



## Event Safety Plan

The City of Chamblee remains committed to the safety of our community. In order for a Special Event Permit Application to be considered by the City of Chamblee, the applicant must provide an Event Safety Plan. The written plan will be a stand-alone document that demonstrates how the event will follow event safety guidelines. In general, the event safety plan must include an assessment of all the following conditions and related safety measures:

- **Event Producer:** Identify and provide contact information for the event producer.
- **Event Safety Coordinator:** Identify and provide contact information for an Event Safety Coordinator. This position is responsible for designing and overseeing the implementation of the event safety plan.
- **Event Description:** Provide a brief description of the event. Must include the event date, time and location.
- **Event Layout:** Submit an event map that includes the following:
  - Stage, temporary structures and infrastructure
  - Electrical/generator systems
  - Entrances and exits via vehicle traffic and pedestrian traffic
  - First aid/medical including patron and emergency vehicle ingress and egress
  - Fire extinguishers
  - Restroom facilities
  - Handwashing and sanitizing stations
- **Risk Assessment:** Must include identification of possible safety hazards including, but not limited to, electrical equipment, crowd management, food/beverage service, weather, medical emergencies and fire.
- **Event Attendance:** Provide estimated number of attendees, event staff, volunteers and vending staff.
- **Event Schedule:** Provide full event schedule including set up, event run of show and event breakdown (*must be submitted to City staff 30 days prior to event date*).
- **Food and Beverage Service:** Include number of food truck or catering vendors, type of food preparation techniques (i.e. pre-prepared, on-site cooking, open flames, etc.) and alcohol sale and monitoring procedures.
- **Cleaning and Disinfecting:** Provide information on the method and frequency of cleaning/disinfecting high-touch surfaces.
- **Fire Precautions and Equipment:** Identify potential fire hazards and provide a plan to reduce the risk inclusive of patron exit routes and fire personnel entry routes.
- **Weather Impacts:** Provide a weather contingency plan that includes the parameters of when to cancel or postpone the event and the communications plan to notify City staff, event staff, vendors and event patrons.
- **Security:** If hiring security outside of City of Chamblee police officers, include a brief plan on crowd control, lost and missing person procedures, cash and equipment protection, control of ingress and egress, parking and traffic flow and disruptive patrons.
- **Emergency Contact List:** Complete the Emergency Contact chart included with this document. The emergency contact list must be provided to each member of the event staff and all associated vendors.



- **COVID-19 Plan:** During the COVID-19 pandemic, applicants are required to include a COVID-19 Health and Safety Plan within their Event Safety Plan. This subsection will outline compliance with COVID-19 health and safety guidelines. COVID-19 Health Safety Plan requires the following:
  - **Face Masks:** Face masks are required to be worn by event staff, vendors and food suppliers. Event patrons must be strongly encouraged to wear face masks.
  - **Social Distancing:** A plan to enforce social distancing at all times with signs, staff and other methods to keep patrons a minimum of 6 feet apart.
  - **Signage:** A plan to prohibit entrance of patrons exhibiting symptoms of COVID-19, including prohibiting entrance of a party when at least one patron in the party is exhibiting symptoms of COVID-19. Appropriate signage is required to be placed near the entry of the venue regarding COVID symptoms. Signage to remind patrons to adhere to guidelines published by the Centers for Disease Control (CDC).
- **Communications Plan:** Provide a brief plan describing how event patrons will be notified of various event safety measures before, during and after the event.

For a guide to creating an Event Safety Plan, please refer to the below links:

- [DeKalb County Fire Rescue Special Events Policy](#)
- [Event Safety Alliance: The Event Safety Guide](#)
- [Event Safety Alliance: Reopening Guide](#)
- [CDC Considerations for Events and Gatherings](#)
- [CDC FAQs for Events](#)
- [CDC Cleaning and Disinfecting Guidelines for Public Spaces](#)
- [CDC Print Resources](#)

The City of Chamblee reserves the right to revoke any permit for event safety related violations.

By signing, the applicant (1) has read the above event safety requirements, (2) agreed to submit an event schedule 30 days prior to the event and (2) will provide an Event Safety Plan that follows all current and applicable City of Chamblee guidelines and for special events.

Event Producer's Name: \_\_\_\_\_

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

Event Producer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Special Event Emergency Contact List

- Complete the below chart
- Include in your Event Safety Plan
- Provide copies to all event staff and vendors

**FOR EMERGENCIES, DIAL 9-1-1.**

Name/Organization	24-Hour Contact Number	Email Address
<i>Event Producer</i>		
<i>Event Safety Coordinator</i>		
<i>Property Owner</i>		
<i>Security Contractor</i>		
<i>First Aid/Medical Contractor</i>		
Brittney Lindsay <i>Community Relations Manager, City of Chamblee</i>	470-559-1008	blindsay@chambleega.gov
City of Chamblee Police Department <i>(Non-Emergency)</i>	770-986-5005	
DeKalb County Fire Marshal <i>(Non-Emergency)</i>	678-371-4457	
DeKalb County Health Department <i>(Non-Emergency)</i>	404-294-3700	