

## **SPECIAL EVENT PUBLIC SAFETY PLAN**

Name of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time the Event is to Open: \_\_\_\_\_

Sponsor of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

### **Emergency Contact Information**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Site Location of Event Staff: \_\_\_\_\_

## **EMERGENCY NOTIFICATION OF PUBLIC AT EVENT SITE**

The public will be notified by the following manner: \_\_\_\_\_

Who will be responsible for the notification: \_\_\_\_\_

Contact number during the event: \_\_\_\_\_



# CITY OF GREENSBURG

FIRE DEPARTMENT

528 North Ireland St.  
Greensburg, IN. 47240  
Phone 812-663-8671  
greensburgfire.com



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### EMERGENCY MEDICAL SERVICE

Name of Provider: \_\_\_\_\_

Location at Event Site: \_\_\_\_\_

### FIRE PROTECTION

Name of Provider: \_\_\_\_\_

Location at Event Site: \_\_\_\_\_

Number of fire extinguishers: \_\_\_\_\_

Location of fire access roads: \_\_\_\_\_

### SECURITY

Name of Provider: \_\_\_\_\_

Location at Event Site: \_\_\_\_\_

Location of missing person station: \_\_\_\_\_

Event parking locations: \_\_\_\_\_

### SEVERE WEATHER CONTINGENCY

Shelter locations: \_\_\_\_\_

Have you confirmed that the locations will be open and available: \_\_\_\_\_

How will attendees be notified in the event weather is bad and event needs to be canceled: \_\_\_\_\_

\_\_\_\_\_

Who will be responsible for monitoring the weather: \_\_\_\_\_

How will weather be monitored? (ex: weather radio, local radio, or television)

\_\_\_\_\_

Who will determine if the event is canceled or held? Phone number:

\_\_\_\_\_



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## SPECIAL EVENT PUBLIC SAFETY PLAN

### Public Safety Site Plan Map

Attach a schematic drawing of the event site location. Drawing must include the following items.

1. Location of booths, stage, and event structures
2. Location of first aid stations
3. Location of information/ticket booths
4. Boundaries of event
5. Location of fire extinguishers
6. Location of severe weather shelters
7. Location of Fire/EMS access road
8. Location of security staff
9. Location of emergency contact event personnel
10. Location of assembly area and approximate occupant amounts
11. Location of event parking

### Other

Provide any other information you feel that should be considered.

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Please return to Greensburg Fire Department (contact info above) prior to event.