

City of Yankton Special Event Emergency Plan (SEEP)

As an event sponsor, it is your responsibility to identify and mitigate potential emergency situations at the event site and describe procedures that will be followed to minimize risk and prevent loss of life and property. It is the responsibility of the event organizers to initiate emergency procedures during your special event. Event planners should consider the scope of the event, the risks to spectators and participants, community impact, and the support required. This document must be completed and submitted with your Special Event Application in order for your application to be considered complete and move through the approval process.

Event Communication

Please identify how your group or organization will communicate internally during the duration of your event. Examples would include 2-way radios and/or cell phones. Also, please indicate who the primary leadership member will be to initiate all event related communications.

Primary Leadership member: _____ cell phone: _____

Weather Monitoring

Any outdoor special event should have a plan for inclement weather. Please be familiar with weather definitions so that your response is appropriate to the situation. The use of mobile weather apps or NOAA weather radios should be utilized by event staff to stay up to date on changing weather. Yankton County Emergency Management will loan two (2) weather radios for special events.

Do you need a weather radio? YES NO

Watch: Conditions are favorable for the development of severe weather. You should closely monitor weather conditions that potentially could deteriorate.

Warning: Severe weather is present and is being observed in the immediate area. Listen to instructions from emergency officials and communicate to your team what steps need to be taken.

Please identify who will be responsible for monitoring inclement weather and communicating with event leadership. The primary leadership member must then disseminate information to participants and guests.

Inclement Weather monitor: _____ cell phone: _____

Weather Emergency Levels

Level 1 (Yellow)- If a severe weather watch has been issued for or within 100 miles of Yankton, please make your staff and volunteers aware of conditions that “may” deteriorate and emergency protocols.

Level 2 (Red)- If a severe weather warning has been issued for Yankton County OR lightning has been detected within 15 miles of Yankton, emergency notifications should be made immediately.

Level 3 (Black)- Severe weather is present and immediately impacting an event location, ensure events are ceased, ensure areas are evacuated, utilize shelter in place locations, ensure all staff and patrons seek shelter.

Weather Emergency Procedures

In the event lightning is detected within 15 miles of your location OR a weather warning has been issued for the location, emergency notifications may require:

Halt: temporary suspension of special event programs and activities until lightning or severe weather has safely moved out of proximity of the location. Event staff should remain close in a safe area and will determine a potential restart of the event. Primary leadership member should communicate with staff the necessary restart information well in advance of the restart of programs and activities.

Shut Down: If severe weather occurs and the time range and severity is so extreme no immediate end is predictable and halting activities is not the best option.

The City of Yankton or Yankton County Emergency Management will not reimburse or be responsible for fees or losses due to a special event shut down determined by your committee.

Please identify how communication will be made with the event patrons to notify them to begin evacuation or shelter in place should a halt or shut down be necessary.

Identify any locations in proximity to your event to serve as shelter in place gather points. Please be aware, most parks and green spaces in the City of Yankton do not have facilities that can serve as storm shelters.

In case of a severe weather event, the following **Emergency Notifications** steps should be made to ensure the safety of patrons:

- Notify the primary leadership member of a severe weather emergency
- Prepare a pre-scripted message for announcement
- Ensure storm sheltering locations are open (if applicable)
- Ensure event volunteers/staff are in place to direct guests for an evacuation or shelter in place
- Make PA announcement to guests
- Ensure all programs and activities have ceased

Medical Emergency Planning

All events, both indoor and outdoor, should have a plan in place to deal with a medical emergency. Having volunteers and staff prepared to deal with emergencies can be the difference between life and death. Please consider and provide necessary First Aid items on-site based on the size of your event. The primary leadership member should prepare volunteers and staff to deal with crowd control and securing the area for First Responders.

Will emergency personnel be on-site for your event? YES NO

Will you have access to or have an AED on-site for your event? YES NO

In the event of a medical emergency, who will be responsible for making the initial contact with 911 or First Responders?

Medical Response Monitor _____ cell phone: _____

Based on the location of your special event, please indicate how EMS or First Responders will be directed to enter the premises to respond to an emergency with minimal disruptions from traffic or patrons, and how your staff will assist with crowd control and EMS entry.

Security Monitoring and Planning

All events, both indoor and outdoor, should have a plan in place to deal with a breach of security and planning to ensure the safety and well-being of patrons in attendance.

Will paid security staff be on site for your event? YES NO

Will volunteers and staff be utilized for security on site for your event? YES NO

In the event of a security breach, who will be responsible for making the initial contact with 911 or First Responders?

Security Response Monitor _____ cell phone: _____

The primary leadership member should discuss the following items with all volunteers and staff:

- Different ways and locations to mass evacuate an area during a security emergency
- Where should staff meet during a security emergency
- How will staff communicate during a security emergency
- Who will direct and how patrons should be directed during a security emergency
- Signage that can be utilized ahead of time to educate patrons on emergency plan responses

Event Name: _____

Event Organization or Group: _____

Applicant: _____ Date: _____