54	Strong Gale		Slight structural damage occurs; slate blown from roofs.
10	55-63	Whole Gale		Seldom experienced on land; trees broken; structural damage occurs.
11	64-72	Storm		Very rarely experienced on land; usually with widespread damage.
12	73 or higher	Hurricane Force		Violence and destruction.

Resource and Reference Addendum

Event Safety Alliance www.eventsafetyalliance.org

International Code Council (Fire Code) www.iccsafe.org

Madison General Ordinances (Chapter 10 for Street Use Permit Requirements and Chapter 34 for Fire Code Requirements) [Code of Ordinances | Madison, WI | Municode Library](#)

National Weather Service Event Support [dssrequest \(weather.gov\)](https://www.weather.gov/dssrequest)

[National Weather Service Event Ready Guide Event Ready Guide \(weather.gov\)](#)

Crowd Manager Training [National Association of State Fire Marshals - Crowd Manager Training](#) / <https://crowdmanagers.com>

FEMA Special Events Planning Manual [Microsoft Word - SpecialEventsPlanning-JAManual.doc \(fema.gov\)](#)

Madison Fire Department Event Support Links

[USE AND OPERATIONS OF TENTS AND TEMPORARY MEMBRANE STRUCTURES](#)

(tents over 401 ft²)

[FIRE SAFETY FOR CANOPIES & COOKING](#)