

# Town of Marshall

## Special Event Emergency Action Plan (EAP)

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### I. GENERAL

The “ \_\_\_\_\_ ” will be held on \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_ at \_\_\_\_\_ (location/address/facility name).

### II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the “ \_\_\_\_\_ ” event (Hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizations, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during and emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

### III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire and Rescue, Emergency Medical Services, and Police.

### IV. BASIC PLAN

#### A. EAP Event Representative

- 1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as \_\_\_\_\_

#### B. Emergency Notification

- 1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: Nature of emergency, location, and contact person with callback number.
- 2. We will have on-site EMS (Contact NAME and Phone ) \_\_\_\_\_
- 3. We will have on-site MPD (Police officer name and phone #)

# Town of Marshall

## Special Event Emergency Action Plan (EAP)

---

### C. Severe Weather

1. Weather forecasts and current conditions will be monitored through the National Weather Service's Greenville-Spartanburg Weather Forecast Office website [www.weather.gov/gsp](http://www.weather.gov/gsp).
2. Before the event – If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.
3. During the event – If severe weather occurs during the event, the EAP event representative or his/her designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lighting. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

### D. FIRE

1. No specific hazard has been identified as an increased risk of fire at this event.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
  - a. Must have a valid fire extinguisher, 2A10BC or class K.
  - b. Each space is allowed 1 LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained etc.)
  - c. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
4. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

### E. Medical Emergency

1. As with any event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.

# Town of Marshall

## Special Event Emergency Action Plan (EAP)

---

2. There are limited provisions for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. The caller will have the following information available to the on-site EMS officer: nature of emergency, precise location, and contact person with callback number.

### F. Law Enforcement

1. The need for constant Law Enforcement presence at this event has been identified.
2. Should an incident occur that requires Law Enforcement, the on-site MPD officer will be contacted to request this resource. The caller will have the following information available to the on-site MPD officer: nature of emergency, precise location, and contact person with callback number.

### G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
4. Crowd control will be managed by EVENT STAFF/PRIVATE SECURITY
5. Parking for vendor and staff vehicles will be at the following location:

\_\_\_\_\_

6. Parking for attendee vehicles will be at the following location: \_\_\_\_\_

\_\_\_\_\_

### V. Contact Information

<b>Primary Contact</b>	<b>Name:</b>	<b>Cell Phone:</b>
<b>Secondary Contact</b>	<b>Name:</b>	<b>Cell Phone:</b>
<b>Mission Hosp. EMS</b>	<b>Emergency</b>	<b>(828) 649-3815</b>
<b>Marshall Police Department</b>	<b>Non-Emergency</b>	<b>(828) 649-2111</b>
<b>Marshall Vol. Fire Dept.</b>	<b>First Responder/Fire</b>	<b>(828) 649-2660</b>

### VI. Event Area Map (Attached next page)