

SPECIAL EVENT PERMIT APPLICATION ERP

EMERGENCY RESPONSE PLAN TEMPLATE

Event Name:	Date of Event:	
Event Coordinator:	Location of Event:	
Identify Potential Risks		
<i>List any potential emergencies – fire, extended power loss, and natural disasters – especially those that may require rescue.</i>		
Emergency Procedures		
<i>List and assign steps to be taken including who sounds the alarm, evacuation routes and muster points.</i>		
Emergency Equipment and Locations		
<i>Specify the types of emergency equipment and their respective locations.</i>		
Emergency Communications		
<i>Describe your plan for communicating emergencies to attendees and outline the methods used for communication. (Example: PA System, cell phones, 2-way radios)</i>		
Emergency Services		
<i>Provide a list of essential emergency numbers.</i>		

This template serves as a guideline for your emergency response plan. Customize this document to match your specific event requirements. Please remember to share this information with your event volunteers.