



PUBLIC SAFETY PLAN FOR SPECIAL EVENTS

The purpose of this form is to provide event organizers a guide to address potential safety hazards and to identify safety procedures that should be in place prior to an event. Some things to consider when outlining your safety plan for the event should be, but not limited to: Severe weather (thunderstorm, tornado); fire at the event or in a building adjacent to the event; traffic accident at or impeding flow to and away from event; health related incidents at event; or acts of violence at the event. Complete all applicable fields, and identify any field that are not applicable to the event with an N/A. This form is required for all events.

EVENT INFORMATION

Name of Event:	
Location:	
Event Contact:	Phone:
Email:	
Date(s) of Event:	
Time(s) of Event:	Estimated Total Event Attendance:
Estimate of largest number of people that will be at the event at the same time:	
Description of Event Area:	
Describe the flow of pedestrians through the event:	

EVENT STAFFING

Who is the Point of Contact for emergencies?	Phone:
Expected number of Event Staff - Professionally Trained:	Volunteers:
Overview Description of the Event Staffing Plan:	
Will there be onsite Fire Services?	Yes No
If yes, who and where will they be located at the event?	
Will there be onsite EMS/Medical Services?	Yes No
If yes, who and where will they be located at the event?	
Will there be onsite Law Enforcement/Security?	Yes No
If yes, who and where will they be located at the event?	

EVENT PARKING, INGRESS and EGRESS

Overview Description of the Event Parking Plan:			
Is there offsite parking?	Yes	No	If yes, where?
Is shuttle service provided?	Yes	No	If yes, what is the route & stop points?
Is Lyft/Uber drop site provided?	Yes	No	Where?

Are Law Enforcement Personnel providing traffic control on roadways?	Yes	No
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If yes, where?

Parking responsibilities are being managed by # of Staff:	# of Vendors:	# of Volunteers:
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Other parking and access considerations:

EMERGENCIES

What is the route for emergency vehicle ingress to the event site?

How will you maintain the emergency vehicle route, including during pre-event and post-event activities?

Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed:

Describe how crowd evacuation will be managed to another location in an emergency:

EMERGENCY RELOCATION AND ASSEMBLY AREAS

Primary and Secondary Indoor Relocation Area(s):	1)	2)
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Primary and Secondary Outdoor Relocation Area(s):	1)	2)
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Key Definitions:
The **Indoor Relocation Area** is an interior space that can accommodate the event attendees and provide the most protection from outside hazards, the most recognizable threat being severe weather.
The **Outdoor Assembly Area** is an open outside location at least 100 feet from the evacuated area where occupants temporarily gather following an evacuation in an effort to make sure everyone is out of the area safely. This location should be located away from access points used by emergency vehicles.

Staff/Volunteer Assembly Areas for:
Severe weather -
Acts of Violence -
Fire -
List of Staff Names & Phone Numbers for accountability of staff:

EMERGENCY COMMUNICATIONS

Describe the methods available for communicating an emergency to staff, vendors and the public:

Describe the systems in place to assist in an emergency (Public Address System, Staff Radios, etc.):

Describe the equipment available to assist in an emergency, including quantity and location (Fire Extinguishers, First Aid Kits, Automated External Defibrillator (AED), etc.) and provide a map of locations of said equipment:

PLAN REVIEW AND APPROVAL

Plan Created By:

Date:

Plan must be submitted to Town of Leesburg at least 30 days prior to the event.

Plan must be submitted for review with any applicable attachments including:

- Event layout (map)
- Parking plan
- Facility floor plan (evacuation route map)
- Any other applicable attachments

Upon completion and approval of the event public safety plan:

- Keep the plan in a readily accessible location
- Provide access to the plan to all event staff and volunteers
- Allow all event staff/volunteers adequate time to review the plan
- Ensure that all event staff/volunteers understand the plan and their duties as assigned in the plan

Any questions or comments should be directed to:

Linda Fountain
(703) 737-6052
lfountain@leesburgva.gov

TO BE COMPLETED BY TOWN EVENT STAFF ONLY:

Plan Reviewed By:

Date:

Plan Approval:

Yes

No

Date: