
Emergency Action Narrative – Safety Plan

Event Date: _____ | Permit Holder: _____ | Event Operator: _____

ASSIGNED CONTACTS AND ROLES

Title	Name	Phone Number
Emergency Access Contact		
Event Incident Lead		
Fire Extinguisher Contact		
First Aid Contact		
Public Announcement		
Secondary Contact		
Stage Pause Contact		
Weather Alert Recipient		

CRITICAL FIELD INSTRUCTIONS

- *Call 9-1-1 first for any fire, medical emergency, violence/threat, missing child, severe weather hazard or other life-safety concern.*
- Event incident lead/decision maker Name: _____ Phone: _____
 - This person has the authority to pause, delay, evacuate or cancel the event.
- Secondary Contact Name: _____ Phone: _____
- Fire extinguisher location: _____
- First aid kit location: _____
- Weather/lightning protocol: Weather alerts are sent to _____. Upon a weather alert, visible lightning, thunder or Fire/Town direction the following actions will take place: _____

- Lightning within an 8-mile radius safety hold – do not resume until at least 30 minutes after thunder/lightning or until Fire/Town gives stricter direction.
- Emergency vehicle ingress/egress must remain open at all times. NO parking, standing, staging, storage or equipment may block the emergency access route. The access route will be monitored by _____ during the following hours _____.
- Additional parking restrictions (if applicable) _____

- Event staff may give courteous reminders about event rules including dogs on leash, (no) alcohol/open containers. Staff should not physically intervene or argue; escalate refusal, conflict or safety issues to Town staff, law enforcement or 9-1-1 as appropriate.

EMERGENCY PROCEDURES

- **Medical Emergency:** Call 9-1-1. Send one staff member to meet responders at the emergency access point shown on the map. Keep bystanders back. Provide first aid only with staff training. Do not move an injured person unless they are in immediate danger.
- **Fire/Smoke/Electrical Hazard:** Call 9-1-1. Stop any/all performances and shut down audio/electrical equipment if safe. Use extinguisher only for a small, incipient fire and only if safe. Clear the stage and/or any nearby public area. Do not restart until cleared by the Fire authority.
- **Lightning/severe weather:** Upon weather alert to _____, thunder, visible lightning or Fire/Town direction, stop music and announce a weather hold. Clear the stage immediately. Direct the public to hard-topped vehicles or substantial buildings. Tents, trees, pavilions/open shelters and the stage are not safe lightning shelters.
- **Public conduct/location rule issue:** Give one clear, courteous reminder. If the person refuses, escalated or creates a safety issue, disengage and contact Town staff, law enforcement or 9-1-1 depending on urgency.

MAP AND ATTACHMENT REQUIREMENTS

- Map is attached to the last page of the safety plan and shows (if applicable) stage, emergency access, event command/contact point, fire extinguisher(s) location, first aid location, restrooms, trash/recycling, pedestrian routes and no-parking area(s).

SIGNATURE

I certify that I am responsible for _____ event operation and emergency decision-making at _____ and agree to operate according to this plan, Town permit conditions, Nederland Fire direction and Town staff Direction.

Signature

Date

Printed Name

Phone Number