



**P I N A L ♦ C O U N T Y**  
*wide open opportunity*

**SPECIAL EVENTS**  
**EMERGENCY CONTINGENCY PLAN**  
**GUIDE**

**MAY 2010**

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## I. OVERVIEW AND DEFINITIONS:

### A. Overview

The goal of contingency planning is to protect life and property by identifying the risks associated with an event and developing a plan of action to minimize those risks. In general, special events are defined as any non-routine activity that brings together a large number of people for specific purposes in a limited geographical location. Such activities can place a strain on community resources and impede their ability to respond effectively. The special event permit requires event organizer(s) to take the necessary steps to reduce the impact on the community and its resources, and address the safety requirements of the participants and spectators.

From the onset of planning an event, the event organizer(s) will need to take into consideration the scope of the event; the potential risk of injury or illness to participants and spectators; security needs; and the emergency support required to help promote a safe and enjoyable event.

There are many large and small events occurring throughout the county at any given time. Festivals, concerts, fairs, parades, sporting events, et cetera; all have the potential to attract large crowds. Normally, such events take place with little or no problems. However, should a natural or man-made emergency or disaster occur, the event organizer(s) is legally and morally obligated to ensure that the necessary and appropriate actions will be taken to minimize harm.

We appreciate the complexity of the issues faced by the event organizer(s). With that in mind, we have made every effort to ensure the Special Event Contingency Plan guide will assist you in your endeavor. By identifying the potential risk, the event organizer(s) and local emergency response agencies will have the opportunity to take ownership of their roles and responsibilities, and ensure that the necessary resources and personnel are available to help make your event a successful one.

### B. Definitions

1. **Emergency** means any incident occurring on-site or off-site, which exceeds the responsible jurisdiction's capability to adequately respond.
2. **Emergency Medical On-site Facility** means a pre-designated site established for triage of participants who are injured or become ill at an event.
3. **Emergency Medical Services (EMS) Plan** is a plan required by Pinal County Public Health Department, outlining the EMS services to be provided by the event organizer(s) of the special event (see Annex D of this guide).



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4. **Event Organizer** means the promoter(s), sponsor(s) and/or committee member(s) who own the event.
5. **Large Special Event** means an event expected to draw one-thousand (1,000) or more participants or exceeds four (4) days in a calendar year. Large Special Events are not exempt from Pinal County Zoning Ordinance, Title 2.150.325 (see Appendix C of this guide).
6. **Participants** include, but not limited to, vendors, audience, attendees, event workers, entertainers, and spectators.
7. **Special Event** means any temporary event or activity to which the public is invited, whether held on public or private property, with or without an admittance fee, and meets any of the criteria in Pinal County Zoning Ordinance, Title 2.150.325 (see Appendix C of this guide).
8. **Special Event Contingency Plan** means a document that furnishes information, proof, or supporting documentation, of assigned responsibilities, actions, and procedures to be followed if an emergency situation develops.
9. **Small Special Event** means a special event that does not meet the Large Special Event criteria and is not exempt from Pinal County Zoning Ordinance, Title 2.150.325 (see Appendix C of this guide).

## II. IMPORTANCE OF A WRITTEN PLAN:

### A. WHAT IS A SPECIAL EVENT EMERGENCY CONTINGENCY PLAN?

A Special Event Emergency Contingency Plan (SEECP) is a formal written plan, developed by the event organizer(s), which identifies potential emergency conditions at the event site(s) and prescribes the procedures to be followed to minimize or prevent loss of life and property.

A special event that has five hundred (500) or more, known or estimated, participants in a defined geographical area shall submit a SEECP. The completed and approved SEECP shall be submitted with the special event permit application. Event organizer(s) may submit a draft SEECP to the County's special event coordinator for review prior to the submission of the special event permit application.

**Note:** Every SEECP must be tailored to site-specific conditions and to the requirements of the event organizer(s) that owns or regulates the site(s) of the event.



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### **B. WHY IS IT IMPORTANT TO HAVE A SPECIAL EVENT EMERGENCY CONTINGENCY PLAN?**

A Special Event is a unique situation that has the potential to develop into an emergency incident. Therefore, it is prudent for the event organizer(s) to identify conditions that could lead to on-site and off-site related emergency situations or disasters.

To minimize the effects of potential emergency incidents, a SEECP is required for the following reasons:

1. To define the coordination of necessary emergency actions by the event organizer(s), the responsible county officials, and emergency responders. These coordinated actions ultimately provide for timely notification, communication, warning, and evacuation of residents or participants in the event of an emergency incident.
2. To initiate emergency measures to reduce the risk of loss of life and property damage resulting from an emergency.

### **III. COMPONENTS OF THE PLAN**

The SEECP has the following six components:

- Notification Chart
- Notification Procedures
- Responsibilities
- Emergency Identification, Evaluation, and Classification
- Preventive Action
- Appendice(s)

#### **A. NOTIFICATION CHART**

A notification chart is a schematic representation of the hierarchy for notification during an emergency, including who is to be notified, by whom, and in what priority. The chart should be prominently displayed in the SEECP; often it is the first page of the SEECP. See Appendix A for a typical Notification Chart. (**Note:** This is only a sample chart. A chart must be tailored to the specific needs and notification priorities of the event and area to which it applies.)



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### **B. NOTIFICATION PROCEDURES**

Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency actions. The procedures should be brief, simple and easy to implement.

### **C. RESPONSIBILITIES**

A determination of responsibilities of the SEECP related task must be made during the development of the plan. Generally speaking, event organizers are responsible for the development and maintenance the SEECP and for activating the notification procedures of the plan. The SEECP must specify the person(s) responsible for declaring an event emergency, and for initiating the appropriate emergency actions.

### **D. EMERGENCY IDENTIFICATION, EVALUATION, AND CLASSIFICATION**

Determine and identify the situation(s) or triggering event(s) that initiate or require an emergency action. The establishment of procedures for reliable and timely recognition of emergency situations is imperative. If time permits, an emergency should be evaluated and confirmed by experienced personnel. Finally, to determine the appropriate course of action, the emergency or triggering event should be classified according to its urgency.

### **E. PREVENTIVE ACTION**

Preventive action is a general term used to refer to both pre-planned and emergency actions that are aimed at preventing and minimizing serious emergencies that could cause loss of life or property. Preventive actions the event organizer(s) shall consider, but not limited to, are unimpeded emergency ingress/egress route(s) for the event site(s), on-site medical services, site(s) security, and any other resources (e.g., equipment, personnel, and materials) to reduce the impact an emergency incident would have on the participants of the event.

### **F. APPENDICE(S)**

One or more appendices, containing support materials used in the development and maintenance of the plan, are usually included in the SEECP document.

#### IV. DEVELOPING A SPECIAL EVENT EMERGENCY CONTINGENCY PLAN

##### A. OVERALL PROCESS FOR DEVELOPING THE SEECP

The event organizer(s) shall coordinate the planning of the SEECP with all county officials and emergency response agencies to lay the foundation for a responsible and thorough emergency action program. The process of developing a SEECP generally follows the steps listed below.

- Step 1: Determine the hazard vulnerability of the event site to natural, man-made and event caused emergencies.
- Step 2: Determine and identify those situations or triggering incidents that would initiate an emergency action, and specify the actions to be taken and by whom.
- Step 3: Identify, and coordinate with, all jurisdictions, agencies, and individuals who will be involved in the development of the SEECP. This interaction should include planning for the operation of emergency response of fire, law enforcement, medical services, public health, public works and other necessary agencies during an event of an emergency.
- Step 4: **Develop the SEECP.** A suggested format for a SEECP is described on the following pages, and includes suggestions as to what content might be important to include in the SEECP.
- Step 5: Comply with Pinal County Public Health Department protocols for on-site emergency medical services (EMS). Prepare an EMS plan, and include the EMS plan as an appendix to the SEECP (see Annex D of this guide).
- Step 6: Comply with Pinal County Sheriff's Office (PCSO) security requirements for the event.
- Step 7: Prepare the Notification Chart by listing and prioritizing all persons and entities involved in the notification process (see Appendix A of this guide).
- Step 8: Identify primary and auxiliary communication systems, both internal and external.





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- Step 9: Hold SEECP coordination meeting(s) with all parties included in the SEECP for review and comments. The meeting(s) may be included with the initial County's Special Event Committee meeting.
- Step 10: Make revisions as necessary. Submit the SEECP to the County's Special Event Committee for final approval.
- Step 11: The SEECP shall include a signature page for authorized event organizer(s) signature(s). The SEECP may be used for consecutive years, but it shall be reviewed and approved by the event organizer(s) on an annual basis, or when any changes to the SEECP are made.
- Step 12: Submit the SEECP to the County's Special Event Committee Coordinator for dissemination to the respective County emergency responders who have responsibilities under the SEECP. The event organizer is responsible for disseminating the SEECP to their respective staff, and contractor(s), who have emergency response responsibilities under the SEECP.
- Step 13: After the event, or an emergency/disaster incident, critique the SEECP and make the necessary revisions or improvements for subsequent events.

### **B. COORDINATING THE DEVELOPMENT OF THE SEECP WITH ALL STAKEHOLDERS**

Development of the SEECP must be coordinated with all entities, jurisdictions, and agencies that would be affected by an on-site emergency beyond the event organizer's capability or an off-site emergency attributed to the temporary population increase because of the event. The finished product will, realistically, take into account each organization's capabilities, and each agency will be fully aware of individual responsibilities. Appropriate levels of management must be involved in developing the SEECP to ensure that each entity will agree to execute its responsibilities under the plan.

## **V. DEVELOPING A SEECP – SUGGESTED FORMAT**

### **A. SUGGESTED GUIDELINES FOR SEECP FORMAT**

This guide is provided to encourage thorough and consistent SEECP planning for preparedness to save lives and reduce property damage both on-site and off-site.

An SEECP can be organized in whatever format seems most useful for those involved in the plan write-up. One sample will be described in this guide. While

the SEECF does not need to be organized in the prescribed manner, it should include information the contents describes on the following pages. The contents and a suggested format for a SEECF are listed briefly below, and described in detail on the subsequent pages:

### **B. SAMPLE OUTLINE**

- Part I - Introductory Section
- Part II - Assignment of Responsibilities Section
- Part III - Emergency Procedures Section
- Part IV - Preventive Actions Section
- Part V - Appendices
  - Schedule of events
  - Maps of On- and Off-site Area
  - Emergency Medical Service Plan
  - Definitions

### **1. PART I – INTRODUCTORY SECTION**

The introductory section of the SEECF should include the following items:

- Title Page/Cover Sheet
- Notification Chart
- Statement of Purpose and Scope

#### **a. TITLE PAGE/COVER SHEET**

A SEECF document's title page/cover sheet identifies it as a "Special Event Emergency Contingency Plan" and specifies the name of the event for which it is developed. It shall include the date of current year or revision. It may also include the special event's logo.

#### **b. NOTIFICATION CHART**

The SEECF should begin with a Notification Chart, which consists of the following two items:

- Event Notification Flowchart, and
- Emergency Contact List

**NOTE:** See Appendix A of this guide for a sample flowchart and emergency contact list. The chart and contact list provided are samples only. Each special event organizer must tailor the flowchart and contact

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list to the specific needs and notification priorities of their event, and area to which it applies.

The Notification Flowchart should be easy to follow, easy to read, and be limited to one page. Color-coding (i.e., using different colors to reflect each emergency service function) will prove helpful. Narrative information supplementing the flowchart should be provided in the section discussing notification procedures.

The Emergency Contact List shall include the individual's name, position title, office/agency's name, 24 hr telephone number, alternate contact telephone number(s) (e.g., cell, mobile, home, etc) and other means of communication contact(s) (e.g., radio frequencies, satellite phone, etc.), if available, for those who have emergency response responsibilities under the SEECP.

### **c. SIGNATURE PAGE**

The SEECP shall include a signature page for authorized event organizer(s) signature(s). The SEECP may be used for consecutive years, but it shall be reviewed and approved by the event organizer(s) on an annual basis, or when any changes to the SEECP are made.

### **d. STATEMENT OF PURPOSE AND SCOPE**

Following the Notification Chart, briefly state the purpose and scope of the SEECP.

#### **i. PURPOSE STATEMENT**

The rest of SEECP flows logically from the purpose statement. The purpose is a general statement of what a SEECP is meant to do in the plan. Below are two examples of a purpose statement:

**Example 1:** "This plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions that may endanger the participants during the conduct of [NAME OF THE SPECIAL EVENT] and to quickly and efficiently respond in order to prevent or minimize any loss of life or property."

**Example 2:** "The purpose of this Special Event Emergency Contingency Plan (SEECP) is to safeguard the lives and reduce



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the damage to property during [NAME OF THE SPECIAL EVENT] in the event of an emergency.”

### **ii. SCOPE**

The SEECP should also clearly state the scope of the special event to which the plan applies. The scope is a brief description of the special event (i.e., type of event, number of participants, location of the event, etc.).

## **2. PART II – ASSIGNMENT OF RESPONSIBILITIES SECTION**

This section of the SEECP establishes the operational organization that will be relied on to respond to an emergency situation. It should include a list of the kind of tasks to be performed, by position and organization, and it provides a quick overview of who does what during an emergency situation. Some specific responsibilities to be considered are listed below.

### **a. EVENT ORGANIZER’S RESPONSIBILITIES**

The duties of the event organizer(s) during an emergency incident should be clearly described.

### **b. SEECP COORDINATOR’S RESPONSIBILITIES**

If appropriate, designate a SEECP coordinator who will be responsible for SEECP-related activities, including, but not limited to, preparing revisions to the SEECP and the coordination of meeting(s) with county officials and emergency responders. This person should be the SEECP contact should any involved parties have questions about the SEECP.

### **c. EMERGENCY RESPONDERS’ RESPONSIBILITIES**

Describe the responsibilities of each emergency response agency involved in the event. This includes, but not limited to, contracted EMS and security personnel for the event.

### **d. RESPONSIBILITY FOR NOTIFICATION**

The person(s) authorized to notify local officials should be determined and clearly identified in the SCEEP.

**e. RESPONSIBILITY FOR WARNING, EVACUATION, DISMISSAL OR REDIRECT THE EVENT**

**i. WARNING AND EVACUATION**

Warning and evacuation are the responsibility of the entities having statutory authority. SEECP should take into consideration those emergency incidents (e.g., severe weather, riots, chemical release, etc.) which warning and evacuation may be directed by the appropriate county emergency response officials.

Event organizer(s) should not assume the responsibility of the county emergency response officials for warning and evacuation of people. However, there may be situations in which routine warning and evacuation will not suffice. Procedures should be coordinated with the appropriate county emergency response officials.

**ii. DISMISSAL**

The SEECP should describe who has authority to authorize the dismissal of a special event and under what conditions for an emergency situation.

**3. Part III – Emergency Procedures**

The Emergency Procedures of the SEECP should include the following;

- Emergency Identification, Evaluation, and Classification
- Notification Procedures

**a. EMERGENCY IDENTIFICATION, EVALUATION, AND CLASSIFICATION**

The SEECP should include procedures for timely and reliable identification, evaluation, and classification of existing or potential emergency conditions. At a minimum, these procedures should include the highest probability and impact hazard(s) identified in the Hazard Vulnerability Analysis Chart. See Appendix B of this guide for the Hazard Vulnerability Analysis Chart.

The event organizer(s) is responsible for preparing the Hazard Vulnerability Analysis Chart. The Hazard Vulnerability Analysis Chart shall be included in the SEECP.

**NOTE:** Not all of the hazards listed on the chart will affect every event. The event organizer(s) should indicate, to the best of their knowledge, those hazards that may affect their event. Example: If your event was an airplane show, the probability of an airplane crash will be high and the impact would be high. However, if your event is an arts and craft festival and is not located near an airport; then an airplane crash would not affect the event. Hence, the airplane crash hazard should not be marked.

### **b. NOTIFICATION PROCEDURES**

The notification procedures of the SEECP should clearly describe who is to make a call, to whom it is made, and in what priority if an emergency situation were to occur. The written notification procedures should match the notification flowchart.

The number of persons to be notified by each responsible individual in the notification procedures should be kept to a minimum. The number of calls will, in some cases, be governed by what other responsibilities the caller has been assigned.

The notification procedures should also indicate who the public information spokesperson for the special event is during an emergency incident. Information release regarding an emergency incident to the news media may be done by the event organizer(s) or public officials. However, to eliminate conflicting released information the procedures shall describe methods of coordination between the event's spokespersons and the County's public information officer, if the public information officials are involved.

## **4. Part IV – Preventive Actions**

The SEECP should describe preventive actions taken both prior to and following the development of emergency conditions to prepare for any emergency incident. Preventive actions involve the installation of personnel or equipment or the establishment of procedures for one or more of the following purposes:

- Preventing emergency conditions from developing, if possible, or warning of the development of an emergency situation.
- Minimizing the extent of damage resulting from any emergency situations that do develop.

The need for timely action during an emergency cannot be overemphasized. The SEECP should describe response procedures to an emergency, and should clearly indicate that it can be implemented in a timely manner.

There are several types of preventive actions that should be considered when developing an SEECP. These actions include, but not limited to, the following:

- Access to the site by emergency responders
- Emergency supplies and resources
- Maps of on- and off-site event areas

### **a. ACCESS TO THE SITE BY EMERGENCY RESPONDERS**

This section of the SEECP should describe the primary and alternate routes and means for emergency responders to reach the site under emergency situations. The primary routes should be full-time dedicated routes. The SEECP should also include a map of these routes.

### **b. EMERGENCY SUPPLIES AND RESOURCES**

There are certain planning and organizational measures that can help event organizer(s), emergency responders and county officials to manage an emergency situation more safely and effectively. These measures include, but not limited to, the following:

- Location(s) of emergency medical on-site facilities
- Air ambulance support
- Established contacts or mutual aid agreements for emergency response agencies
- Location and access procedures for needed logistical supplies in the event of an emergency situation

### **c. MAPS OF ON- AND OFF-SITE EVENT AREA(S)**

The SEECP should include maps of the event site and outlying areas. These maps should include, but not limited to, the following:

- Site map of the event site(s)

- Traffic flow map for ingress and egress of participants
- On- and off-site parking and over-night camping
- Primary and secondary emergency vehicle routes into the event site
- Pre-designated emergency response sites; such as security and fire staging areas, emergency medical on-site facilities, and air ambulance heliport. These sites should also include the global positioning system (GPS) coordinates.

### **5. PART V – APPENDICES**

Following the main body of the SEECP is the appendices (or the appendix section). Appendices provide a clear division of information that contains basic information about the event, and data used in the development of the SEECP. Listed below, but not limited to, are the specific topics that may be covered in the appendix portion of the SEECP:

- The special event's schedule of events
- Hazard Vulnerability Analysis of potential natural and man-made disaster
- Emergency Medical Service Plan
- Maps
- Glossary



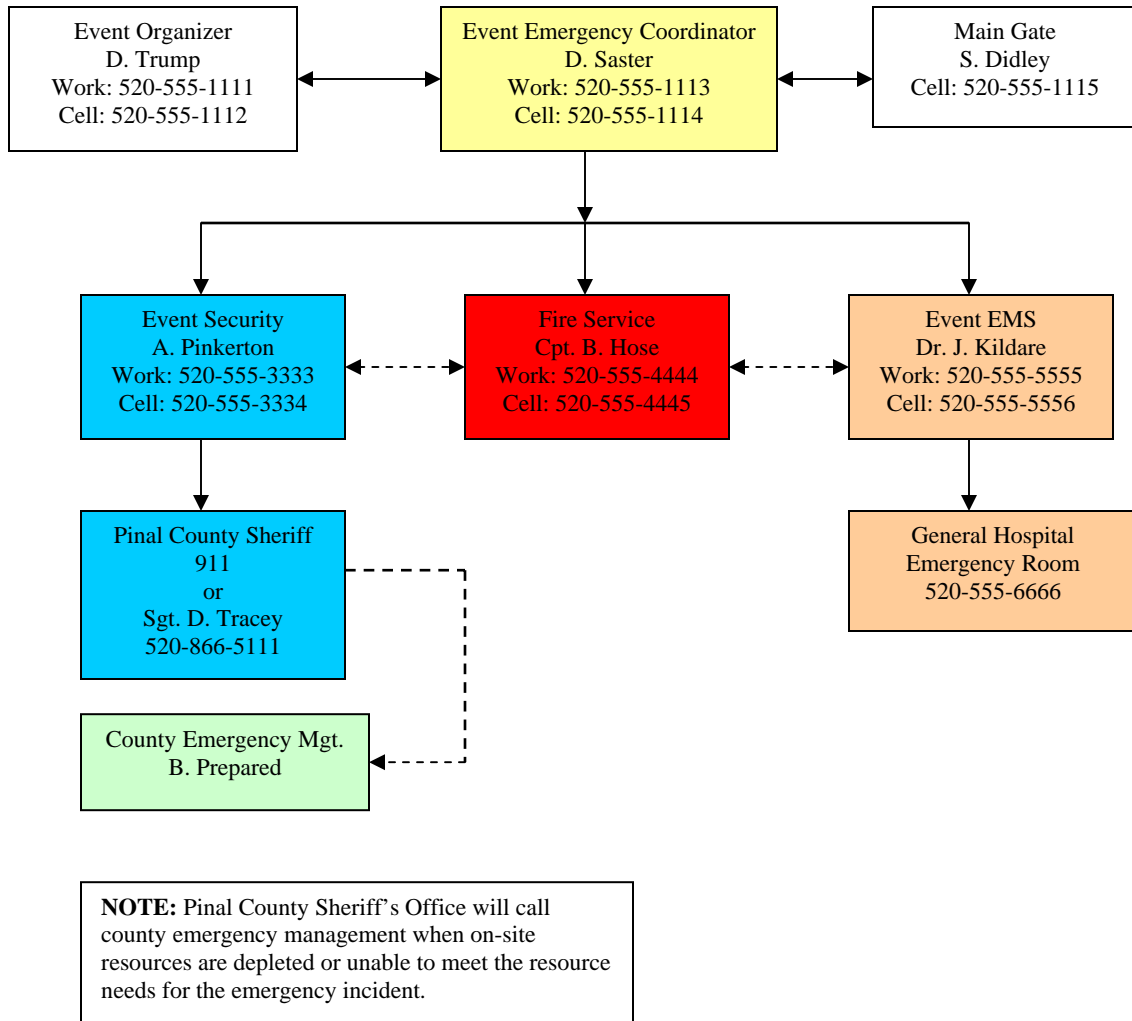


# **APPENDIX - A**

## **Emergency Notification Flowchart Emergency Notification Contact List**

## Appendix A: Emergency Notification Flow Chart Sample

### [Name of the special event] **EMERGENCY NOTIFICATION FLOWCHART**



**Note:** This is only a sample flowchart. A chart must be tailored to the specific needs and notification priorities of the event and area to which it applies.



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### Appendix A: Emergency Notification Contact List Sample

#### [Name of the special Event] Emergency Notification Contact List

Organization/Agency	Contact Person	Title	Office Ph. #	Cell #	24 hr Emerg Ph. #
XYZ Event	D. Trump	Event Organizer	520-555-111	520-555-1112	520-555-1112
XYZ Event	D. Saster	Emerg Coordinator	520-555-1113	520-555-1114	520-555-1116 (Home)
XYZ Event EMS	J. Kildare	Doctor	520-555-5555	520-555-5556	
Pinkerton Security	A. Pinkerton	Commander	520-555-3333	520-555-3334	520-555-3334
Pinal County Sheriff	D. Tracey	Sgt.	520-866-5111		
Pinal County Sheriff		Dispatch	520-866-5111 520-866-5112		911
Pinal County Sheriff's Command Post				520-705-1842 520-705-1843	
Florence Fire Department	B. Hose	Chief	520-555-4444	520-555-4445	520-555-4445
Southwest Ambulance	Dispatch		602-267-8991	480-655-9686	
Pinal County Public Health	On-call Duty Officer		520-866-6239		520-421-3537
Pinal County Environment Health	Reg Gloss	Director	520-866-6863		
Pinal County Office of Emerg Mgt	On-call Duty Officer				520-866-6095
Pinal County Office of Emerg Mgt	Lou Miranda	Director	520-866-6415	520-251-2394	520-251-2315
Pinal County PIO	Heather Murphy	Director	520-866-6057		
AZ Dept. of Public Safety (DPS)	David Blue Mike Corbin	Sgt. Lt.	520-555-7777 520-555-8888	520-555-7778 520-555-8889	520-555-7778
Air Ambulance	Dispatch		520-555-9999		520-555-9999
AZ Div. Of Emergency Mgt	Duty Officer				602-469-3401

#### **THIS IS ONLY A SAMPLE CONTACT LIST.**

**NOTE:** Event organizers shall provide correct contact information for their respective event.



# **APPENDIX - B**

## **Hazard Vulnerability Analysis**



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## Appendix B: Hazard Vulnerability Analysis

### [Name of the Special Event] Hazard Vulnerability Analysis

TYPE OF HAZARD	PROBABILITY (The hazard may occur)				IMPACT (The hazard will have on the event)	
	HIGH	MEDIUM	LOW	UNSURE	HIGH	LOW
Flooding/Flash Flood						
Thunderstorms/High Winds						
Wildland Fires						
Hazardous Material Spill/Release						
Dam/Levee Failure						
Extreme Heat						
Terrorism/Man-Made Incident						
Epidemic/Biological						
Riots/Civil Disturbance						
Transportation Accident (highway or rail)						
Airplane Accident						
Grand Stand Collapse						
Structural Fire						
Severe Winter Weather (Snowstorm/Hail)						
Utility Failure (Power Outage/Gas Line Break)						
Pyrotechnics Failure						
Other (specify hazard)						

**NOTE:** Not all of the hazards listed on the chart will affect every event. The event organizer(s) should indicate, to the best of their knowledge, those hazards that may affect their event. Example: If your event was an airplane show, the probability of an airplane crash will be high and the impact would be high. However, if your event is an arts and craft festival and is not located near an airport; then an airplane crash would not affect the event. Hence, the airplane crash hazard should not be marked.

A sample of a completed Hazard Vulnerability Analysis can be found on the following page.



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## Appendix B: Hazard Vulnerability Analysis SAMPLE

### Public Safety Summer Night Out Hazard Vulnerability Analysis

TYPE OF HAZARD	PROBABILITY (The hazard may occur)				IMPACT (The hazard will have on the event)	
	HIGH	MEDIUM	LOW	UNSURE	HIGH	LOW
Flooding/Flash Flood						
Thunderstorms/High Winds		X			X	
Wildland Fires						
Hazardous Material Spill/Release						
Dam/Levee Failure						
Extreme Heat	X				X	
Terrorism/Man-Made Incident			X		X	
Epidemic/Biological				X		
Riots/Civil Disturbance		X				X
Transportation Accident (highway or rail)			X			X
Airplane Accident		X			X	
Grand Stand Collapse			X			X
Structural Fire						
Severe Winter Weather (Snowstorm/Hail)						
Utility Failure (Power Outage/Gas Line Break)			X		X	
Pyrotechnics Failure						
Other (specify hazard)						

**THIS IS ONLY A SAMPLE**



# **APPENDIX - C**

## **Special Event Permit (Pinal County Ordinance, Title 2.150.325)**

### **Appendix C: Pinal County Zoning Ordinance, Title 2.150.325**

#### **2.150.325 Special event permit.**

The planning and zoning commission and the board of supervisors find that there is a need in Pinal County for the issuance of a special event permit.

##### **A. Definitions.**

“Fireworks exhibition” means an organized event open to the public where pyrotechnics are exploded.

“Large special event” means an event expected to draw 1,000 people or more as participants or exceeds four days in a calendar year and is not exempt from this section in accordance with subsection B of this section.

“Participants” include, but are not limited to, vendors, attendees, event workers, entertainers, and spectators.

“Small special event” means a special event that does not meet the large special event criteria and is not exempt from this section in accordance with subsection B of this section.

“Special event” means any temporary event or activity to which the public is invited, whether held on public or private property, with or without an admittance fee, and meets any of the following criteria:

1. Differs from the normal usual purpose, or approved use, of the property where the activity is held, and requires approval of two or more county departments by permits or inspections; or
2. Requires approval of three or more county departments by permits or inspections.

(Special event examples may include, but are not limited to, a concert, fireworks exhibition, parade, race, rodeo, and tent revival meeting.)

“Special event committee” means a committee consisting of representative(s) from county departments that include, but are not limited to, public works, planning and development, air quality control, environmental health, sheriff’s office, risk management, public health, emergency management, parks, recreation and fairgrounds, and building safety. Outside agencies may include, but are not limited to,





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Arizona Department of Transportation, Department of Public Safety, railroads, utility companies, police and fire in the surrounding area of the event.

“Special event contingency plan” means a document that furnishes information, proof, or supporting documentation, of assigned responsibilities, actions, and procedures to be followed if an emergency situation develops.

“Special event coordinator” means a county staff member that will be the point of contact between applicants and the county departments.

“Special event permit” means a permit required by this section.

### B. Special Event Permit Provisions and Exemptions.

1. Seasonal or specialty sales lots including, but not limited to, Christmas tree and pumpkin sales are subject to the small special event permit process but are limited to no more than 45 days of site occupation per year per event.

2. No person shall conduct a special event within the county in any structure or area where conducting such special event is prohibited by fire or building code regulations.

3. The following shall not be considered a special event and are exempt from the requirements of this section:

- a. Weddings of the property owner or family and friends;
- b. Funerals;
- c. Elections;
- d. Private yard sales on residential lots;
- e. Car washes for the sole purpose of fundraising;
- f. An activity that does not require county services to a degree above what the county routinely provides and that is not otherwise defined as a large special event under this section;
- g. Any event in which the general law of the state or federal government precludes the county from requiring a special event permit for the event;

- h. Any event for school purposes that is conducted solely on property owned or leased by a school, to include a school district or a college;
  - i. Commercial agricultural: trade shows, demonstrations, yield trials, and exhibits held on private property and that are not otherwise defined as large special events under this section;
  - j. Any special event approved by the board of supervisors for sponsorship by the county; and
  - k. Any event held at the Pinal County fairgrounds or county parks.
4. Any special event listed in subsection (B)(3) of this section is solely exempt from the special event permit process and may be required to obtain additional permits from the county. Examples of additional permits may include, but are not limited to, building safety for structures, portable toilets, and/or electrical issues, environmental health for food, public works for right-of-way (encroachment), air quality for dust control, public health for emergency concerns, risk management for insurance, and sheriff's office for traffic and/or security.

### C. General Application Requirements.

- 1. Every application for a special event permit shall be completed and submitted on forms furnished by planning and development.
- 2. Applications will be filed with planning and development following the time frames indicated in subsections (F)(1) and (G)(1) of this section.
- 3. All special event permit applications shall include the following documentation:
  - a. Completed application form;
  - b. A site plan or map of the event area showing a layout of:
    - i. Event functions;
    - ii. Paved and unpaved parking areas allowing 10-foot by 20-foot dimensioned parking stalls for vehicles;
    - iii. Access; and
    - iv. Location of all signage in accordance with Chapter 2.145 PCDSC;



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- c. A security plan, along with any specific requested information deemed necessary by the special event committee;
  - d. A dust control plan, at a minimum, describing dust mitigation measures for all ingress, egress, and parking areas;
  - e. A list of all participating vendors and a menu or list of all food for each vendor;
  - f. Events with 500 or more attendees are required to submit a special event contingency plan to include 24-hour contact information for at least two representatives of the event;
  - g. If the applicant requests to provide full hook up overnight accommodations for recreational vehicles and campers, applicant shall include a written proposal adequately justifying reasons for such accommodations and describing a waste disposal plan. If the special event permit allows overnight accommodations for recreational vehicles and campers, applicant shall provide and pay for waste disposal;
  - h. Any additional information which the special event committee finds reasonably necessary to adequately describe or clarify the event or its impact on the county and county services in order to make a fair determination as to whether a special event permit can be issued;
  - i. The special event committee may waive the requirement to provide any information when, in its opinion, the information is not applicable; and
  - j. Special events to be conducted on private property shall obtain authorization from the property owner for the use of the property for such purpose. Applicant shall be required to show proof of the property owner's consent to use private property.
4. There shall be an application fee in accordance with the Pinal County planning and development fee schedule. Depending on the event, the applicant may be subject to additional fees by other county departments involved in reviewing the special event permit that may include, but not limited to, the public works, air quality control, environmental health, sheriff, risk management, public health, emergency management, and building safety departments.



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5. The special event permit may be one of several permits and/or licenses an event applicant may need to obtain. The information on the application and information packet will assist the special event committee to advise the applicant of other necessary permits, licenses, and approvals needed. It is the applicant's responsibility to obtain all required permits, make arrangements for all licenses, inspections, and approvals prior to the issuance of the special event permit and the date of the special event.

6. If the special event will include sale or service of alcohol, a special event liquor license from the state of Arizona is required and all statutes regarding the serving, sale, and consumption of alcohol must be followed.

7. If the special event will include the sale of food, all applicable laws and regulations shall be complied with.

8. If you are using a public roadway, a right-of-way use permit or road closure permit may be required.

### D. Administration.

1. Special event permit applications shall be submitted to the one stop shop.

2. Applications requiring a special event permit shall be routed to the special event coordinator.

3. The special event coordinator shall present the application to the special event permit committee for review.

4. The special event committee will review the applications and recommend approval or denial of the special event permit to the appropriate approving authority listed below.

5. The planning director shall review small special event applications for approval or denial according to the criteria set forth in subsection F of this section.

6. The board of supervisors shall review large special event applications for approval or denial according to the criteria set forth in subsection G of this section.

### E. Special Event Committee.

1. The special event committee is involved in providing services or coordination of the process for the successful execution of a special event.

2. The special event committee shall coordinate with county departments and other governmental or private entities with regard to special events.
3. The county will designate a special event coordinator that is responsible for:
  - a. Maintaining special event committee records;
  - b. Arranging meeting times and places for the committee;
  - c. Coordinating the application process with the applicant;
  - d. Monitoring compliance with the requirements and conditions of the special event permit; and
  - e. Submitting all applications with the applicable supporting documentation for:
    - i. Small special event permit review to the planning director; and
    - ii. Large special event permit review to the board of supervisors.
4. The committee will inform the applicant of all additional permits that will be required to obtain a special event permit.
5. The committee will provide the approving authority with a recommendation of approval or denial.

### F. Small Special Event Permit Process.

1. Applications are to be submitted at least 60 days prior to the proposed special event date. If the application is submitted less than 60 days prior to the proposed special event date, this will result in a late fee being charged. No applications will be accepted less than one week prior to the special event date.
2. The planning director shall approve or deny a small special event permit within 15 days from the date the special event committee makes a recommendation.
3. The applicant may file an appeal to the board of supervisors within 15 days of the planning director's decision of denial.

### G. Large Special Event Permit Process.

1. Applications are to be submitted at least 120 days prior to the proposed special event date. If the application is submitted less than 120 days prior to the proposed

special event date, this will result in a late fee being charged. No applications will be accepted less than four weeks prior to the special event date.

2. The application shall be placed on the board of supervisors agenda for approval or denial of the large special event permit. This public meeting will provide an opportunity for public input on the application.
3. Any minor alterations or modifications as determined by the planning director may be authorized by the planning director if they are consistent with the purpose and intent of the submitted special event permit application and this section.

### H. Special Event Permit.

1. The issuance of a special event permit is not deemed evidence or proof that the applicant has complied with the provisions of any other county ordinances, policies, or regulations.
2. The special event permit is nontransferable and valid only for the dates, times, and locations on the permit.
3. All special events that require a special event permit shall, as a condition of the special event permit, comply with the requirements of this section and all other applicable ordinances, policies, or regulations of the county and all applicable federal and state laws.
4. Issuance of Permit.
  - a. The planning director or the board of supervisors shall issue a special event permit as provided for herein when, from consideration of the application and from such other information as may otherwise be obtained, the county finds that the event has received approval signatures described in subsection D of this section, Administration;
  - b. Upon the issuance of a special event permit, the special event coordinator shall send an electronic copy of the permit to the participating department directors and appropriate county staff;
  - c. Each special event permit shall state the following information:
    - i. Name of applicant;
    - ii. Valid permit date(s);

- iii. Location of event;
- iv. Hours of operation;
- v. Time frame in which the event area must be returned to pre-event condition. This time frame shall not exceed 48 hours after the last day of the event unless the time frame extension has been approved by the special event permit approving authority;
- vi. Special conditions or provisions to which the applicant is to comply with, if applicable; and
- vii. Any such information the county finds relevant for the enforcement of this section.

5. Events which last 14 days or more within one calendar year, will result in permanent improvements to the site, or are determined by the planning director to be beyond the scope of a special event shall require a special use permit or a rezone and will not be considered a special event.

### I. Other Certificates or Permits Required.

- 1. Obtaining any license, permit, certificate, or examination required by federal, state, county or local law shall be the sole responsibility of the applicant.
- 2. The issuance of a special event permit shall not be evidence that the county knew, or should have known, that another license, permit, certificate, or examination was required or was otherwise improperly issued.

### J. Special Provisions Related to Fireworks Exhibitions.

- 1. The applicant or operator of a fireworks exhibition, and its employees, agents, and/or subcontractors, shall strictly comply with all applicable federal, state, county, and local laws, rules, regulations, and ordinances in conducting any fireworks exhibition.
- 2. Planning and development will process special event permit applications for fireworks exhibitions in accordance with the large special event process. However, applications need to be submitted only 30 days prior to the event.
- 3. In addition to the special event permit application, an applicant shall be required to submit a completed application for fireworks exhibitions to the clerk of the board.



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4. An applicant shall be required to post a bond in accordance with ARS 36-1604.
5. A pyrotechnic company, fire department/fire district, or any other sponsoring entity that is responsible for the fireworks display shall provide a certificate or certificates of insurance in an amount to be determined by the county.

### K. Denial.

1. Small special event applications can be modified or denied by the planning director for any of the following causes:
  - a. Fraud, misrepresentation, or false statement contained in the special event application or scope of event;
  - b. Any violation of this section, failure to meet any licensing requirement, including, but not limited to, timely payment of fees;
  - c. A special event permit application for the same time and location has been received and will be granted or a special event permit for the same time and location has already been granted;
  - d. The applicant has previously violated the provisions of this section or the conditions of a permit previously issued pursuant to the provisions of this section;
  - e. The applicant has previously damaged county property and not paid in full for such damages; or
  - f. Recommendation of denial by the special event committee.
2. Large special event applications can be modified or denied by the board of supervisors for any, but not limited to, the following causes:
  - a. Fraud, misrepresentation, or false statement contained in the special event application or scope of event;
  - b. Any violation of this section, failure to meet any licensing requirement, including, but not limited to, timely payment of fees;
  - c. A special event permit application for the same time and location has been received and will be granted or a special event permit for the same time and location has already been granted;



- d. There is history of problems relating to the event in the past or the applicant has not properly managed prior events;
  - e. The applicant has previously violated the provisions of this section or the conditions of a permit previously issued pursuant to the provisions of this section;
  - f. The applicant has previously damaged county property and not paid in full for such damages; or
  - g. Recommendation of denial by the special event committee.
3. For small special event applications, the planning director shall promptly notify the applicant that the application has been denied. The communication with the applicant shall specify the grounds or reasons for the denial.

L. Right of Entry – Display.

- 1. The appropriate licenses and permits shall be displayed at the location where the participants conduct their activities. Applicants or vendors not in possession of the appropriate licenses and permits will not be allowed to participate in the special event.
- 2. Code compliance officers, law enforcement officers, fire department/district personnel, the designated special event coordinator and any other county personnel on official business shall have the power to enter, free of charge, during the special event and to request the exhibition of the special event permit and any other required permits from any person conducting the special event.

M. Violation of Section.

- 1. The issuance of a special event permit does not justify the violation of any other county ordinance, policy or regulation. The applicant will be responsible for ensuring their special event complies with all Pinal County ordinances, policies or regulations.
- 2. This section shall be enforced in accordance with Chapter 2.160 PCDSC.
- 3. The following shall apply to all special events:
  - a. It shall be a violation for any person to host or produce a special event without a permit;



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- b. It shall be a violation for any person in charge of, or responsible for the conduct of, a duly permitted special event to fail to comply with any condition of the special event permit or this section; and
- c. No special event shall intentionally interfere with the movement of police, firefighting or emergency medical equipment en route to a public safety call. [Ord. 012010-SEO § 3; Ord. 61862 § 2329a].



# **APPENDIX - D**

## **Emergency Medical Services Plan Guide (Pinal County Public Health Department)**

### **Appendix D: Emergency Medical Services (EMS) Plan Guide**

The participants at a special event may require medical attention in the event of illness or injury. Planning for the provision of medical care for participants is essential, for both humanitarian and legal reasons. Hence, the goal of an Emergency Medical Services (EMS) Plan is to ensure the proper and adequate medical services are in place to protect the health and safety of the participants at a special event function.

Special events gather large number of participants in a small geographical area. This increase of population places additional demand on the limited number of local emergency responders. To reduce the demands that a special event may place on local emergency responders, the event organizer(s) are required to provide an EMS Plan to Pinal County Public Health Department.

Event organizers may select to contract with a medical service provider, who may not be associated with the usual local service provider. However, the event organizer(s) shall check to ensure that the service provider has the appropriate licenses, certifications, and insurance to provide medical services at the event. The service provider must coordinate with local health and emergency services to plan a response to any emergency or significant medical problems requiring further assistance.

Depending on the size of the special event will determine the depth of an EMS Plan and services needed. To assist the event organizer(s) in determining the appropriate type of medical services for the event, Pinal County Public Health Department has developed the following matrix of emergency medical services resources which can be used as a guideline in the developing your medical plan:

<b>Emergency Medical Services Resource Matrix</b>		
Participants	Medical Services Personnel	Medical Aid Post
500	2	1
1,000	4	1
2,000	6	1
5,000	8	2
10,000	12	2
20,000+	22+	4

Medical aid providers are generally not required for events that are smaller than 500 participants and are held in close proximity to central medical services.

### **Medical Aid Post:**

Below are some important considerations in the establishment of medical aid post.

- Pre-designated emergency response sites; such as security and fire staging areas, emergency medical on-site facilities, and air ambulance heliport. These sites should also include the global positioning system (GPS) coordinates.
- Provide easy ambulance access and egress.
- Be located within 5 minutes of all sections of the crowd.
- Have a mode of transport available to them.
- Be clearly marked.
- Have adequate signage for direction to the aid post.
- Be clearly identified.
- Be clearly marked on maps of the venue layout.
- Be in a position known by security and other event personnel.
- Be stocked and staffed for the duration of the event and for spectator arrival and departure periods.
- Provide facilities for injured or sick patients to lie down.
- Ensure privacy in clinical areas.
- Provide some means of communication with the primary medical control point, venue control, and with mobile medical teams in the venue.
- Be located in as quiet a place as possible.
- Ensure that post security staff considerations are addressed.
- Include dedicated disposal containers for ablutions, hazardous wastes, and sharps.