

Return To:

City of Key West
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This template has been produced to aid event organizers in planning safe and exciting events with 50 or more attendees. This document, along with the Special Event Application, are reviewed by the Key West Special Event Administrator to ensure that all safety aspects have been met. This template can be used for any size event but is **required** for events with 50 or more attendees.

If any section duplicates information provided in the Special Event Application submitted for your event, please refer to that information in the applicable section. Please attach supporting documents and addendums as needed for each section. Please note that **not all parts of the template may be relevant for every event.**

Once reviewed by the Special Events Administrator, conditions and requirements will be set by the Key West Fire Marshal, Police Department, and Special Events Office and shared with you. Thank you for hosting your event in Key West!

1. EVENT OVERVIEW

EVENT NAME	Click or tap here to enter text.	
EVENT DATE	Click or tap here to enter text.	
AUDIENCE PROFILE	<p>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 previous history, entertainment type, and ticket sales to help in indicating the audience profile.</p> <p>Click or tap here to enter text.</p>	
ORGANIZATION CHART	<p>Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.</p> <p>Click or tap here to enter text.</p>	
ROLES AND RESPONSIBILITIES	Role Title	Brief Explanation of responsibilities
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
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	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
CONTACTS	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

CONTACTS (CONT.)	Name	Click or tap here to enter text.	Mobile	Click or tap here to enter text.	
	Role	Click or tap here to enter text.	Landline	Click or tap here to enter text.	
	Email				Click or tap here to enter text.
	Name	Click or tap here to enter text.	Mobile	Click or tap here to enter text.	
	Role	Click or tap here to enter text.	Landline	Click or tap here to enter text.	
	Email				Click or tap here to enter text.
	Name	Click or tap here to enter text.	Mobile	Click or tap here to enter text.	
	Role	Click or tap here to enter text.	Landline	Click or tap here to enter text.	
	Email				Click or tap here to enter text.
	Name	Click or tap here to enter text.	Mobile	Click or tap here to enter text.	
	Role	Click or tap here to enter text.	Landline	Click or tap here to enter text.	
	Email				Click or tap here to enter text.

2. CROWD MANAGEMENT

SECURITY AND CROWD MANAGEMENT STAFFING	<p>The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.</p>	
	<p>Crowd Management Staffing Provider/Company Click or tap here to enter text.</p>	
	<p>Number of Volunteers Click or tap here to enter text.</p>	<p>Number of Paid Staff Click or tap here to enter text.</p>
	<p>Communication Methods Primary: Click or tap here to enter text. Backup: Click or tap here to enter text.</p>	
	<p>Number of staffing to be provided including different levels of provision at different times during the event, if appropriate. Click or tap here to enter text.</p>	
	<p>Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers). Click or tap here to enter text.</p>	
	<p>Duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.). Click or tap here to enter text.</p>	

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	Provide details of the training received by security and crowd management personnel. Click or tap here to enter text.
	Detail the nature and format of pre-event briefing and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements and the arrangements for their own health and safety). Click or tap here to enter text.
	Provide date(s) and times of pre-event briefing and training sessions. Click or tap here to enter text.
MANAGEMENT OF ATTENDEE NUMBERS	Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event; monitored entrances and exits). Click or tap here to enter text.
3. COMMUNICATIONS	
PA SYSTEM	Detail any PA systems in use 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. Click or tap here to enter text.
RADIO COMMUNICATION	Describe who will have radios for communication and which channels will be allocated for what activity. Click or tap here to enter text.
LOUD HAILERS	Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use. Click or tap here to enter text.
TELEPHONE	List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication. Click or tap here to enter text.

SIGNAGE AND PUBLIC INFORMATION	Provide details and location of any signage or public information facilities being used to direct persons around the site including first aid locations, lost children, and lost and found.
	Click or tap here to enter text.

MEDIA	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

4. MEDICAL AND FIRST AID

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.

Click or tap here to enter text.

Total Number of First Aid Stations at Event	Click or tap here to enter text.
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Identify where each medical facility/first aid point is located on your site and identify each on your site plan. Refer to and attach maps as needed.

Click or tap here to enter text.

5. FIRE RISK ASSESSMENT

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

FIRE EXTINGUISHERS	Provide details of the type, number and location of fire extinguishers to be provided at the event.
	Click or tap here to enter text.

PYROTECHNICS AND SPECIAL EFFECTS	List any pyrotechnics or special effects used during the event.
	Click or tap here to enter text.

6. POLICE

List details of police involvement in the event. Refer to Special Event Permit Application where applicable.

Is there Police traffic management of the event? Choose an item.

Comments: Click or tap here to enter text.

On site police presence during the event: Choose an item.

Comments: Click or tap here to enter text.

7. RISK MANAGEMENT

INCIDENT RECORDING

The event promoters should maintain a record of everything that occurs throughout the event. List contact information for all members of the event responsible for these records

Name Click or tap here to enter text.

Mobile Click or tap here to enter text.

Role Click or tap here to enter text.

Landline Click or tap here to enter text.

Email Click or tap here to enter text.

Name Click or tap here to enter text.

Mobile Click or tap here to enter text.

Role Click or tap here to enter text.

Landline Click or tap here to enter text.

Email Click or tap here to enter text.

8. INCIDENT MANAGEMENT

EMERGENCY MANAGEMENT COMMAND POST

Describe location and functionality of the event's emergency management command post.

Click or tap here to enter text.

Describe arrangements and procedures for the hand-over of control of aspects of your event to emergency response agencies in the event of an emergency.

Click or tap here to enter text.

EMERGENCY COMMUNICATIONS PLAN

Identify methods of communication with emergency management organization, including police, fire, and medical teams.

Click or tap here to enter text.

EXTREME WEATHER

Identify person responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.

Name Click or tap here to enter text.

Mobile Click or tap here to enter text.

Role Click or tap here to enter text.

Landline Click or tap here to enter text.

Email Click or tap here to enter text.

WEATHER cont.	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p>Click or tap here to enter text.</p>
	<p>Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail preparation and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions.</p> <p>Click or tap here to enter text.</p>
EMERGENCY VEHICLE ACCESS	<p>Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. Detail any additional dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.</p> <p>Click or tap here to enter text.</p>
EVENT EVACUATION PLAN	<p>Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include a map in the Special Event Application.</p> <p>Click or tap here to enter text.</p>
	<p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p>Click or tap here to enter text.</p>
9. LOST CHILDREN / VULNERABLE PERSONS	
<p>Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with care persons, parents, or guardians. Identify the location on the site map.</p> <p>Click or tap here to enter text.</p>	
10. DEBRIEF AND EVENT REVIEW	
<p>A post-event debrief may be required by the Special Events Office. Please be prepared to present the following at any debrief:</p> <ul style="list-style-type: none"> • Particular arrangements that worked well to ensure public safety • Any identified weaknesses in the arrangements that require improvement • Review of any incidents and remedial action required 	

Please attach or include any additional site plans, risk assessments, and associated event documents required above.

Your completed Public Safety & Event Management Plan is due 45 days prior to your event.