

Emergency Contactcs		Name:	Phone Number:
Emergency Contact List:	Critical Event Positions: Event Director: Event Organizer: On Site Event Manager: PR Representative: On-Site Medical Coordinator: On-Site private Security: On-Site Barricade Vendor:		
General Questions			
Number of attendees (including spectators)? Any known opposition to your event/organization? Number of street blocks closed? How many events have you managed in Saint Paul?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Communications Plan			
Do you have a communications plan / document? Does your event utilize two-way radios? Have you submitted a final vendor contact list? What social media platforms are you using?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Weather Plan			
Do you have a weather plan? What are weather thresholds for postponement? What are weather thresholds for cancelation? Are you subscribe to the National Weather Service? Do you have a shelter in place or evacuation plan? Where are your shelter / evacuation locations?	Yes <input type="checkbox"/> No <input type="checkbox"/> Actual Temperature: Wind Chill: Wind Speed: Actual Temperature: Wind Chill: Wind Speed: Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Medical Plan			
Do you have a medical plan / document? Will EMS or medical staff be on site during event? On-site medical location (if applicable)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		
Lost Child/Crisis Management Plan			
Do you have a lost child protocol / procedure? Location of the reunion site? Do you have a crisis action plan for unplanned incidents? Do you have on-site emergency shutdown procedures? Do you have a detailed site plan (see page 2)?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>		

This form must be completed and submitted with the original application. The online application will be considered incomplete until this form is received.

A Crisis Management Plan may be required during the permitting process. It is beneficial for the event host and attendees to have a plan in place regardless. For additional information, a Crisis Management Plan template is available on the permitting website or available upon request.

SITE PLAN: It is a requirement of any event in the City of Saint Paul that a site plan is developed. It must include surrounding areas and designated parking areas. Please use a computer to complete the map.

It should be copied and posted throughout the event site. On this plan, locate and indicate all of the items below and any other important items.

Check the items after you have located and indicated on the plan. Do not check it if it is not relevant. All items in the right-hand column should be ticked for the emergency management plan.

✓		✓		✓
Vendor stalls		No Alcohol areas		Emergency Coordination Center
All activities stalls		Liquor sales		Emergency vehicle entrances
Stage		Alcohol consumption area		Emergency vehicle route on site
Seating		Restricted areas		Emergency or first aid parking
Information area		Entrances & Exits		Emergency Exits
Temporary structures		Toilets		Lost children meeting point
Shelter		Parking		First aid areas
Electrical generators		Vehicle access points		Barricade / fencing locations
Gas lines / storage		Electrical lines		