
VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Meghan Winkler, Clerk/HR Manager
Craig Majewski, Community Risk Reduction Officer

Meeting Date:

February 24, 2026

Title:

Special Event Permit and Emergency Access Plan (EAP) requirements for Large Events

Recommended Action:

Motion to approve the Special Event Permit and Emergency Access Plan as presented.

Background and Additional Information:

Special Event Permit and Guidelines: We revised this form to align with the format and standards used across other Village forms and added clarifying language to address common questions—particularly regarding when insurance coverage or additional permits may be required for an event. We also updated the Guidelines to provide clear, concise direction. The previous version of the form was outdated and often caused confusion for applicants completing the application. This new form would also require Special Events to complete an Emergency Action Plan that they previously did not need.

Emergency Action Plan (EAP): We recommend implementing an Emergency Action Plan (EAP) as part of the special event permit process for larger gatherings in the Village of Harrison. This will enhance public safety by ensuring that event organizers prepare for emergencies like medical incidents and severe weather and lost persons. An EAP will facilitate risk management, compliance, and communication with local emergency services. Staff will determine the need for an EAP based on event size and location. The form will cover essential components such as emergency contacts and evacuation routes. By adopting this plan, we aim to improve safety and resilience in managing large events

Budget Impacts:

None

Attachments:

Special Event Permit and Guidelines
Emergency Action Plan