



James City County Fire Department
5077 John Tyler Highway, Williamsburg, Virginia 23185
Phone: (757) 220-0626 Fax: (757) 220-9125

Special Event Information & Request for Fire/EMS Services

Event Name: _____ Date(s) of Event: _____

Event Location: _____ Times of Event: _____

Type of Event:(check all that apply): Outdoor Indoor Concert Festival Stadium
 Sport Extreme Sport Combat Sport Equestrian Rodeo Event involving Water
 Political Run Event (5K, 8K, etc) Other: _____

Estimated Attendance Including Staff: <500 500 – 1,000 1,000 – 2,500 2,500 – 5,000 >5,000

Is the event weather dependent? Yes No Alternate Location/Date? _____

Promoter/Sponsoring Organization: _____

Event Coordinator (EC) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone #: (____) _____ Fax: (____) _____ Other: (____) _____

E-mail: _____

Principal Crowd Manager (PCM) _____

PCM Telephone Day of Event _____

PCM E-mail: _____

Definitions

Event Coordinator (EC): The *Event Coordinator* is the person responsible for coordinating or sponsoring the venue or event. The *Event Coordinator* is responsible for appointing the *Principal Crowd Manager*. The *Principal Crowd Manager* will report directly to the *Event Coordinator*. The *Principal Crowd Manager* and *Event Coordinator* may be the same person so long as their duties do not conflict.

Principal Crowd Manager (PCM): The *Principal Crowd Manager* is responsible for on-site event safety. Before the event, the *Principal Crowd Manager* must perform and document that a safety inspection was performed of the facilities and venue. They must wear identifiable clothing that distinguishes him or her from the general audience. They are responsible for notifying the *Event Coordinator* of safety issues that are identified prior to the event and assuring these are corrected before the event begins. They are also responsible for establishing contact with emergency response personnel when they arrive to relay pertinent information about the emergency, such as cause, status, injuries and facility and venue information.

Virginia Statewide Fire Prevention Code

The VSFPC § 403.3 states:

“Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.” For the purpose of this Guide, a congregation includes spectators, general public, performers, and event staff. Events that require Crowd Managers shall have a minimum of four Crowd Managers on-duty, and one additional Crowd Manager for every 250 persons. For example, an event with 1,000 persons would require four crowd managers; an event with 1,500 would require six crowd managers. One Crowd Manager must be designated as the Principal Crowd Manager.

Event Planning

1. Please describe your event:

2. Please describe what medical services you have had at previous events, and injuries and accidents that have occurred:

3. Have you developed a safety plan for your event? If so, please describe your plan and attach a copy with this form.

4. Inclement Weather: Please describe how you will monitor the weather.

5. Please describe your plan for educating and notifying event attendees regarding EMS System Access, Evacuation, Specific Hazards or Severe Weather:

6. Venue/Race Route/Facility Considerations

Type of Surface: Grass Loose Gravel Dirt Asphalt Concrete

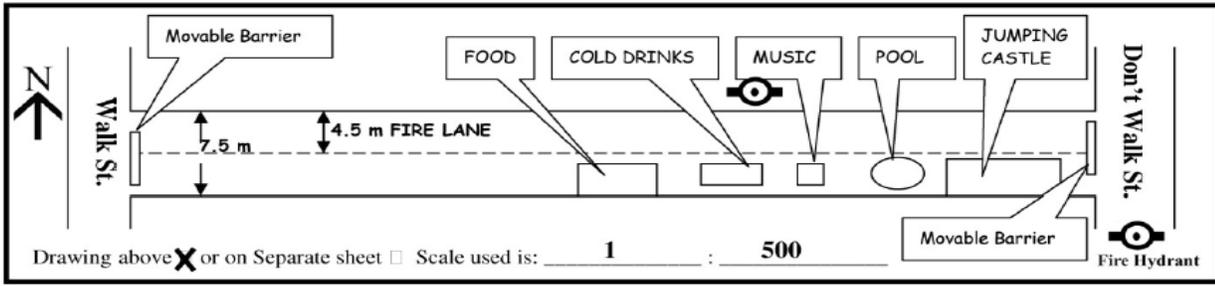
Temporary flooring Other: _____

Condition of Surface: Smooth Rough Slippery Other: _____

Levelness: Even Uneven

Generators, Portable Lighting, Flammable Fuel Powered Equipment: Describe all such equipment:

Please attach a site map and indicate any areas where you propose to erect any tents or other structures and the locations that you will require vehicle access. Also indicate where you will have parking, bands, vendors, race routes, etc. Maps of most County sites can be found on the County Web site at JCCFD Special Event Information & Request Form



7. Estimated age composition of audience:

- 0 – 12 years: Percentage of Total _____%
- 13 – 18 years: Percentage of Total _____%
- 19 – 25 years: Percentage of Total _____%
- 26 - 40 years: Percentage of Total _____%
- 41 – 55 years: Percentage of Total _____%
- Over 56 years: Percentage of Total _____%

8. Is alcohol being served and/or allowed at your event? Yes No

9. Are you requesting EMS at your event? Yes No If Yes, please describe the types of EMS you are requesting (examples: First Aid stations, Bicycle delivered EMS, Off the Road (Gator) EMS services, ambulance based services).

10. Do you have a medical plan for your event? Yes No If yes, please provide us a copy of what you propose for your medical plan.

If you have not run a similar event in the past, consultation with the Special Events EMS Planner at the Fire Department can be very helpful. As soon as you begin planning your event, begin working with EMS regarding the medical response and safety plan your event may need. This will vary from having a simple first aid kit and AED available for a small event, while larger events may require on-site ambulances, field medical aid stations, mobile EMS Bike Teams, and mobile EMS Gator teams. Every event is different. You can reach the EMS Planner at 757-220-0626 or by email at: al.catlett@jamescitycountyva.gov.