

*Please complete form digitally.*

## City of Downey Event Action Plan (EAP) Form

<b>Items</b>	<b>Description</b>	<b>Notes</b>
<b>Event Name</b>		<i>Name of event</i>
<b>Event Date(s)</b>		<i>MM/DD/YYYY- MM/DD/YYYY</i>
<b>Event Time (from/to)</b>		<i>HH:MM pm/am - HH:MM pm/am</i>
<b>Location</b>		<i>Include name and description of the area. Provide an address.</i>
<b>Event Coordinator</b>	Name/Phone#:	<i>Who is the event coordinator(s) or lead? Provide their contact information for the day of the event.</i>
<b>Public Information Officer</b>	Name/Phone#:	<i>Who can speak to the media on behalf of your organization?</i>
<b>Safety Officer</b>	Name/Phone#:	<i>Who monitors for safety concerns during the event? This person will ensure the call is made to 911 if an incident occurs.</i>
<b>Security Team</b>	Name/Phone #:	<i>Do you have a security team? If so, provide key staff names and their contact numbers for the day of the event.</i>
<b>Parking</b>		<i>Where will customers, vendors, and staff park?</i>
<b>Street Closures</b>		<i>Describe street closures.</i>

**Form due 2 weeks before event.**

Office of Emergency Management  
ready@downeyca.org  
562-299-5462

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Event Overview		<p><i>What is the set-up hours?</i> <i>How many tents?</i> <i>Will there be a food truck?</i> <i>Will food be cooked during the event?</i> <i>How many booths do you have?</i> <i>Are there animals involved in the event?</i> <i>Are there carnival rides?</i> <i>Will there be alcohol?</i> <i>Will there be loud music?</i></p> <p><i>Please attach a separate sheet if you need more space.</i></p>
Staff Briefing Schedule		<p><i>When will you provide a briefing to staff about the emergency protocols for this event?</i></p>

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<b>Items</b>	<b>Description</b>	<b>Notes</b>
<b>Event Staff Uniform</b>		<i>Describe the uniform for event staff. Key staff should be easily identifiable. Consider bright vests/shirts.</i>
<b>Lost and Found Procedures</b>		<i>How will you handle lost and found items?</i>
<b>Unaccompanied Minor</b>		<i>How will you handle unaccompanied minors and who will help them evacuate during emergencies? Any unaccompanied minor must be accompanied by an event staff at all times.</i>
<b>People with a Disability</b>		<i>Describe what accommodations have been prepared for people with disabilities.</i>
<b>Primary Evacuation</b>		<i>Choose a site close to the event that people can gather at during an emergency. Show on Evacuation Site Map.</i>
<b>Secondary Evacuation Site</b>		<i>Choose a secondary site close to the event that people can gather at during an emergency. Show on Evacuation Site Map.</i>
<b>Off-Site Evacuation Site</b>		<i>Choose a site that is 2-3 blocks away. It is recommended that you contact the business to let them know of your plan. Show on Evacuation Site Map.</i>
<b>Evacuation Process</b>		<i>Describe how you will evacuate customers/staff. Describe evacuation team, routes, communication tools, etc.</i>

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Communication Devices		<i>Describe the tools you have to communicate with the public and with staff (i.e., bullhorn, public announcement systems, radios, etc.).</i>
First Aid Booth		<i>Is there a first aid booth? If so, where? Show on Event Layout Map.</i>
Medical Emergency Protocol		<i>Describe how event staff will handle a medical emergency.</i>
<b>Attachments</b>	Please attach an Event Layout Map	<i>This map should show restrooms, fire lane routes, hard/soft closures, tents/booths, safety barriers, first aid booth, stage, etc. Please create map</i>
	Please attach an Evacuation Site Map	<i>This map should show potential areas/sites for evacuation within the vicinity and off-site (if applicable). Please create map digitally.</i>
	List of Personnel	<i>List personnel and the contact #'s of key supervisors/staff/volunteers.</i>
Completed by?	Name/Phone #/Email:	<i>Who completed the Event Action Plan Form?</i>

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