



EVENT ACTION PLAN

Event Name:

Event Date:

Company Name:

Submitted By:

I. Executive Summary – 201

Overview of the Event Action Plan. Include a situation summary and health or safety concerns. Recognize potential health and safety hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect staff and guests from those hazards.

II. Current and Planned Objectives – 201

Include your current and/or planned objectives to ensure a safe event.

III. Current and Planned Actions, Strategies, and Tactics – 201

Ensure you include all actions you are or plan to take to ensure the safety of event staff and attendees.

IV. Event Objectives - 202

The Event Objectives (202) describes, in detail, the basic event strategy, event objectives, command emphasis/priorities, and safety considerations for use during the event.

V. Event Chain of Command – 203

List the chain of command for the staff that will be working at this facility. Be sure to include their name, title, hours scheduled, and contact number. All plans must include a designated Safety Officer. The Safety Officer must ensure all event space emergency egress routes are clear of obstructions during move-in, event open, and move-out days.

*Safety Officer is required to have successfully completed the GWCCA Safety Training Course.

NAME	TITLE	SCHEDULED ON PROPERTY	CONTACT NUMBER
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VI. Event Assignment List – 204

The Event Assignment List (204) informs stakeholders of event assignments.

Resources Assigned – 204

RESOURCE IDENTIFIER	LEADER	# OF PERSONS	CONTACT (E.G., PHONE, PAGER, RADIO FREQUENCY, ETC.)	REPORTING LOCATION, SPECIAL EQUIPMENT AND SUPPLIES, REMARKS, NOTES, INFORMATION
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Work Assignments – 204

Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this division or group.

Special Instructions – 204

Enter a statement noting any safety problems, specific precautions to be exercised, drop off or pickup points, or other important information.

VII. Event Post Locations and Post Orders – 204

List security post locations and the duties assigned to the officer working that post.

Example:

POST LOCATION	POST ORDERS
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VIII. Event Radio Communications Plan – 205

The Event Radio Communications Plan (205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources for use by event stakeholders.

CHANNEL #	FUNCTION/ ASSIGNMENT	CHANNEL NAME	COMMENTS
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Communications List – 205A
Basic Local Communications Information

EVENT ASSIGNED POSITION	NAME (ALPHABETIZED)	METHOD(S) OF CONTACT (PHONE, PAGER, CELL, ETC.)
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IX. Event Medical Plan – 206 (if also providing medical services)

The Event Medical Plan (206) provides information on event medical aid stations, transportation services, hospitals, and medical emergency procedures.

MEDICAL AID STATIONS:

NAME	LOCATION	CONTACT NUMBER(S)/FREQUENCY	PARAMEDICS ON SITE?	
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No
			<input type="radio"/> Yes	<input type="radio"/> No

TRANSPORTATION

AMBULANCE SERVICE	LOCATION	CONTACT NUMBER(S)/FREQUENCY	LEVEL OF SERVICE

HOSPITALS

HOSPITAL NAME	ADDRESS	CONTACT NUMBER(S)	DISTANCE	TRAUMA CENTER	BURN CENTER	HELIPAD
				<input type="radio"/> Yes Level:	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes Level:	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
				<input type="radio"/> Yes Level:	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

SPECIAL MEDICAL EMERGENCY PROCEDURES:

PREPARED BY (MEDICAL UNIT LEADER):

X. Event Safety Message/Plan – 208

The Event Safety Message Plan (208) provides an overview of any potential threats, hazards, and risks associated with the event. It informs stakeholders of mitigation strategies to reduce the vulnerabilities and consequences associated with threats and hazards. This plan must include strategies and specific actions your Safety Officer will take to ensure emergency egress routes associated with all event spaces are kept clear of obstructions.

XI. Event Logistics

Provide information for each item listed below

A. BADGES/CREDENTIALS – FOR THE SHOW (PLEASE PROVIDE A COPY IF POSSIBLE)

B. MOVE IN – STAFFING AND LOCATIONS

C. EVENT DATE – STAFFING AND LOCATIONS

D. MOVE OUT –STAFFING AND LOCATIONS

E. LOST & FOUND – IDENTIFY LOCATION AND HOURS OF OPERATION. INCLUDE PROCEDURE FOR LOST CHILDREN IF APPROPRIATE

F. EXTERIOR PROTECTION – IF ANY, PROVIDE HOURS AND LOCATION

G. SHUTTLE SERVICES - IF ANY, PROVIDE HOURS AND LOCATION

H. AFTER HOURS ACCESS POINTS – IDENTIFY ACCESS POINTS TO THE SPACE AFTER THE EVENT IS CLOSED FOR THE DAY