

## SPECIAL EVENT - EMERGENCY ACTION PLAN FORM

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

Dates & Times of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Primary Event Organizer: \_\_\_\_\_

Secondary Organizer: \_\_\_\_\_

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*Sketch a map of the event, including: \_\_\_\_\_*  
*Entrance - Parking - Cooking - 1<sup>st</sup> Aid Station - Relocation Area*

### OFFICE USE:

- Emergency Medical Services needed? Yes \_\_\_ No \_\_\_
- Law Enforcement needed? Yes \_\_\_ No \_\_\_
- Fire Rescue Services needed? Yes \_\_\_ No \_\_\_
- Vehicle Threat Mitigation needed? Yes \_\_\_ No \_\_\_
- Missing Person Plan needed? Yes \_\_\_ No \_\_\_

\_\_\_\_\_  
Signature Title Date

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## EMERGENCY ACTION PLAN GUIDE

### PURPOSE

This plan outlines the procedures to follow before and during outdoor events in the Village of Harrison in case of emergencies or hazardous situations. Event organizers, management, staff, and attendees are expected to follow these guidelines to ensure safety and preparedness.

Emergencies may occur at any event and can vary widely. Flexibility is essential when responding.

Potential hazards include but are not limited to:

- Fire
- Medical emergencies
- Severe weather
- Law enforcement incidents

### Event Organizer

A specific Event Organizer will be assigned and will serve as the main contact for all event-related communications.

### Emergency Notification

In the event of an emergency, call 911 to report the situation.

The caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

### Medical Emergencies

As with any outdoor 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.

Before the event, the Event Organizer shall contact Harrison Fire Rescue's Community Risk Reduction Officer (CRRO) to determine if on-site Emergency Medical Services are needed for this event.

If an incident occurs that requires Emergency Medical Services, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

### Missing/Endangered Person

Include a clearly marked Missing Person Relocation Area on the event site map.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

## Severe Weather

Weather forecasts and current conditions can be monitored through the National Weather Service's Weather Forecast website: <https://forecast.weather.gov/MapClick.php?lat=44.2168&lon=-88.4118>

- **Before the event** - If severe weather is predicted before the event, the Event Organizer will evaluate the conditions and determine if the event will remain scheduled. The Event Organizer or his/her designee will be identified and is responsible for monitoring the weather conditions before and during the event.
- **During the event** - If severe weather occurs during the event, the Event Organizer or his/her designee will make notification to those attending the event that hazardous weather conditions exist and direct them to shelter.

This event will follow the **30-30** rule for lightning:

- If you see lightning and hear thunder within **30 seconds**, it means the storm is close. Stop all activities immediately and wait at least **30 minutes** after the last thunder before resuming.

## Fire

Depending on the size and nature of the event, a fire inspection may be required. Before the event, the Event Organizer shall contact the Harrison Fire CRRO to determine if any specific fire hazards have been identified. The Event Organizer will coordinate with the CRRO to determine how to address any issues.

## Cooking Requirements

If cooking is planned at your event, follow these safety requirements:

- A **portable fire extinguisher** must be available on-site.
- All food service staff must be trained in the safe use of fire extinguishers.
- Each cooking device is allowed to have **one** LP (liquefied petroleum) tank, which must be properly secured (e.g., tied, strapped, or chained) to prevent tipping.
- Cooking is **not allowed** under tents or canopies unless **Flame Spread Certification** is attached to tent or canopy. Cooking areas must be at least:
  - **20 feet away** from tents or canopies
  - **10 feet away** from buildings or other structures
- Cooking must take place on a **non-combustible surface**.

## Law Enforcement

Before the event, the Event Organizer shall contact the Harrison Law Enforcement Sergeant to determine if their presence is needed at the event.

If an incident occurs that requires Law Enforcement, the caller should be prepared to provide the 911 operator with the following information: *the nature of the emergency, the exact location, and the name of a contact person and a callback number.*

## Emergency Vehicle Access

Access for Emergency Vehicles must be maintained at all times during the event. The following requirements apply:

- **20-foot fire lanes** must remain clear and unobstructed at all times.
- Any structure or object that crosses over a street or fire lane must have a **minimum height clearance of 14 feet.**
- **Participants and spectators** must only park in approved areas and must not block fire lanes, sidewalks, or other public access routes.
- **Crowd control** will be managed by designated staff members of the Event Organizer.

## PREPLANNING CONTACT INFORMATION

### Harrison Fire Rescue:

Fire Inspector/CRRO	Craig Majewski	crro@harrison.wi.gov
Fire Chief	Jarred Gerl	jgerl@harrison.wi.gov

### Law Enforcement:

Harrison Sergeant	John McGuire	john.mcguire@calumetcounty.org
Calumet County Non-emergency		(920) 849-2335

### Village of Harrison Staff

Village Manager	Chad Pelishek	cpelishek@harrison.wi.gov
Public Works	Jeff Funk	jfunk@harrison.wi.gov