

## *General Information*

**Event Name:**

**Date:**

**Time:**

**Location:**

**Secondary Location** (in the case of inclement weather):

## *Staff Contact Information*

### **Primary Contact Person**

Name:

Title:

Phone Number:

Email Address:

### **Secondary Contact Person**

Name:

Title:

Phone Number:

Email Address:

## *Inclement Weather Contingency Plan*

Indicate Shelter Areas for Inclement Weather (I.e., tornadoes or lightening)

- 1.
- 2.
- 3.

Insert a map of shelter areas, if one is available.

## *Fire Evacuation and Safety*

Indicate Evacuation Protocol in the Case of a Fire

- 1.
- 2.
- 3.

Please attach a map of evacuation plan, if one is available.

## *Medical Emergencies*

Please note that medical professionals should be able to get into an area. This may mean blocking an area for emergency personnel to get in. It is important to remember to call 911 at the first instance of a medical emergency. It is also encouraged that somebody on staff be CPR Certified in the case of an emergency.

Also note that if there is food being served there is a chance of spreading food-borne allergies. There should be a contingency plan put into place as well. Remember to always call 911.

Please List Below Medical Emergency Plan

- 1.
- 2.
- 3.
- 4.
- 5.

### *Violence*

If a violent occurrence were to break out during an event, always call 911 and evacuate the area as soon as possible.

### *Missing Person/Lost Child*

If a person and/or child goes missing it is important to remain calm. Have personnel cover all possible areas outside of the event. Get a description of the missing person or child. Have a rendezvous point for their party, once the child is found. The proper authorities need to be called.

Please List Rendezvous Point Here:

### *Additional Notes*

This is not an all-encompassing guide. Additional plans may need to be put in place. If you are in doubt about proper protocols, please contact the local authorities for best practices.

