

SECURITY & EMERGENCY ACTION PLAN

Below is the standard Security and Emergency Action Plan required by the City of Watertown. Please complete the form with your event information or your own Security/EAP that includes all the required information. Plans must be approved by the Police and Fire Department and will be kept confidential.

I. GENERAL

All City Sponsored Events will be held **2024** at
GENERAL LOCATION/ADDRESS/PARK NAME Bentzin Family Town Square

II. PURPOSE

- III. This emergency action plan predetermines actions to take before and during the "EVENT NAME" (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- IV. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

V. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

VI. BASIC PLAN

A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the events EAP. This person is identified as PRIMARY CONTACT. Stephanie Juhl / or Kristine Butteris

B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
2. We will/ will not have on-site EMS.
CONTACT NAME/CELL NUMBER Steph: 920-342-5853 Kristine: 920-342-0403
3. **We will/ will not** have on-site Police or Security. **This is left as desired by per PD dept**
CONTACT NAME/CELL NUMBER Steph: 920-342-5853 Kristine: 920-342-0403

C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the [National Weather Service's Madison Weather Forecast website](#).
2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative will be responsible for monitoring the weather conditions before and during the event.
3. During the event - If severe weather occurs during the event, the EAP event representative will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.
4. There are very limited provisions for sheltering participants in the event of severe weather.
5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.
6. The EAP representative is aware of the event location shelter areas. **Library is our shelter SJ** (EAP Rep initials)

D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event organizer will work with the Fire Department to determine how to address the hazard.
2. All event staff will be instructed on the safe use of Portable Fire Extinguishers.
3. If cooking is intended, you must contact the fire department and -
 - a) Must have a valid fire extinguisher, 2A10BC
 - b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.)
 - c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies.
 - d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas)
4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines
5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent.
6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

E. Medical Emergencies

1. 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.
2. Event organizer shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event.
3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number
4. Will your event have a first aid station and where will it be located _____

F. Law Enforcement

1. The need for constant Law Enforcement presence at this event has / has not been identified. Event organizer shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event
2. Have you contacted the Police Department to review this Security and Emergency Action Plan
 - a) Name of Police Officer
 - b) Date of Meeting:
 - c) Was the plan approved? Yes or No
3. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center:
 - a) nature of emergency
 - b) precise location
 - c) contact person with callback number

G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times.
2. 20' Fire Lanes are required to be kept open at events.
3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane
4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways.
5. Crowd control will be managed by **EAP and Aux Police if on site**
6. Parking for vendor and staff vehicles will be **Public Parking lot to the north of the Globe apartments**
7. Parking for attendee vehicles will be **any public parking**

H. Lost Child Protocol

1. Lost Child Check Points will be **Main Beverage Tent (typically the alcohol tent)**
2. Event staff will arrange for an announcement through the PA system (if available). The name and details of the child will NOT be broadcast.
3. If a child gets lost, they will be taken to the Lost Child Check Point. Follow this protocol:

- Make a public announcement stating that a lost child has been found and where they can be collected.
 - Do not give the child's name or description.
 - When an adult comes to collect the child, make sure you are satisfied that they are who they say they are. You may ask for identification.
4. If the responsible adult fails to appear within 15 minutes of the first announcement, contact the police without delay.

I. Active Shooter Protocol

1. An active shooter situation is very hard to predict and even harder to prevent. Continually be on high alert for any signs of aggressive or odd behavior. Situational awareness is key in this endeavor.
2. RUN – getting away from the area gives you the best chance of survival. Don't let yourself be an easy target. Run in a random pattern like a zig zag. Run fast, run far. Make the target small by crouching. If you find other people that are not running encourage them to run as well but don't let them stop you from saving yourself.
3. HIDE – if you are in a position where running is not an option, hide yourself. Position behind or under something that can shield you from view and possibly bullets. Lock doors (Public bathroom) barricade yourself in.
4. FIGHT – when it is the best available option, you should fight to save your life. Use anything you can find as a weapon. Intend to incapacitate. If you are hiding in a group, everyone must help to stop the threat. Even if it is just your body weight to help hold them down. Again, you are all in this together.
5. When law enforcement arrives DO NOT run towards them. Stay calm and follow their orders. Keep your hands empty and within sight. They will not be able to help the wounded until the danger is stopped.

VII. CONTACT INFORMATION

Primary Contact	Stephanie Juhl	Cell: 920-342-5853
Secondary Contact	Kristine Butteris	Cell: 920-342-0403
Emergency	911 Center	911
Non-Emergency	Watertown Fire Department	920-261-3610
Non-Emergency	Watertown Police Department	920-261-6660

Police Chief: Approved Denied

Signature Date

Fire Chief: Approved Denied

Signature Date