

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

IMPORTANT – READ THIS DOCUMENT IN ITS ENTIRETY

This Special Event Emergency Action Plan (EAP) is provided to educate event staff and volunteers and to create consistency with planned events. The event organizer is responsible to train event staff using the following potential emergency situations, and to ensure all key event staff are informed and documented. Event organizers should fill out the following event details, staff information, staff assignments, event location, and to share a copy of this EAP with all event staff and volunteers. With the EAP, please include a map of all areas. Include an outline/highlight of the event area(s), evacuation routes, and entrance/exit points for emergency responders.

Event Detail and Staff Contact Information

Details

Event Name:

Dates/Times:

Locations/Addresses:

Number of Attendees:

On-site Day of Event Organizer/Responsible Party

Primary Coordinator:

Mobile Number:

Co-Coordinator:

Mobile Number:

Co-Coordinator:

Mobile Number:

Other Event Staff (Security, Parking, Volunteers, etc.)

Name:

Mobile Number:

Assignment/Position:

Roving (Yes/No):

Name:

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

Mobile Number:

Assignment/Position:

Roving (Yes/No):

Name:

Mobile Number:

Assignment/Position:

Roving (Yes/No):

Name:

Mobile Number:

Assignment/Position:

Roving (Yes/No):

Emergency Planning Considerations

Command Location

During events, the event staff will identify a command post location which will be on-site for use by the event staff for meetings, event coordination, communications, and briefings. And in an emergency/disaster situation, serve as an incident command post.

All events should have a designated first aid station on-site, which provides medical services, and can be used for lost and found items, as well as a reunification location for lost/missing children/parents.

Evacuation Routes

Many kinds of emergencies can require an evacuation. Planning is vital to making sure that you can evacuate quickly and safely no matter the circumstance. Choose destinations in different directions so that you have options out of the area, and be familiar with alternate routes in case of a secondary emergency. Walk briskly, but do not run. Stay on the right in order to allow emergency responders clear access.

1. Always follow the instructions of first responders.
2. Remember that your evacuation route may be on foot depending on the emergency/disaster.

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

Lost/Found Child Protocol

Any event staff if approached by a lost child/adult, or parent reporting a lost child, will immediately escort the child/adult or parent to the predetermined reunification location and remain until the missing party is found. If the child is missing for any amount of time immediately contact South Jordan Police (**DIAL 911**). If the parent/guardian of a found child cannot be located within a reasonable amount of time South Jordan police should be notified (**DIAL 911**).

Lost/Found Property Location

Lost and found property gathered at the command post should be given to the primary event coordinator who will be the main point of contact for the event. An official report of unclaimed items can be provided by South Jordan Police.

Police, Fire & Medical Emergencies

Police, Fire, and Ambulance personnel will respond based on the initial **911** call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives. They may also respond to provide rescue, traffic, communications, and crowd control.

In Case of a Police or Medical Emergency

1. **DIAL 911**. Stay on the phone if possible until the dispatcher has all the information needed.
 - a. Give the nature of emergency (e.g. Medical, Active Shooter, Person with Weapon, Protest, Fight, Riot, Suspicious Package, Bomb Threat etc.).
 - b. Location (your specific site location and address if known).
 - c. Your name and phone number where you can be called back.
2. Do not move victim unless absolutely necessary.
3. Stay on the telephone until the dispatcher has all needed information and tells you to hang up.

In Case of a Fire

1. **DIAL 911**. Stay on the phone if possible until the dispatcher has all the information needed. Give the nature of the fire emergency and the location. Staying on the phone long enough to answer any questions the dispatcher might have will ensure that proper equipment and personnel respond.
2. Alert people in the immediate vicinity to evacuate to safest designated areas.
3. Use a fire extinguisher if the fire is small and you have been trained on how to operate the device.

SPECIAL EVENT

EMERGENCY ACTION PLAN (EAP)

4. Never breathe the smoke from a fire. Stay low and crawl if necessary to avoid smoke inhalation. Smoke from some plastics and other common materials is toxic. Stay upwind so smoke will blow in the opposite direction.
5. **DO NOT REENTER THE AREA.** If a life may be in jeopardy, notify the first responders. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone or a missing pet.

Emergency Vehicle Access

1. Access points for emergency vehicles must be maintained at all times.
 - a. Have access points clearly marked on your map.
2. Fire lanes and fire hydrants must not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, fire lanes, sidewalks, or public throughways.

Weather-Related Emergencies and Earthquakes

The on-site primary event coordinator will be responsible for monitoring the weather conditions before and during the event and determining if weather conditions are a hazard to staff/patrons at the activity. Choose the safest alternative.

Weather forecasts and current conditions should be monitored using the National Weather Service (NWS) website or app: <https://www.weather.gov/slc/>.

Before any event, the on-site event coordinator shall research the types of weather for the time of year and the weather forecast for when the event is scheduled. Once potentially hazardous weather or conditions are identified, mitigation, preparedness, and training efforts should be included in the event planning.

If severe weather is predicted prior to the event, the event coordinator should evaluate the conditions and determine if the event will continue as scheduled.

If severe weather occurs during the event, the event coordinator or his/her designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.

Lightning

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

There is no safe place outside when thunderstorms are in the area. Evacuating to buildings, enclosed parking structures, and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls, and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

Lightning Safety Rules

1. Keep an eye on the sky.
2. If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle.
3. Postpone activities promptly; do not wait for rain.
4. If you cannot get to a shelter, stay away from trees.
5. If you are out in a field, get to the lowest point.
6. Move away from a group of people.
7. Avoid metal.
8. Avoid contact with electrical equipment or cords.
9. Avoid contact with plumbing.
10. Stay away from windows and doors and stay off porches.
11. Do not lie on concrete floors and do not lean against concrete walls.

Wind

Winds of only twenty-five miles per hour can be enough to cause power outages and uproot trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must be braced with 50 lbs. of weight per leg. Wind can pose a hazard to participants, staff, and spectators. If the on-site event coordinator determines that winds pose a life-safety issue, then activities shall be suspended.

Hail

Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event coordinator should know or may want to pass on to participants are as follows:

1. If you are outside, get inside.
2. If you cannot find shelter, at least find something to protect your head.
3. Stay away from windows.

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

Excessive Heat

Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning for outdoor activities during a heat wave, consider certain precautions, e.g. provide cooling places with misting stations, can the event be scheduled in the morning or evening hours when it is cooler? The on-site event coordinator should encourage staff and participants to

1. Drink and have plenty of water available. Avoid alcoholic and high sugar drinks.
2. Encourage participants to wear lightweight, light-colored, and loose-fitting clothing,
3. Wear a wide-brimmed hat, sunglasses, and sunscreen.

Microburst and Excessive Rainfall

Microburst rainfall occurs within a plume of air when high amounts of moisture are directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in slow-moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the on-site event coordinator will:

1. Monitor the radio, television, and the NWS website or app for information.
2. Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
3. Be aware of streams, drainage channels, and other areas known to flood suddenly.
4. Let participants know not to walk through moving water. Six inches of moving water can make you fall.
5. Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

Ice Storm

During cold weather events, ice storms are possible and are caused by liquid precipitation freezing on cold surfaces, which leads to the gradual development of a thickening layer of ice. The accumulation of ice during the storm can be extremely destructive. Trees and vegetation can be destroyed, and ice can bring down power lines, causing the loss of electricity, heat, and communications.

Because ice storms are usually slow developing, the on-site event coordinator will monitor the weather before, during, and after the event. Mitigation efforts may include sanding or salting walkways/stairways/roads, shortening the event, and offering shuttle service to minimize the number of cars and pedestrians on hazardous roadways.

SPECIAL EVENT EMERGENCY ACTION PLAN (EAP)

Blizzard

Dangerous winter storms that are a combination of wind and blowing snow resulting in very low visibility. Heavy snowfall and severe cold often accompany blizzards.

1. Cover all exposed parts of the body.
2. Find dry shelter, i.e., a building, vehicle, etc.

Earthquake

The danger of an earthquake is high; however, it is unknown when an earthquake will happen. The Salt Lake Valley is overdue for a large 7.0 magnitude quake. Such a quake is predicted to result in a 5.6 to 5.8 magnitude here in South Jordan City and surrounding areas. Precautions should be in place should the earthquake occur, and event staff should be aware of the danger and the procedures for safety and evacuation.

1. Initially **Drop, Cover, and Hold On.**
2. Stay calm and await instructions from first responders or designated official.
3. Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
4. Assist people with disabilities in finding a safe place.
5. Evacuate as instructed by police or other first responders. Be aware of falling objects as you exit a structure or hazards on the ground or in the area.

CONTACT INFORMATION

South Jordan City Public Safety Contact Numbers

Emergency ----- 911

Police Non-Emergency Dispatch (available 24/7) ----- 801-840-4000

Fire/EMS Non-Emergency Dispatch (available 24/7) ----- 801-840-4000

South Jordan City Help Line (available M-Th 8 a.m. to 6 p.m and Fr 8 a.m. to 12 p.m.) --
----- 801-446-HELP (4357)