

**SPECIAL EVENT
INCIDENT ACTION PLAN (IAP)**

I. General:

Event Name (hereinafter referred to as "the event"):

Event Date:

Location/Address/Facility Title

II. Purpose Process

- A. This incident action plan predetermines actions to take before and during 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 those required during an emergency.
- B. 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.

III. Assumptions

- A. 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.

IV. Basic Plan

A. IAP Event Representative

- 1. The IAP event representative will be identified as the point of contact for all communications regarding incidents at the event.

Primary Contact:

Telephone Number

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.
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with call back number

We will have EMS on site:

Yes

No

If Yes, Contact Name of EMS Supervisor

Phone Number

We will have on site Kennewick Police Officers:

Yes

No

If yes, Contact Name of KPD Supervisor

Phone Number

C. Severe Weather

1. Weather forecasts and current conditions will be monitored through National Weather Service.
2. Before the event - if severe weather is predicted prior to the event, the IAP event representative will evaluate the conditions and determine if the event will remain scheduled. The IAP event representative or his/her designee will be identified as such and 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 IAP event representative or his/her designee will notify 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 there was thunder heard.
 - a. In the event of severe weather, the Special Events Coordinator or his/her designee has the authority, above and beyond the IAP event representative, to delay and/or cancel an event.

D. Fire

1. Has a specific hazard been identified as an increased risk of fire at this event?

Yes

NO

If yes, there is an increased risk of fire due to:

If yes, have staff been instructed on the safe use of Portable Fire Extinguishers?

Yes

No

- a. In certain high risk cases, on site Fire Department personnel may be required. This judgment will be made by City Staff.
3. The use of open flame for grilling is permitted under the Fire Code when the following conditions are met:
 - a. Must have a valid fire extinguisher, 2A10BC or Class K.
 - b. Each space is allowed 1 LP tank per cooking device and only one spare LP tank regardless of the number of cooking devices. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.).
4. 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.
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with call back number

E. Medical Emergencies

1. As with any 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. The limited provisions for on-site Emergency Medical Services at this event include:
3. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. If there is no on-site EMS Officer, the IAP event representative will contact 911 to request this resource. The caller should have the following information available to the 911 operator.
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person with call back number

F. Law Enforcement

1. Should an incident occur that requires Law enforcement, the on-site KPD officer will be contacted to request this resource. If there is no on-site KPD officer, the IAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site KPD Officer or for the 911 operator:
 - a. Location of the emergency
 - b. Nature of the emergency
 - c. Contact person and call back number

G. Emergency Vehicle Access

1. Access for emergency vehicles will be maintained at all times.
2. Fire lanes and fire hydrants will not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, sidewalks, or public thoroughways.

4. Will a professional crowd control company be used?

Yes

No

If yes, name of Crowd Control Company

Number of Crowd Control Personnel

Name of Crowd Control Supervisor

Phone Number

5. Will separate vendor and staffing parking be available?

Yes

No

If yes, location of vendor/staff parking?

6. Parking for attendee vehicles will be located:

H. Any other pertinent information related to your event: