



A Public Safety Plan for Events in the City of Helena

A public safety plan helps provide a structured response to potential emergencies, such as fires, medical incidents, or evacuations, helping to mitigate risks and prevent chaos. By establishing clear protocols for crowd management, fire safety, and emergency services coordination, these plans ensure that attendees, staff, and emergency responders can act swiftly and efficiently when an incident occurs. Having a well-developed plan in place not only protects lives but also minimizes the disruption and damage that can result from unforeseen emergencies.

The following public safety plan addresses Section 403.11 in the fire code. It outlines special public safety requirements for large gatherings, addressing fire safety and crowd management; specifically:

1. Fire Watch Personnel (403.11.1):

- Required when a fire code official deems it essential due to the number of people or nature of the event. Personnel must monitor for potential fire hazards, ensure egress routes are clear, and assist with evacuations if needed.
- Fire watch must be maintained during public activities or hazardous events.

2. Public Safety Plan (403.11.2):

- Required for events that affect public safety, such as limiting access to emergency vehicles, fire hydrants, or emergency services. The plan must cover traffic, fire protection, emergency routes, medical services, and coordination with law enforcement.

3. Crowd Managers (403.11.3):

- For indoor events with over 500 people, two crowd managers must be provided to control and direct attendees. The number of crowd managers is based on event size, with at least one manager for every 250 people.
- Special exceptions apply to outdoor events for under 1,000 people.
- Outdoor events with more than 1,000 people must provide crowd managers.
- Crowd managers must be trained and perform duties such as inspecting egress routes, identifying fire hazards, assisting with evacuations, and supporting emergency personnel.

A Public Safety Plan for Events in the City of Helena

The public safety plan for events in the city of Helena is meant to inform event volunteers and staff of (EVENT NAME) to be held at (EVENT LOCATION). The event coordinator of (EVENT NAME), (EVENT COORDINATOR NAME HERE), understands that it is their responsibility to present the public safety plan to all on-site crowd managers, station leaders, and volunteers. The event coordinator understands and will make the Public Safety Plan for (EVENT NAME HERE) available in both electronic and hard copy formats.

Event Staff Information:

Names of Staff

Contact Information of Staff

John Doe

406-406-4064

Jane Doe

406-406-4064

****Please list all essential staff above.**

In case of EMERGENCY: Dial 911

The event coordinator has determined the following and has informed crowd managers and volunteers:

The Helena Police Department (WILL or WILL NOT) be contracted to be on-site at the event. The event coordinator (PLACE NAME HERE) understands that the Helena Police Department will provide a presence at the event but does not assume sole responsibility for the safety of the event. The event coordinator, (PLACE NAME), understands that they will have crowd managers and volunteers to help in case of an emergency. St. Peters Ambulance Service (WILL or WILL NOT) be contracted to provide an ambulance during the event in case of emergency. (If contracted, add this sentence: The Ambulance will be located at _____.)

BEFORE the event, (EVENT COORDINATOR) should secure the following supplies for the (EVENT NAME):

- Basic first aid kit*
- Safety Vests*
- Megaphone*
- Walkie-talkies*
- Fire extinguisher*

* = BID has available for use

BEFORE the event, the event coordinator will hold (HOW MANY) staff and volunteer meetings. At these meetings the event coordinator, (ENTER NAME), understands it is their responsibility to review the following with all on-site crowd managers, station leaders, and volunteers:

- 1. The entire Public Safety Plan for their event.**
- 2. Any questions related to the Public Safety Plan.**
- 3. Any concerns related to weather forecasts or ongoing threats of violence.**
- 4. Geographical or physical location of the event to report to 911.**
- 5. Location for people of disabilities to relocate safely.**
- 6. Evacuation Routes**
 - a. Find a minimum of two ways to evacuate every area**
- 7. Chain of Command**
 - a. Who is first aid and CPR trained**
- 8. Location of Emergency Supplies**
- 9. Use of Walkie-Talkies**
 - a. Use of Walkie-Talkies will be reserved for the event organizers and volunteers. A communication protocol will be developed for the use of walkie-talkies. Walkie-Talkies will be reserved for emergency communication only.**
- 10. Use of fire extinguishers and safety vests**
- 11. See something, say something**

BEFORE the event, the event coordinator (PLACE NAME) will be responsible for determining if weather conditions become a hazard to staff and patrons at the activity. If the event coordinator determines a safety issue, then the event coordinator understands activities will be canceled, suspended, or postponed.

BEFORE the event, (THE EVENT COORDINATOR) will: secure all tents, tables, and inflatables with sandbags. The event coordinator will require all vendors to secure their tents/tables with sandbags or suspend activities. No stakes unless approved by Helena Parks Department.

BEFORE the event, the event coordinator will give an overview of protocols, procedures, and means of egress for any emergency.

Persons with Disabilities

Under the Americans with Disabilities Act (ADA), a disability is “a physical or mental impairment that substantially limits one or more major life activities”. A disability can be permanent, temporary, visible, or invisible.

The event coordinator, (NAME HERE), shall identify any barriers, such as unavoidable areas too narrow for wheelchair passage, steps or stairs, heavy doors, or complex or changeable spaces or circulation paths that would prevent specific occupants from proceeding along the means of egress to an exit.

(Record here any pathway that is not accessible for any individuals with disabilities and how evacuation will be addressed.)

The event coordinator will identify and provide relocation areas for persons with disabilities. The areas will be clearly marked by a sign and provide space for those using wheelchairs that are outside of the egress routes. There should be one indoor relocation area name and one outdoor.

Areas of relocation: an area where persons unable to evacuate can remain temporary and safely to await instruction or assistance during an emergency.

Areas Designated for (EVENT NAME):

1. EXAMPLE: Western Bar (400 N Last Chance Gulch)
2. EXAMPLE: Ten Mile Creek Brewery (48 N Last Chance Gulch)

Fire & Medical Emergencies

In Case of a Medical Emergency:

1. Call 911. Give nature of emergency and the location. Use the exact address if possible. Stay on the line. If you are unable to stay on the line, leave your name and phone number where you can be called back.
2. Notify the on-site EMTs if available.
 - a. If EMTs are hired, please include the following sentence: The EMTs will be located at (PLACE LOCATION)
3. Do not move victim unless necessary.
4. Alert event organizers either verbally or via walkie-talkie.
5. Start clearing away crowds.
6. Event organizers will then issue orders related to clearing the way for emergency vehicle access. Directions will be issued by (EVENT COORDINATOR).

In Case of a Fire:

1. Call 911. Give nature of emergency and the location. Use the exact address if possible. Stay on the line. If you are unable to stay on the line, leave your name and phone number where you can be called back.
2. Use fire extinguisher if possible and safe to do so.
3. Alert people in the immediate vicinity to evacuate to safest designated areas. Use a megaphone or microphone on stage.
4. Volunteers will begin evacuation of people in the incident to a safe area.
5. Volunteers will clear the way for emergency vehicles.
6. DO NOT reenter the area.
 - a. If a life may be in jeopardy, notify the fire department and event coordinator. Allow the fire department to enter with proper equipment.
 - b. NOTE: A significant number of fire fatalities result when people reenter a fire area to retrieve a valued item or search for someone missing.

Threats of Violence:

While the safety of the event participants and attendees is the utmost importance, no (EVENT NAME) staff member or volunteer is expected to risk their own lives for the safety of event participants or attendees. All threats or acts of violence, whether verbal or nonverbal, must be reported to 911 or on-site law enforcement immediately. Nonverbal threats include gestures, throwing objects, or showing weapons; verbal threats involve expressions of anger or direct intentions to harm.

Volunteers should not assess threat severity but should report any hate-related behavior to the event coordinator. In the case of threats, on-site law enforcement should be alerted right away. Employees should stay calm, disengage, and seek assistance. If the event coordinator is unaware, employees must inform them after securing help from security. All staff must be informed of any threats immediately. The event coordinator, in collaboration with security and law enforcement, will decide on further actions. Witnesses may be asked to provide statements.

In the case of violence, the (EVENT COORDINATOR) understands that charges should be pressed, and individuals will be banned from future events. (THE EVENT COORDINATOR) understands that the event will be canceled to ensure safety, with the reason clearly communicated to all for prompt cooperation.

Acts of Violence:

Acts of Violence can occur without warning. If loud “pops” are heard and gunfire suspected, participants attendees, volunteers, and employees are to be instructed via verbal commands with a megaphone or sound system to Run/Walk, Hide, Fight.

RUN/WALK

- Leave belongings behind
- Try to bring others with you, but don't wait for those who don't want to run
- Move to the exit as quickly and quietly as possible
- Run in a zig-zag motion if the shooter is in the area

HIDE:

- If running is impossible or unsafe, take shelter out of shooter's view and in a place that provides protection from gunfire, but doesn't trap you or prevent you from being able to escape.
- Call 911
- Continuously be thinking of an escape plan and looking for opportunities to run.

FIGHT:

If you are confronted directly by the shooter and cannot run, you will have to fight. Only fight as a last resort.

- Throw objects (drinks, equipment, etc.) at the shooter.
- Make as much noise as possible and keep moving
- If with others, try to swarm the shooter and disarm them. Target sensitive areas: head, eyes, throat, fingers, groin.

- If the shooter is on the ground, take away all weapons and restrain them.
- Place weapon in a trash can and carry it to avoid being mistaken for the shooter by police.

Weather Related Emergency

Wind:

Power outages may occur with as little as 25 mile/hour winds and can up-root trees with shallow roots. If it is determined to be a safety issue, activities will be suspended.

In Case of a Downed Power Line:

1. Act as if all loose or downed powerlines are energized.
2. Warn others to stay away. Call 911 and give the exact location.
3. Alert the event organizers either verbally or via walkie-talkie so they can clear a path for emergency vehicle/power company access.

Lightning:

- Monitor weather for lightning and thunder activity.
- If thunderstorms are forecast with 50% probability 3 hours before the event, the event may be canceled, postponed, or moved indoors.
- If lightning is observed six miles out or closer, the event will be cancelled immediately. A determination will then be made if the event is postponed to a later date or cancelled indefinitely.
- Evacuate to an enclosed building, covered parking, or vehicles.
- A safe building is fully enclosed with a roof, walls, and floor.

Hail:

Hailstorms can cause serious damage, but rarely last for more than 15 minutes. The following should be communicated to all event coordinators, section leaders, and volunteers:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.

Microburst Rainfall/Flash Flooding:

Should excessive rainfall occur during an event, (THE EVENT COORDINATOR) will:

- Instruct everyone to move to higher ground.

- Instruct participants and attendees to not walk through moving water. Six inches of moving water can make someone fall.
- Instruct participants not to drive in flooded areas. If floodwaters rise around a car, abandon it and move to higher ground.

Earthquake:

In case of an earthquake: drop, cover and hold on.

During the earthquake:

- Outdoors: Stay outside. Drop to the ground and cover your head and neck with your arms if needed.
- Indoors: Stay inside. Take cover under sturdy furniture or drop to the floor on your hands and knees. If there is no furniture, crouch in an interior corner or wall. Cover your head and neck.
- Doorways: Only use if nearby and supported (load bearing).
- In a vehicle: Pull over and stay inside.

After the Earthquake:

- Indoors: When the shaking stops, look around and exit the building when it is safe to move.
- Avoid impacted areas after the earthquake.
- Stay out of damaged buildings until local authorities tell you that they are safe to enter.

CONDENSED FOR QUICK REFERENCE:

Medical Emergencies:

- Call 911, provide details and location.
- Do not move the victim unless necessary. Alert event organizers.
- Clear crowds and ensure emergency vehicle access.

Fire Emergencies:

- Call 911, provide details and location. Use a fire extinguisher if possible and safe to do so.
- Evacuate nearby people to safe areas. DO NOT reenter the area.

Threats of Violence:

- Report threats (verbal/nonverbal) to 911 or on-site law enforcement.

Acts of Violence (Run/Hide/Fight):

- Run: Leave belongings, use a zigzag motion.
- Hide: Find shelter, call 911, always look for escape opportunities.
- Fight: Only as a last resort—throw objects, make noise, swarm and disarm the shooter.

Wind:

- High winds will suspend activities.

Downed Power Line:

- Treat all downed lines as energized.

- Warn others, call 911, and notify event organizers to clear access for emergency services.

Lightning:

- Seek shelter in enclosed buildings, covered parking, or hard-topped vehicles.
- Stay away from trees, metal, electrical equipment, and plumbing.

Hail:

- Seek shelter indoors or protect your head if outside.

Microburst Rain/Flash Flooding:

- Move to higher ground.
- Avoid walking or driving through flooded areas.

Earthquake:

- During: Stay inside or outdoors, protect head and neck, avoid doorways unless supported.
- After: Exit the building when safe, avoid damaged areas, wait for clearance from authorities before re-entering buildings.

Emergency Numbers:

Walkie-Talkie Channel of use: (CHANNEL)

911

(Event Coordinator): 123-1234