



THE CITY OF ASHLAND, MISSOURI

**Special Event
Public Safety Plan**

Name of Event: _____

Location of Event: _____

Date of Event: _____

Time the Event is to Open: _____

Sponsor of Event: _____

Estimated Attendance: _____

Emergency Contact Information (Event Planners)

Name: _____ Phone Number: _____

Cell Number: _____

Name: _____ Phone Number: _____

Cell Number: _____

Name: _____ Phone Number: _____

Cell Number: _____

Site location of event staff: _____

Emergency Notification of Public

The public will be notified by the following manner:



THE CITY OF ASHLAND, MISSOURI

Emergency Medical Service

Name of provider: _____

Location of event site: _____

Fire Protection

Name of provider: _____

Location at the event site: _____

Number of fire extinguishers: _____

Location of fire access roads: _____

Security

Name of provider: _____

Location of event site: _____

Location of missing person station: _____

Event parking locations: _____

Severe Weather Contingency

How will attendees be notified in event weather is bad and event needs to be canceled? _____

Who will determine if event is canceled or held? Phone number: _____

Public Safety Site Plan

Provide a schematic drawing of the event site location. The public safety plan must include the following items.

- 1. Location of booths, stage, and event structures
- 2. Location of first aid stations

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- 3. Location of information /ticket booths
- 4. Boundaries of event
- 5. Location of fire extinguishers
- 6. Location of Fire/EMS access road
- 7. Location of security staff
- 8. Location of emergency contact event personnel
- 9. Location of assembly area and approximate occupant amounts
- 10. Location of event parking

Other

Provide any other information you feel that should be considered.

Approved this _____ day of _____, 20 ____.

Chief of Police

City Clerk