



CITY OF  
GRAND  
RAPIDS



OFFICE OF SPECIAL EVENTS &  
GRAND RAPIDS FIRE DEPARTMENT  
GRAND RAPIDS, MICHIGAN

EVENT ACTION PLAN (EAP)

Completing the **Special Event Action Plan (EAP)** allows you to define actions you and your staff will take if a weather, medical, fire, or violence related issue occurs during your event. This should also be used as an educational and training tool for talking through emergency situations, and as a guide for event organizers, staff, security, and volunteers.

The EAP is required for all events and **must** be submitted and **approved** before you will be issued a permit. This is a fillable form, so please enter your responses in the appropriate areas. It is recommended to use Adobe Reader to complete this application, especially if you intend to save it for your personal records. If you have any questions or issues, contact the Office of Special Events at **616.456.3378**.

**GENERAL EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Total Number of Attendees (estimate): \_\_\_\_\_  
Maximum # of Attendees at one time: \_\_\_\_\_

Set-up Time: \_\_\_\_\_  AM  PM Start Time: \_\_\_\_\_  AM  PM End Time: \_\_\_\_\_  AM  PM

**PREPAREDNESS & AWARENESS**

Detail your plan to prepare for and mitigate impacts of external factors, such as extreme temperatures, poor air quality and public health emergencies. Also detail how you will maintain awareness of these external factors before and during your event.

**CONTACT INFORMATION**

Identify who will hold each of these roles during your event. All roles must be assigned. One individual cannot fill more than 3 roles. Accurate phone numbers are required for each event title/role.

Event Title (See OSE Website for role details)	Contact Name	Phone Number
Event Representative / Main Contact		
Event Organizer / Second Contact		
Emergency Notification Designee		
Emergency Vehicle Contact		
Designated Weather Monitor (DWM)		
Medical Representative		
Security Representative		
Grand Rapids Special Events	Evette Pittman	616.481.9370
Grand Rapids Special Events	Kayleigh Kramer	616.438.5911
Grand Rapids Police Department	Jeff Dionne	616.330.9242
Grand Rapids Fire Department, Operations	North Battalion Chief	616.262.0819
Grand Rapids Fire Department, Prevention	Roy LaGrone	616.260.0720

**EMERGENCY NOTIFICATION (9-1-1)**

The City of Grand Rapids utilizes 9-1-1 Emergency Communications for all emergencies (i.e., Medical, Fire, and Police). You must assign an Emergency Notification Designee to call 9-1-1 in the event of an emergency. They must be prepared to provide the **Location, Nature of Emergency, and Contact Person with Callback Number**. There must also be an Emergency Vehicle Contact who will meet with arriving Medical, Fire, and Police vehicles and direct them to the incident.

The Event Representative, or their designee, is responsible for calmly directing staff during emergencies. If your event will have the Grand Rapids Police or Emergency Medical Service (EMS) onsite, the Event Representative must contact them for any emergency.

**WEATHER MONITORING**

There are severe weather plans for public venues [HERE](#). Choose one (1) person as the Designated Weather Monitor (DWM). They will serve as the liaison to the National Weather Service and to the Office of Special Events. We recommend they either carry a battery-operated weather radio or track Grand Rapids conditions through the National Weather Service: <https://forecast.weather.gov/MapClick.php?lat=42.96642000000003&lon=-85.67194999999998>.

The DWM will:

- Track the National Weather Service via their website, radio, phone or email
- Maintain communication with the Office of Special Events supervisor
- Communicate the weather status and impacts to attendees
- Direct attendees to where they can seek shelter or to evacuate
- Disconnect any electrical or gas components
- Make every effort to secure all equipment

Ensure the event follows the 30-30 Rule for lightning. More info here.

Provide information on how you will mitigate impacts of extreme temperatures (heat/cold) and air quality impacts during your events. MDHHS Michigan Summer Weather Fact Sheet.

Explain your plan for communicating with staff and attendees:

**MEDICAL EMERGENCIES**

There are many types of medical emergencies that can occur in outdoor events: minor and traumatic injuries, heat/cold related, health related, substance related, and others. You and your staff should discuss the steps you'll take for various medical emergencies, and everyone must know their roles. Events with a total of 500 or more people should have onsite Emergency Medical Services.

- EMS coverage is not needed for this event
- Onsite EMS has been arranged with (contact info):

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**SECURITY**

If you are using private security, make sure they have an emergency action plan that includes steps their staff will take for an evacuation. They should also have a plan for training their employees. If Grand Rapids Police is onsite, contact them for any emergency, including medical and fire incidents.

- Onsite police/security coverage is not requested for this event
- Onsite security has been arranged with (contact info):

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**CROWD MANAGER**

A trained crowd manager is required for every 250 occupants in attendance at one time. The main responsibilities of crowd managers are:

- Know the egress routes and exit locations for the event
- Ensure the egress routes and exits remain clear of debris and occupants
- Know the capacity and ensure the event does not exceed maximum capacity
- Communicate medical, fire, security issues and help mitigate any issues
- Coordinate and assist with an orderly evacuation during an emergency

- Onsite crowd manager is not required for this event
- Onsite crowd manager has been arranged with (contact info):

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Plan Submitted By: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_