

## Emergency Preparedness-Special Event Action Planning

### Overview

It is important for event organizers to develop public safety plans addressing a variety of incidents and inclement weather conditions.

This information is intended to assist with the development of your event plan. However, due to the dynamic nature of emergency planning, we advise you to continuously educate yourself and your team on current standards and best practices from professional event organizations and National Security Bureaus such as Homeland Security.

Homeland Security developed the “Security of Soft Targets and Crowded Places-Resource Guide”, which is valuable catalog of resources to help identify the various incidents to address within your event safety plan. Here is the link:

[https://www.cisa.gov/sites/default/files/publications/19\\_0424\\_cisa\\_soft-targets-and-crowded-places-resource-guide.pdf](https://www.cisa.gov/sites/default/files/publications/19_0424_cisa_soft-targets-and-crowded-places-resource-guide.pdf)

Homeland Security published the Protective Measures Guide for the U.S. Outdoor Venues Industry in June 2011. Here is the link to this comprehensive document:

<https://info.publicintelligence.net/DHS-OutdoorVenues.pdf>

For best practices related to weather incidents and outdoor special event planning for inclement weather, utilizing national associations such as the American Meteorological Society (AMS) for reference information is recommended. Here is a link to an AMS document:

<https://www.ametsoc.org/index.cfm/ams/about-ams/ams-statements/statements-of-the-ams-in-force/weather-safety-at-venues-and-public-gatherings/>

### Other Resources

- Professional Event and Venue Organizations
  - International Association of Festivals and Events Association, [www.IFEA.com](http://www.IFEA.com)
  - Calfest, [www.calfest.org](http://www.calfest.org)
  - IAVM, International Association of Venue Manager, [www.IAVM.org](http://www.IAVM.org)
- National Security Resources
- National Incident and Management System (NIMS)
- Homeland Security
- Other government emergency response organizations including your local county and city agencies.

### Required City of San Jose Special Event Submissions

The documents noted below will be required, *14 days prior to the first event day*, for a final permit to be issued by the Office of Cultural Affairs for all events with an expected attendance of 1,000 or more.

- Detailed time for the event to include all event activities and venues;
- Detailed security map and security plan detailing:
  - Patron screening standards that will be utilized
  - Identify exit/egress paths
  - Identify number of private security will be working and location they will be working
  - Communication/Radio plan to communicate with Security and Police.

Detailed Public Safety Plan (as required by Section 404.3.1 of the California Fire Code). At a minimum, the final Public Safety Plan should include the following:

- Emergency egress or escape routes for the outdoor special event space.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.

- Procedures for accounting for employees, event attendees and event participants after evacuation have been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying event attendees and participants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the Plan.
- A description of the emergency communication system (e.g. voice, alarm, etc), where provided, used during the outdoor special event to alert event attendees and participants of an emergency. Procedures for accounting for children who have been separated from their parents/guardians and assignment of event personnel responsible for the management of this procedure to ensure the safe return of the child.
- A description of how the permanent Fire Department connections, hydrants and other fire safety devices located at surrounding buildings and public areas will remain accessible during the event. The locations and access points to the fire safety devices should be reflected on the Event Site Map.
- For outdoor events where more than 1,000 persons shall congregate, identification and assignments of trained crowd managers shall be provided established at a ratio of one crowd manager to every 250 event attendees.

Emergency Plans provided by Event Organizers will be provided to San Jose Police and Fire staff.

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