

INCLEMENT WEATHER EMERGENCY ACTION PLAN: PAGE 1

This plan is required for all events with anticipated attendance of 500 or more persons, or if your event is gated or fenced. Per Fredericksburg's Municipal Code, the City Manager or designee has the authority to deny or revoke a permit if a special event would significantly impair the delivery of normal emergency public services or constitutes a public health or safety threat. If revoked, the Special Event shall immediately terminate and cease activity upon notification to the applicant listed below. Complete the form below based on your special event. Attach more sheets of paper, if needed.

EMERGENCY ACTION PLAN FOR: _____

PREPARED BY: _____

DATE PREPARED: _____

EVENT LOCATION: _____

EMERGENCY PERSONNEL NAMES AND NUMBERS

Designated Responsible Official (Highest Ranking): _____

Phone No. _____

Secondary Responsible Official: _____

Phone No. _____

Security Company Name: _____

Contact Name: _____

Phone No. _____

AREA/QUADRANT MONITORS (attach a map or designated areas/quadrants):

Area/Quadrant Name: _____

Contact Name: _____

Phone No. _____

Area/Quadrant Name: _____

Contact Name: _____

Phone No. _____

Area/Quadrant Name: _____

Contact Name: _____

Phone No. _____

Area/Quadrant Name: _____

Contact Name: _____

Phone No. _____

In the event the Emergency Management Coordinator or their designee is notified that the event location has moved into a weather warning, a designated official from the event will be **required** to make announcements to event attendees regarding the impending weather. Please designate that official below:

Designated Official (Announcer): _____

Phone No. _____ ; or

INCLEMENT WEATHER ANNOUNCEMENT

The inclement weather announcement will be written in partnership with the City and designated responsible officials from page one of this plan during your special events committee meeting. Inclement weather is a term used to describe weather conditions that are unsafe or undesirable for outdoor events and can include the following:

- Hurricanes or Tropical Storms
- Winter Storms or Winter Weather
- Heat Advisory or Excessive Heat
- High Wind
- Wind Chill
- Tornado
- Severe Thunderstorm
- Flash Flood
- Lightning

DRAFT OF INCLEMENT WEATHER ANNOUNCEMENT:

NOTIFICATION SYSTEMS

How will the event notify participants of a weather emergency (check all that apply):

- PA System(s) Text Notifications Cell Phones In-Person Other:

GATED AND FENCED EVENTS

Please describe your emergency evacuation procedures for your event. Include any combinations or keys needed to unlock or remove fencing and gates and attach a map with emergency exits clearly marked.

SHELTER IN PLACE

Event organizers need to know the approximate number of patrons that can fit under covered areas of the event location. If there are too many patrons to safely shelter-in-place then they should be instructed to return to their vehicles until the danger has passed.

I, _____ (print name here), have prepared this inclement weather emergency action plan and agree to make the required announcements to event participants, if notified that the event location has moved into a weather warning. Failure to adhere to this plan may cause full or partial retention of your security deposit.

Signed: _____ Date: _____

CITY USE ONLY:

Justin Calhoun, EMC: _____

Date: _____