FIRST Event Safety/Emergency Response Best Practices Checklist

Note: This checklist contains considerations for best practices for event safety and emergency response. Not all items listed below will be necessary or applicable for every event, but these items should be considered as part of the planning process.

Pre-Event Meetings

Event Manager, Event Director, or Event Admin should identify the following parties and meet with them to ensure appropriate planning and that all legal/regulatory requirements for the event will be satisfied. Please note that some events may require consultation with additional resources not listed below.

1. Public Safety
   a. Police
   b. Fire
   c. Private Security
   d. Community Resources. Examples include School and School Board Resources, Office of Emergency Management, City Special Events Departments, Local Organizing Committees, Local Permitting Departments, City Service Offices, etc.
2. Venue Leadership
3. Event Production/Management

In these pre-event meetings, address the following:

1. Determine means of communicating with critical parties before, during, and after the event and if/when an incident/issue occurs:
   a. Radio?
   b. Text?
   c. Phone?
2. Determine with who and how the parties will be meeting and planning prior to the event and during the event?
   a. Where at the venue will meetings occur to discuss an incident/issue?
   b. Who should be included in these meetings?
3. Confirm the process for how decisions are made:
   a. Are they consistent with the event/tournament guide?
   b. What decisions may be required for the event that are not covered in the guide?
4. How is information disseminated to staff, teams, and patrons prior to, during, and after an incident/issue?
5. If the issue requires evacuation, what is the exit strategy?

<u>Public Safety Event Planning</u>

Event Manager, Event Director, or Event Admin should confirm the following details. Not all of these measures will be necessary at the event, but please consider each measure and determine if it is necessary or applicable for the event:

1. Event Details
    a. Who is attending?
    b. What activities are included (including activities in addition to the competition)?
    c. When is the event happening, including both "public" and "detailed" agendas/schedules?
    d. Where is the event, including specific locations at a site such as a large campus?
2. Private Security Resources
3. Law Enforcement Resources
4. Fire Department Resources
5. Fire Watch / Fire Marshal Resources: These roles can be different branches within a Fire Department or privately sourced in large venues
    a. Consider special requirements for permitting, inspection, and approval
6. First Aid / Medical / EMS Resources
    a. Ambulance Service, either through local public emergency services/fire department or third-party provider
7. Venue Resources
8. Vendors: Do food, technology, or other vendors have appropriate screening and are safety/security considerations appropriately addressed?
9. Special Security Measures: Crowd control/entry points, bag searches, etc.
10. Safety Gear: Is the appropriate and necessary safety equipment in place and accessible, e.g., First Aid kits, fire safety equipment, emergency response/incident command bag?
11. Disability / Accessibility: Methods to capture needed accommodations/ADA compliance, crowd management planning, etc.
12. Parking & Transportation Resources / Measures
13. Community Outreach / Involvement: If the event will have a significant impact on community resources, make sure they are aware and able to provide support if needed. Examples include Office of Emergency Management, School and School Board Resources, City Special Events Departments, Local Organizing Committees, Local Permitting Departments, City Service Officers, etc.
14. Media Contact: In the case of an emergency, please refer any relevant media inquiries and/or crisis communications inquiries to Brooke Blew, Vice President, Marketing & Communications, *FIRST*

Emergency Management Steps

As part of the process outlined above, consider the following steps of emergency management:

1. <u>Prevention</u>: Think through scenarios and gather intelligence surrounding your community, area, venue, and event
2. <u>Mitigation</u>: Think about what is needed based on prevention phase to deal with the scenarios and intelligence gathered surrounding your event
3. <u>Preparedness</u>: Put together an appropriate plan in an effort to provide the safest environment based on all the information gathered prior to the event
4. <u>Response</u>: Implement necessary resources based on the nature of the incident in an effort to save, sustain, and stabilize the situation
5. <u>Recovery</u>: Put to work the capabilities necessary to assist and support the affected areas of the incident

Documentation

Meetings, critical information, determinations, and plans should be documented in a comprehensive event safety plan for use with the event and for assistance in planning future events.