

# CITY OF DUBUQUE SPECIAL EVENTS APPLICATION

**Organizers must start planning early to ensure sufficient time for coordination of event details and city service.**

## **When do you need a special event permit?**

A special event permit is required during the following situations:

- An event open to the public will take place on public spaces, such as:
  - Public parks
  - City-owned property where the event is occurring outdoors
  - Public Right of Way: defined as land that is owned or controlled by the City and is dedicated for public use. This includes spaces like streets, sidewalks, and alleys.
- An event on outdoor private property when the property is part of a special event venue that includes City public property.
- Any event, public or private, that impacts the public right of way.
- An event that will serve alcohol at the Alliant Amphitheater, American Trust River's Edge Plaza, or the Port of Dubuque Riverwalk.

Protests, demonstrations, assemblies, and small-scale events not requiring specific city services do not require a special event permit. However, it's recommended to submit a Courtesy Notification Application for these activities. The Courtesy Notification Application can be found on the city's website at <https://www.cityofdubuque.org/DocumentCenter/View/51780/Courtesy-Notification-Application>. Applicants are encouraged to contact the City Clerk's Office at 563.589.4100 to verify the type of application they should submit.

## **Instructions for submitting a special event application:**

1. Read the material in this booklet.
2. Fill out all forms completely.
3. Include all necessary paperwork and fees as required.

Applications can be submitted:

- Online at: [www.citizenserve.com/dubuque](http://www.citizenserve.com/dubuque)
- In-person or by mail to the City Clerk's Office: 50 W. 13<sup>th</sup> St. Dubuque, IA 52001

## **Checklist of Required Documents**

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*An application will be considered complete when the following documents are submitted:*

<b>Document or Fee</b>	<b>Page Number</b>
Completed Special Event Permit Application	9-13
Indemnity Agreement	14
Site Plan or Route Map	15
Completed Emergency Action Plan	16-18
Insurance Certificate and Endorsements	6-8 for Schedule
Fees: Application Fee	3

## **Important Expectations**

Complete applications should be submitted at least thirty (30) days prior to the event date. Applications submitted less than 30 days in advance are not guaranteed approval. For more complex events, such as those involving street closures, please submit applications as early as possible to allow sufficient time for review and coordination. Insurance documentation must be submitted at least seven (7) days prior to the event.

## **Review Of Applications**

City staff will review all Special Event Applications and specify in writing conditions that must be met for the event to be held. The applicant will be required to agree to these requirements and submit all necessary documentation. The permit will not be approved if the conditions are not met.

## **Non-Compliance with City Requirements**

A Special Event Permit may be revoked if an event does not adhere to permitted requirements.

After an event concludes, if it is determined that the event did not comply with the permitted requirements, one or more of the following actions may be taken:

- Issuing additional fees to cover staff time or property damage to mitigate issues with the event
- Issuing a municipal infraction to the event organizer(s) for failure to meet the permit requirements
- Loss of opportunity to host the event in future years

## **Emergency Response Procedures**

It is the responsibility of the event organizer to have emergency response procedures in place in case of an incident including medical emergencies, fire, weather, or security threats. The event organizer should conduct a site assessment identifying potential safety and security risks and take steps to mitigate them.

The emergency response procedures are to be communicated and shared with all event staff and attendees. All staff should know how to respond in emergency situations and to be familiar with the Weather and Emergency Action Plan.

## **Meeting With City Staff**

Complex events may require the event organizer(s) meet with city staff in advance of the event to discuss all event requirements and logistics. The City Clerk's Office will inform the event organizer(s) if a meeting is required.

## **Application Fees**

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Non-Profit Organizations:

- \$5 application fee
- Additional \$5 fee if the event involves street closure(s)

For-Profit Organizations\*:

- \$50 application fee
- Additional \$50 fee if the event involves street closure(s)

\*If an event is hosted by a for-profit organization but benefits a non-profit, and the organizer provides a letter from the non-profit confirming they will receive financial benefit from the event, the event will qualify for the non-profit fee structure.

**Note:** Depending on the details of your event, applicants may need to apply for additional permits or reservations that will include additional fees. Please review the *Additional Requirements That May Be Applicable to Your Event* page for additional information.

## **City Department Contact Numbers**

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Contact	Purpose	Phone
City Clerk's Office	Event Application, Alcohol License	563-589-4122
Engineering	Street Closures, Traffic Management	563-589-4270
Fire Department	Fireworks, Fire Safety, Tents and Bounce Houses	563-589-4160
Health Services	Food and Beverage Service, Noise Variances	563-589-4181
Parks and Recreation	Use of City Parks/Property	563-589-4263
Planning Services	Signage	563-589-4210
Police Department	Traffic Management, Event Security	563-589-4410
Recycling Division	Recycling Information and Containers	563-589-4250
Transportation Services	Parking Space Reservations, Parking Ramps, Bus Routes, No Parking Signs	563-589-4266
Water Department	Water Hookups	563-589-4291

## **Additional Requirements That May Be Applicable To Your Event**

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### **Reserving City Parks, Pavilions, and other City-Owned Property**

Event organizers hosting events on city property, such as city parks and pavilions, are required to reserve the property in advance. Reservations ensure exclusive use of the space.

Reservations can be made [online](#) or by contacting the Parks and Recreation Department at 563-589-4263.

### **Public Access to City Property**

Access to city property, including parks and boat ramps, must remain open for the public to enter and exit unless an exception has been authorized by city staff. No vehicles may be driven on the Town Clock Plaza, River Walk, River's Edge Plaza & Amphitheater or onto non-roadway areas of City parks, except as authorized by city staff.

### **Recycling And Waste Management**

Aluminum cans and bottles are allowed as beverage containers, but Styrofoam cups and glass bottles are not permitted. Special Event Recycling Units are required and available for free from the Dubuque Metropolitan Area Solid Waste Agency (DMASWA) to help reduce waste. These 45-gallon bins are easy to assemble and sturdy in most wind conditions. Reserve these units at [www.dmaswa.org/eventrecycling](http://www.dmaswa.org/eventrecycling).

### **Alcohol**

A retail alcohol license is required for any event that involves selling alcohol, serving hard liquor, or implementing a cover charge for entry. If your event meets any of these criteria, you are required to apply for a retail alcohol license through the Iowa Department of Revenue. For more information and to apply, visit: <https://revenue.iowa.gov/permits-licensing/alcohol#using-govconnectioniowa>

If your event does not qualify for a retail alcohol license, please be aware that city and state codes prohibit the consumption of alcoholic beverages on public streets, highways, and public-school property. Please contact the City Clerk's Office with any questions.

### **Food And Beverage Vendors**

Food and beverage (including alcohol) vendors are subject to inspection and regulations by the City of Dubuque Health Services Department. Every food and beverage vendor must be licensed by the City or State of Iowa. In some cases, a license may not be needed for pre-packaged foods. Wastewater disposal must be designated on the site plan and provided for food and beverage vendors. [Temporary Food Establishment applications](#) must be received by the Health Services Department at least 72 hours (3 days) prior to the event. Applications submitted less than 72 hours before the event are not guaranteed a food permit. Operation without a license is prohibited. Please contact the Health Services Department at 563-589-4181 with any questions.

### **Portable Toilets**

The City of Dubuque Health Services Department requires 2 portable toilets per 1000 people at non-alcohol events and 4 portable toilets per 1000 people at events where alcohol is served. These recommendations vary based on the type and length of the event. The Health Services Department will review all special event applications and site plans and may require additional units or periodic servicing. It is the responsibility of the event organizer and at the organizer's expense to obtain the required portable toilets for the event.

## **Noise Variance/Fireworks**

Noise variance permits may be required for events with amplified music/noise, fireworks/pyrotechnics, etc. Amplified music is allowed without a variance Monday-Thursday, 9 a.m. to 10 p.m. and Friday-Saturday 9 a.m. to midnight. A media release or some other form of public notification by the event organizer is required for events that involve fireworks, cannons or other devices that emit a large sound that extends beyond the event site. Please contact Health Services at 563-589-4181 with questions regarding noise variance permits.

## **Fire Code Requirements**

The applicant is responsible for complying with all applicable fire codes. Food vendors using cooking appliances will be required to comply with regulations set forth in the Open-Air Food Vendor Fire Safety Requirements. This information is available as part of the Temporary Food Establishment Application, which is available through the Health Services Department or by contacting the Fire Marshal's Office at (563) 589-4160.

The use of fireworks or pyrotechnics requires a pyrotechnics permit from the Fire Department and must be approved by the City Council prior to the event. Contact the Fire Department at (563)589-4160 before submitting an application. Any fire safety concerns or questions should be brought to the Fire Marshal's Office prior to the event. The Fire Department may make site inspections and add additional requirements for safety as outlined in the International Fire Code.

## **Bounce Houses, Tents, and Canopies**

An operational permit from the Fire Department is required for the following:

- A tent over 400 sq. feet (a tent has 2 or more sides).
- A canopy over 700 sq. feet (a canopy has 0-1 side).
- Any inflatable that people will enter, such as a bounce house.

Free standing tents or canopies are allowed on public right-of-way and city property. All tents and canopies must be properly secured. Tents or canopies with stakes longer than 12" being driven into the ground are not allowed without advance permission from the City. Any damage caused by tents or canopies will be the responsibility of the applicant. Tents are subject to all Fire Code requirements including, but not limited to, exit lighting, fire extinguishers and egress requirements outlined in Chapter 31 of the International Fire Code.

### Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  1. Individual tents having a maximum size of 700 square feet ( $65 \text{ m}^2$ ).
  2. The aggregate area of multiple tents placed side by side without a fire break. Clearance of not less than 12 feet (3658 mm) shall not exceed 700 square feet ( $65 \text{ m}^2$ ) total.
  3. A minimum clearance of 12 feet (3658 mm) to structures and other tents shall be provided.

## **Street Closures**

Event Organizers must follow all requirements outlined in the Street Closure Packet.

As noted in the "Application Fees" section, additional fees apply when the event involves street closure(s).—

## **Insurance Requirements for Special Events**

*The following schedule outlines the City's insurance requirements. Organizers are responsible for obtaining this insurance certificate from an insurance provider.*

## **Insurance Schedule E**

1. \_\_\_\_\_ shall furnish a signed Certificate of Insurance to the City of Dubuque, Iowa for the coverage required in Exhibit I prior to effective date of permit. Each Certificate shall be prepared on the most current ACORD form approved by the Iowa Department of Insurance or an equivalent. Each certificate shall include a statement under Description of Operations as to why issued. EG: Project #\_\_\_\_\_.
2. All policies of insurance required hereunder shall be with an insurer authorized to do business in Iowa and all insurers shall have a rating of A or better in the current A.M. Best's Rating Guide.
3. Each certificate shall be furnished to the Finance Department of the City of Dubuque.
4. Failure to provide minimum coverage shall not be deemed a waiver of these requirements by the City of Dubuque. Failure to obtain or maintain the required insurance shall be considered a material breach of this Agreement.
5. All required endorsements shall be attached to the certificate. The certificate is due before the contract/agreement can be approved.
6. Whenever a specific ISO form is listed, an equivalent form may be substituted subject to the approval of the Director of Finance and Budget and subject to the permittee identifying and listing in writing all deviations and exclusions that differ from the ISO form.
7. The permittee shall be required to carry the minimum coverage/limits, or greater if required by law or other legal agreement, in Exhibit I. If the permittee's limits of liability are higher than the required minimum limits, then the permittee's limits shall be this Agreement's required limits.
8. Whenever an ISO form is referenced, the current edition of the form must be used.
9. Permittees shall be responsible for deductibles and self-insured retention for deductibles/self-insured retention for payment of all policy premiums and other costs associated with the insurance policies required below.
10. All certificates of insurance must include the agent's name, phone number, and email address.
11. The City of Dubuque reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by this Schedule at any time.
12. The City of Dubuque reserves the right to modify these requirements, including limits, based on changes the risk or other special circumstances during the term of the agreement, subject to mutual agreement of the parties.

# Insurance Schedule E (continued)

## Exhibit I

### **A) COMMERCIAL GENERAL LIABILITY**

General Aggregate Limit	\$2,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000
Personal and Advertising Injury Limit	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage Limit (any one occurrence)	\$ 50,000
Medical Payments	\$ 5,000

- 1) Coverage shall be written on an occurrence, not claims made, form. The general liability coverage shall be written in accord with ISO form CG0001 or business owner's form BP0002. All deviations from the standard ISO commercial general liability form CG 0001, or Business owners form BP 0002, shall be clearly identified.
- 2) Include endorsement indicating that coverage is primary and non-contributory.
- 3) Include additional insured endorsement for:  
The City of Dubuque, including all its elected and appointed officials, all its Employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers. Use ISO form CG 2026.
- 4) Include Preservation of Governmental Immunities endorsement (see attached)
- 5) Policy shall include cancellation and material change endorsement providing thirty (30) days advance written notice of cancellation, non-renewal, reduction in insurance coverage and/or limits and ten (10) days written notice of non-payment of premium shall be sent to: City of Dubuque Finance Department, 50 West 13<sup>th</sup> Street Dubuque, IA 52001.

### **B) AUTOMOBILE LIABILITY**

Combined Single Limit	\$1,000,000
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Coverage shall include all owned, non-owned, and hired vehicles. If permittees do not own any vehicles, coverage is required on non-owned and hired vehicles.

- 1) Policy shall include Waiver of Right to Recover from Others endorsement.

### **C) LIQUOR LIABILITY**

\$1,000,000  
(only if alcoholic beverages  
(served))

\_\_\_\_ yes \_\_\_\_ no

**Please be aware that naming the City of Dubuque as an additional insured as is required by this Insurance Schedule may result in the waiver of the City's governmental immunities provided in Iowa Code sec. 670.4. If you would like to preserve those immunities, please use this endorsement or an equivalent form.**

## **PRESERVATION OF GOVERNMENTAL IMMUNITIES ENDORSEMENT**

1. **Nonwaiver of Governmental Immunity.** The insurer expressly agrees and states that the purchase of this policy and the including of the City of Dubuque, Iowa as an Additional Insured does not waive any of the defenses of governmental immunity available to the City of Dubuque, Iowa under Code of Iowa Section 670.4 as it is now exists and as it may be amended from time to time.
2. **Claims Coverage.** The insurer further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. Those claims not subject to Code of Iowa Section 670.4 shall be covered by the terms and conditions of this insurance policy.
3. **Assertion of Government Immunity.** The City of Dubuque, Iowa shall be responsible for asserting any defense of governmental immunity and may do so at any time and shall do so upon the timely written request of the insurer.
4. **Non-Denial of Coverage.** The insurer shall not deny coverage under this policy and the insurer shall not deny any of the rights and benefits accruing to the City of Dubuque, Iowa under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the City of Dubuque, Iowa.

**No Other Change in Policy.** The above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

# **SPECIMEN**

## **SPECIAL EVENT APPLICATION**

1. EVENT NAME \_\_\_\_\_

2. EVENT APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

3. EVENT DESCRIPTION: Check the appropriate box and describe your event.

Parade      Festival      Walk/Run      Fund Raiser      Other

4. EVENT LOCATION \_\_\_\_\_

5. DOES THIS EVENT OCCUR MULTIPLE TIMES WITHIN THE CALENDAR YEAR?

YES      NO

IF YES, PLEASE PROVIDE ALL DATES AND TIMES OF THE EVENT

6. EVENT DATE \_\_\_\_\_ EVENT START TIME \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

7. SET UP DATE & TIME \_\_\_\_\_ TAKE DOWN DATE & TIME \_\_\_\_\_

8. RAIN DATE & TIME \_\_\_\_\_

9. STREET CLOSURE\*      YES      NO

IF YES, PROVIDE LOCATION OF CLOSURE(S)

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\*Please refer to the [Street Closure Packet](#) for requirements.

10. RESERVING PARKING SPACES\*      YES      NO

IF YES, PROVIDE LOCATION OF PARKING SPACES

*\*If you need to reserve parking spaces for your event, please contact Transportation Services at 563-589-4266. Please note that fees apply.*

11. SIZE OF EVENT (estimated number of people on-site at one time)

( ) 1 -100      ( ) 1001 - 2000  
( ) 101 – 250      ( ) 2001 – 5000  
( ) 251 – 500      ( ) 5001 – 7500  
( ) 501 – 1000      ( ) 7501 and above

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12. EVENT CONTACT PERSON(S):

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE \_\_\_\_\_

13. PORTABLE TOILETS NEEDED

YES      NO

**NUMBER OF TOILETS** \_\_\_\_\_

*\*Please refer to the Portable Toilets section of the Additional Requirements page for expectations on portable toilets.*

**14. NON-FOOD VENDORS (name, address, phone for each)**

Name	Address	Phone Number

**15. FOOD VENDORS (name, address, phone for each)**

*All food vendors must have proper licensing. Contact Health Services Department at 563-589-4181 with any questions.*

Name	Address	Phone Number

**16. WILL YOUR EVENT CONTAIN ANY OF THE FOLLOWING?**

YES

NO

- Tents over 400 sq. feet
- Canopies over 700 sq. feet
- Bounce Houses or other inflatables that people will enter

**IF YES TO QUESTION 16, THEN YOU MUST APPLY FOR A TEMPORARY MEMBRANE STRUCTURE, TENTS AND INFLATABLES PERMIT FROM THE FIRE DEPARTMENT. Contact the Fire Department at 563-589-4160.**

**16a. IF EVENT WILL INCLUDE TENTS, THEN INDICATE THE SIZE, TYPE AND PURPOSE OF EACH TENT BELOW.**

Size	Type	Purpose

17. WILL THE EVENT NEED ACCESS TO ELECTRICITY? YES NO

17a. IF YES TO QUESTION 15, WHAT EQUIPMENT WILL NEED ELECTRICITY?

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NOTE: ELECTRICAL SOURCE MUST MEET THE NEEDS OF THE EQUIPMENT TO BE USED.

18. WILL THE EVENT NEED ACCESS TO WATER? YES NO

18a. IF YES TO QUESTION 16, WHAT WILL THE WATER BE USED FOR?

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19. ALCOHOL:

DO YOU INTEND TO SELL ALCOHOL, SERVE HARD LIQUOR, OR  
IMPLEMENT A COVER CHARGE FOR ENTRY AT YOUR EVENT? YES NO

19a. IF YES TO QUESTION 19, THEN YOU MUST APPLY FOR A RETAIL ALCOHOL LICENSE  
THROUGH THE IOWA DEPARTMENT OF REVENUE. PLEASE PROVIDE THE NAME THAT THE  
LICENSE WILL BE SUBMITTED UNDER FOR THE EVENT (TYPICALLY EVENT NAME)

*Contact the City Clerk's Office with any questions at 563.589.4120.*

19b. IF NO TO QUESTION 17, PLEASE BE AWARE THAT CITY AND STATE CODES PREVENT  
CONSUMPTION OF ALCOHOLIC BEVERAGES ON PUBLIC STREETS, HIGHWAYS, AND PUBLIC  
SCHOOL PROPERTY.

20. ANIMALS

WILL ANY ANIMALS OR LIVESTOCK BE PRESENT AS A  
COMPONENT OF THE EVENT (PONY RIDES, PETTING ZOOS, ETC.)? YES NO

IF YES TO QUESTION 18, THEN PROVIDE THE NAME AND PHONE NUMBER OF THE BUSINESS  
PROVIDING THE ANIMALS OR LIVESTOCK \_\_\_\_\_

21. WILL THE EVENT INCLUDE SECURITY? YES NO  
SECURITY MAY BE NECESSARY IN SITUATIONS SUCH AS CROWD CONTROL MANAGEMENT,  
MONITORING ALCOHOL CONSUMPTION, OVERSEEING ENTRY PROCEDURES, AND MANAGING  
TRAFFIC

21a. IF YES TO QUESTION 19, PROVIDE THE NAMES OF THE INDIVIDUALS SERVING IN THIS  
CAPACITY: \_\_\_\_\_

22. SITE PLAN ATTACHED? YES NO

23. EMERGENCY ACTION PLAN ATTACHED? YES NO

24. INDEMNITY AGREEMENT SIGNED AND ATTACHED? YES NO

25. INSURANCE CERTIFICATE/ENDORSEMENTS ATTACHED? YES NO

26. IS EVENT HOST A NON-PROFIT ORGANIZATION? YES NO

**27. PERMIT FEE(S) INCLUDED?**

YES

NO

NON-PROFITS: \$5 fee + \$5 street closure fee (if applicable)

FOR-PROFITS: \$50 fee + \$50 street closure fee (if applicable)

*I have read this Special Event Agreement and Permit Application booklet and have accurately and truthfully completed the application to the best of my knowledge.*

*I agree that I will obtain any other necessary licenses or permits and will follow the guidelines and requirements set forth in the booklet and any other requirements communicated by the City of Dubuque. I understand that failure to comply with these requirements may lead to the denial or revocation of my event permit, issuance of municipal infractions, or additional fees.*

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*Signature*

*Date*

## **INDEMNITY AGREEMENT**

In consideration for the granting of permission by the City of Dubuque, Iowa to the undersigned for the use of the following described property:

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For the following purpose only: \_\_\_\_\_

On the following date(s): \_\_\_\_\_

The undersigned agrees to defend, indemnify and hold harmless the City of Dubuque, its agents, officers and employees, from and against any and all claims for injury or damages to persons or property arising out of or caused by the use of such property.

The undersigned further agrees upon receipt of notice from the City of Dubuque to defend at its own expense the City of Dubuque, its agents, officers and employees from any action or proceeding against the City of Dubuque, its agents, officers or employees arising out of or caused by the use of such property. The undersigned agrees that a judgment obtained in any such action or proceeding shall be conclusive in any action by the City, its agents, officers or employees against the undersigned, when so notified as to the undersigned's cause of the injury or damage, as to the liability of the City, its agents, officers and employees to the plaintiff in the first named action, and as to the amount of the damage or injury. The City of Dubuque, its agents, officers and employees may maintain an action against the undersigned to recover the amount of the judgment together with all the expenses incurred by the City, its agents, officers and employees in the action.

I HAVE READ THIS INDEMNITY AGREEMENT, I UNDERSTAND THE EFFECT OF THIS INDEMNITY AGREEMENT, I AM AUTHORIZED TO SIGN THIS INDEMNITY AGREEMENT, AND I AM SIGNING THIS INDEMNITY AGREEMENT VOLUNTARILY.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

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

## **SITE PLAN**

A site plan is required with the completed application.

### **Instructions for creating the site plan:**

Applicants can obtain a map of the event location from online map resources such as <https://www.google.com/maps> and [www.mapquest.com](http://www.mapquest.com).

Commonly used site maps are available at [www.cityofdubuque.org/specialevents](http://www.cityofdubuque.org/specialevents)

Applicants must include a detailed layout of the event area and indicate the location of all of the following, (if applicable):

- Stages
- Tents
- Power and water sources
- Rides
- Animals (pony rides, livestock)
- Food vendors
- Retail vendors
- Alcohol sales
- Portable toilets
- Temporary traffic control devices (barricades, cones, etc.). See [Street Closure Packet](#) for more information
- Proposed parking
- Fire vehicle and residential traffic access

**Please note:** Run/Walk (road races) events require a detailed map indicating the route to be taken during the event. This map should include the following:

- Start/Finish location
- Location of where safety personnel will be stationed during the event
- Location of temporary traffic control devices (if applicable)
- Any items on the above list that apply

# Emergency Action Plan (EAP)

## I. GENERAL

The "(Event) \_\_\_\_\_" will be held  
(Month/Day/Year) \_\_\_\_\_ at (General Location /Address)  
\_\_\_\_\_.

## II. PURPOSE

- A. This emergency action plan predetermines action to take before and during the "(Event) \_\_\_\_\_" (hereinafter) referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be executed by organizers, management, personnel, volunteers, and attendees.
- B. Flexibility must be exercised when implementing this plan due to 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.
- C. The event organizer is responsible for completing the following: event details, staff information, staff assignments, event location, and for sharing a copy of this EAP with all event staff and volunteers. Additionally, they must train event staff and volunteers on potential hazards, ensuring that all key event personnel are well-informed.

## III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. Types of emergencies possible are various and could require the response of Fire and Rescue, Emergency Medical Services, and Law Enforcement.

## IV. BASIC PLAN

### I. Emergency Action Plan (EAP) Event Representatives

1. The EAP event representative will be identified as the point of contact for all communications on site the day of the event.

Primary Contact: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Alternate: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

2. Other Event Staff (Security, Parking, Volunteers, etc.)

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

Mobile Number: \_\_\_\_\_

Assignment/Position: \_\_\_\_\_

## **II. 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: nature of emergency, location, and contact person with a callback number.
2. The event staff shall also identify an on-site command post location for use by event staff for meetings, communications, and briefings during an emergency situation.

Command post location: \_\_\_\_\_

3. We  will /  not have on-site EMS (contact name and number)

4. We  will /  not have on-site Security or Law Enforcement (contact name and number) \_\_\_\_\_

## **III. Emergency Vehicle Access**

1. Access points for emergency vehicles must be maintained at all times. Access points must be clearly marked on your site map.
2. Fire lanes and fire hydrants must not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, fire lanes, sidewalks, or public throughways.
4. Crowd Control will be managed by:  
(Name) \_\_\_\_\_
5. Parking for vendor and staff vehicles will be:  
(Location(s)) \_\_\_\_\_

6. Parking for attendee vehicles will be: (Location(s))  
\_\_\_\_\_

#### IV. Severe Weather

1. Weather forecasts and current conditions must be monitored during the event.  
How do you plan to track inclement weather? \_\_\_\_\_  
Examples: National Oceanic Atmospheric Administration (NOAA) weather radio or other weather monitoring device(s). Cell phone notification to on-site contact person(s).
2. How will you notify attendees of inclement weather conditions?  
\_\_\_\_\_
3. If severe weather occurs during the event, the EAP representative or designee will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter.

Where will your attendees seek shelter?  
\_\_\_\_\_

Has permission been granted for the space(s)? Yes  No

4. Alternative rain date and/or contingent weather plan:  
(Cancellation of event, rescheduling, rain delay, etc.)  
\_\_\_\_\_

5. Other weather-related information: \_\_\_\_\_

#### V. Fire

1. **Dial 911.** Stay on the phone if possible until the dispatcher has all the information needed. Give the nature of the fire emergency and the location. Staying on the phone long enough to answer any questions the dispatcher might have will ensure that proper equipment and personnel respond.
2. Alert people in the immediate vicinity to evacuate to safest designated areas.

#### VI. Medical Emergencies

1. **Dial 911.** Stay on the phone if possible until the dispatcher has all the information needed. Give the nature of the medical emergency and precise location. Stay on the phone long enough to answer any questions the dispatcher might have.
2. Do not move the victim unless absolutely necessary.
3. Send someone to flag or direct emergency response personnel to the location.

#### VII. Law Enforcement

1. Should an incident occur that requires Law Enforcement to be called to this event, **Dial 911.** Stay on the phone if possible until the dispatcher has all the information needed. Give the nature of the emergency and precise location.

## **VIII. Contact Information**

1. Dubuque County Emergency .....	<b>911</b>
2. Dubuque County Dispatch Non-Emergency.....	563-589-4415