



**City of Monroe Special Event Public Safety and  
Emergency Management Plan**

To comply with recent changes to Washington State's Fire Code (WSFC 105.3.6), City staff have created this public safety and emergency management template for events with 1,000 or more attendees. This form and supporting documents may be required as part of your Special Event Application to ensure all safety aspects have been met. Please attach supporting documents as needed for each section. Please note that not all sections of the form may be relevant for every event.

1. EVENT OVERVIEW	
Event Name	
Event Date	
Event Location	
Number of Staff at Event	
Number of Volunteers	
<b>Audience Profile</b> The event's audience profile is essential when planning for risks and ensuring that appropriate control measures and facilities are in place for the event. Include information such as past event history and type of entertainment to help identify the audience profile.	

2. ORGANIZATION CHART - Identify who will be responsible for various event tasks.		
Role Title	Name / Phone Number	How / Where to Be Performed
Event Organizer		
Trained Crowd Manager #1		
Trained Crowd Manager #2		
Traffic/Parking Control		
Security/Law Enforcement		
First Aid		
Weather Monitor		
Food/Beverage		

<b>3. CROWD MANAGEMENT</b>	
<p><b>Security and Crowd Management Staffing</b></p> <p>Washington State Fire Code requires no fewer than 2 crowd managers and 1 additional for each additional 250 persons.</p>	<p>List trained Crowd Managers and attach certification (proof) of training (if other than PD / Fire Staff).</p>
<p>PD and Fire staff are trained crowd managers. Applicant may apply for an off-duty officer to attend the event.</p> <p>-----</p>	<p>Describe how security and staff will be identified (e.g., yellow shirts for volunteers, red shirts for paid staff).</p>
<p>\$19.95 2-hour Online training offered at <a href="http://crowdmanagers.com">crowdmanagers.com</a></p>	<p>Duties (e.g. searching at entrances, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment, etc.)</p>
<p><b>Security and Crowd Management Staff Training</b></p>	<p>Describe the nature and format of pre-event briefings and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements).</p>
<p><b>Alcohol / Beer Garden Management</b></p>	<p>Will alcohol be served at this event? If so, include location, size, type of fencing, and number of entrances / exits of beer garden on site plan.</p>
<p><b>Management of Attendee Numbers</b></p>	<p>Provide details on how attendee numbers will be monitored and controlled (e.g. monitored entrances and exits).</p>

<b>4. COMMUNICATIONS</b>	
Identify methods of communication between event staff/volunteers, as well as event attendees in the event of an emergency and who is responsible for notifying whom. Event organizers should prepare scripted messages for announcements in the event an emergency.	
<b>PA Systems</b>	Detail PA systems used at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency.
<b>Radio Communications</b>	Describe who will have radios for communication and which channels will be allocated for what activity.
<b>Loud Hailers / Megaphones</b>	List where loud hailers or megaphones will be located if in use at the event, and list those trained and confident in use.
<b>Other</b>	List any alternate communication methods in the event of problems with telephone or radio communication.

<b>5. MEDICAL AND FIRST AID</b>	
Provide details on first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage. Include the organization's name, contact person, and phone number if private ambulance services will be used.	
Provide procedures for addressing and reporting injuries and/or sickness.	
<b>Total number of first aid stations at the event.</b>	
Identify where each medical facility or first aid station is located on your site and identify each on your site plan. Refer to and attach maps as needed.	

6. FIRE SAFETY	
Fire Personnel Location	
<p>Fire Equipment.</p> <p>WA State Fire Code requires Portable fire extinguishers with a minimum rating of 2A-10: B-C located every 75 feet. These are required to be mounted on a temporary post that is securely anchored. This is required only in tent or canopy areas.</p>	<p>List the type, number, and location of fire extinguishers to be provided at the event. Identify on the site map their respective locations</p>
<p>Generator / Fire Safety</p> <p>WA State Fire Code requires Generators to be a minimum of 20 feet from combustible materials and isolated from the public a minimum of 3 feet using a fence/guard/enclosure. A portable fire extinguisher is required to be located at the generator.</p>	<p>List the number and locations of generators. Identify on the site map their respective locations</p>
<p>Fire Event &amp; Response</p>	<p>Provide details of how a fire event will be addressed.</p>

7. POLICE
<p>List details of police involvement in the event. (traffic management, crowd control etc.)</p>
<p>Provide procedures for situations that may require police assistance.</p>
<p>Identify any known potential threats/hazards.</p>

**8. TRAFFIC / PARKING MANAGEMENT**

List any disruptions to regular traffic patterns in the event area and surrounding roadways, especially state or city roads. Include ingress and egress routes on the site map the ingress/egress routes and directional signage used to direct traffic in and out of the event area.

Identify attendee parking areas on the site plan and detail how parking will be managed.

**9. EMERGENCY VEHICLE ACCESS**

Special event permits require a 20-foot fire lane for emergency vehicle access for outdoor events, which shall be detailed on the site plan.

Detail emergency vehicle ingress and egress routes.

**10. EVENT EVACUATION PLAN**

Emergency evacuation plan for event attendees, volunteers, and contractors. Include or reference the site map.

Describe the preparation and staff training conducted to ensure appropriate action is taken during evacuation.

<b>11. LOST CHILD / VULNERABLE PERSONS</b>	
Describe the arrangements for safeguarding and reuniting lost children or other vulnerable persons with care persons, parents, or guardians. Identify the location on the site plan.	

<b>12. EXTREME WEATHER / ENVIRONMENTAL HAZARDS</b>	
Extreme weather or environmental hazards may present risks that must be considered during the planning phase of an outdoor event. Consider potential weather/environmental conditions and the plan of action that will be taken during such occurrences. Extreme weather may include thunderstorms, lightning, extreme temperatures, and high wind speeds. Environmental hazards may include poor air quality conditions, toxic algae, etc.	
<b>Assignment of Responsibility</b>	Identify the person responsible for monitoring weather forecasts and environmental hazards in advance and during the event.
<b>Event Cancellation Criteria</b>	Describe the general arrangements and notification process in the event of extreme weather or environmental hazard (e.g. cancellation criteria).
<b>Action Plan</b>	Extreme weather and environmental hazards may require other specific actions to be taken to prevent injury or damage. Describe preparations and staff training conducted to ensure appropriate action is taken to respond to extreme weather conditions and/or environmental hazards. Identify areas of refuge on the site map and procedures for implementing a response to a weather event. Provide thresholds (e.g., wind speed, lightning distance, temperature, air quality index) for determining whether to continue, suspend, or cancel the event.

Questions? Contact Monroe Parks and Recreation Events and Communications Specialist at [kdarrow@monroewa.gov](mailto:kdarrow@monroewa.gov), or 360-863-4519.