



## Town Green Safety Guidelines & Event Plan Checklist

*updated 7/30/21*

All Town events must follow a safety plan and utilize information and best practices provided by the CDC, WHO, Fairfax County Health Department, Fairfax County Fire and Rescue and Event Safety Alliance.

Please answer the following questions to help the Town work with you to create a Safety Plan. If you are not sure of an answer let us know in the Answer sections and a Town staff member will reach out to provide guidance.

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Type of Event: (i.e. Movie Night, Concert, Festival, Reading etc.): \_\_\_\_\_

Description of Event (attach additional page if needed): \_\_\_\_\_

### **PLEASE ATTACH ADDITIONAL PAGES AS NEEDED TO ADDRESS QUESTIONS BELOW:**

1. **Attendance** – How many participants will be allowed to attend? \_\_\_\_\_
2. **Key Contacts present the day of event:**
  - a. Event Coordinator: \_\_\_\_\_  
Phone (day of event): \_\_\_\_\_
  - b. Alternate Coordinator: \_\_\_\_\_  
Phone (day of event): \_\_\_\_\_
3. **Set up Time:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_  
**Breakdown Time:** \_\_\_\_\_
4. **Evacuation procedures in the event of an emergency (e.g. Fire, weather, threat, etc.)** \_\_\_\_\_
5. **Volunteers/Staff** - How many staff and/or volunteers will be needed for your event?  
\_\_\_\_\_

6. How will you communicate Safety protocols to staff and volunteers?

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7. List procedures for immediately reporting fire events and medical emergencies (have a first aid kit on hand):

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8. Evacuation procedures in the event of an emergency (e.g. Fire, weather, threat, etc.)

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9. Plan to stop all music, performances and audio-visual effects in the event of emergency:

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10. List primary and secondary evacuation routes and evacuation assembly locations:

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11. Crowd management plan that clearly identifies all crowd manager position and duties including those responsible for calling 911 and meeting emergency responders

i. All volunteers and staff need to be instructed on the crowd management plan and their responsibilities:

b. For events over 1000 people 1 crowd manager per 250 people – please provide the names and contact of crowd managers:

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c. For events under 1000 people provide at least two people designated to handle emergencies and call 911 if necessary:

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For all questions please attach typed pages if space provided is not adequate to answer questions.

**Questions?**

**Contact:**

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