

**Return To:**

City of Key West  
 Maria Ratcliff, Special Events Administrator  
 PO Box 1409, Key West FL 33041-1409

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This template has been produced to aid event organizers in planning safe and exciting events with 50 or more attendees. This document, along with the Special Event Application, are reviewed by the Key West Special Event Administrator to ensure that all safety aspects have been met. This template can be used for any size event but is **required** for events with 50 or more attendees.

If any section duplicates information provided in the Special Event Application submitted for your event, please refer to that information in the applicable section. Please attach supporting documents and addendums as needed for each section. Please note that **not all parts of the template may be relevant for every event**.

Once reviewed by the Special Events Administrator, conditions and requirements will be set by the Key West Fire Marshal, Police Department, and Special Events Office and shared with you. Thank you for hosting your event in Key West!

**1. EVENT OVERVIEW**

<b>EVENT NAME</b>	Conch Republic Street Fair	
<b>EVENT DATE</b>	April 24 <sup>th</sup> 2021	
<b>AUDIENCE PROFILE</b>	<p>The event's audience profile is essential when planning for risks and ensuring that appropriate control measures and facilities are in place for the event. Include previous history, entertainment type, and ticket sales to help in indicating the audience profile.</p> <p>The primary audience is the typical tourists strolling Duval street, we will also be reaching out to locals who want to shop or have a day out.</p>	
<b>ORGANIZATION CHART</b>	<p>Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.</p> <p>The KWCPS Board of directors has chosen Ryan Stimers as the event organizer, he will direct volunteers and employees, such as 2 people to direct traffic at setup and the police on site</p>	
<b>ROLES AND RESPONSIBILITIES</b>	<b>Role Title</b>	<b>Brief Explanation of responsibilities</b>
	Event organizer	Design event layout, direct crafters to locations monitor for problems
	Police	Provide security and crowd control
	Traffic directors	In the morning direct cars in the proper direction when unloading
	Fire Marshal	Inspect premises for compliance with code
	Block monitor	red flag on tents, responsible for calling for emergency assistance
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
<b>CONTACTS</b>	<b>Name</b> Ryan Stimers	<b>Mobile</b> 305 393 9990
	<b>Role</b> Event organizer, block monitor	<b>Landline</b>
	<b>Email</b> Sunset@SunsetCelebration.org	

**CONTACTS  
(CONT.)**

<b>Name</b> Police to be determined	<b>Mobile</b>
<b>Role</b>	<b>Landline</b>
<b>Email</b>	
<b>Name</b> Traffic directors to be determined	<b>Mobile</b>
<b>Role</b>	<b>Landline</b>
<b>Email</b>	
<b>Name</b> Fire marshal to be determined	<b>Mobile</b>
<b>Role</b>	<b>Landline</b>
<b>Email</b>	
<b>Name</b> Linda McCall	<b>Mobile</b> 305 393 6298
<b>Role</b> Block monitor	<b>Landline</b>
<b>Email</b> indalnKeywest@yahoo.com	

**2. CROWD MANAGEMENT**

**SECURITY AND  
CROWD  
MANAGEMENT  
STAFFING**

<p>The minimum number of crowd managers shall be established at a ratio of <b>one crowd manager to every 250 persons</b>. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.</p>	
<p><b>Crowd Management Staffing Provider/Company</b> City of key west Police department</p>	
<p><b>Number of Volunteers</b> 4</p>	<p><b>Number of Paid Staff</b> 2</p>
<p><b>Communication Methods</b> Primary: Cellphone  Backup: In person</p>	
<p><b>Number of staffing to be provided including different levels of provision at different times during the event, if appropriate.</b> 2 volunteers will direct traffic during setup time, 2 block monitors for oversee event, 2 police will be on hand all day, fire marshal will inspect area to insure compliance, event organizer will stay in contact and direct as needed.</p>	
<p><b>Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).</b>  Police are in uniform, Traffic directors will be holding large signs, and will have t shirts saying staff on them</p>	
<p><b>Duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.).</b>  Police will ensure normal Duval security for the public. Event will be open to the public so no gate keeping activities. Vendors who are located every 20 feet or so will have emergency contact numbers and will report any issues,</p>	

<b>SECURITY AND CROWD MANAGEMENT STAFF TRAINING</b>	Provide details of the training received by security and crowd management personnel.  Trained police will be used
	Detail the nature and format of pre-event briefing and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements and the arrangements for their own health and safety).  Standard police procedure will be used Traffic directors will be briefed the night
	Provide date(s) and times of pre-event briefing and training sessions.  Mallory Square 5pm night before event the Traffic directors will be briefed
<b>MANAGEMENT OF ATTENDEE NUMBERS</b>	Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event; monitored entrances and exits).  Event will be open to typical Duval street pedestrians, now with more space to spread out compared To usual.
<b>3. COMMUNICATIONS</b>	
<b>PA SYSTEM</b>	Detail any PA systems in use at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency.  N/A
<b>RADIO COMMUNICATION</b>	Describe who will have radios for communication and which channels will be allocated for what activity.  Cell Phones
<b>LOUD HAILERS</b>	Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.
<b>TELEPHONE</b>	List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.

<b>SIGNAGE AND PUBLIC INFORMATION</b>	<p>Provide details and location of any signage or public information facilities being used to direct persons around the site including first aid locations, lost children, and lost and found.</p> <p>Signage will be created to inform how to locate an emergency block monitor, masking required, hand sanitizer stations available.</p>
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<b>MEDIA</b>	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

#### 4. MEDICAL AND FIRST AID

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.

Police in Scene

Total Number of First Aid Stations at Event	First aid kit located at booth on front of fat Tuesdays
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Identify where each medical facility/first aid point is located on your site and identify each on your site plan. Refer to and attach maps as needed.

First aid kit at monitor tent in front of fat Tuesdays,

#### 5. FIRE RISK ASSESSMENT

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

<b>FIRE EXTINGUISHERS</b>	<p>Provide details of the type, number and location of fire extinguishers to be provided at the event.</p> <p>Fire extinguishers kept at monitor tent at each block</p>
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<b>PYROTECHNICS AND SPECIAL EFFECTS</b>	<p>List any pyrotechnics or special effects used during the event.</p> <p>none</p>
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## 6. POLICE

List details of police involvement in the event. Refer to Special Event Permit Application where applicable.

Is there Police traffic management of the event? Only ensuring the traffic for the event is closed, no active traffic direction

Comments:

On site police presence during the event: Yes 2 police

Comments: Traditionally we have one police officer per block providing authority in case of emergencies.

## 7. RISK MANAGEMENT

<b>INCIDENT RECORDING</b>	The event promoters should maintain a record of everything that occurs throughout the event. List contact information for all members of the event responsible for these records	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

## 8. INCIDENT MANAGEMENT

<b>EMERGENCY MANAGEMENT COMMAND POST</b>	Describe location and functionality of the event's emergency management command post. Event organizers booth will be located in front of fat Tuesdays, any concerns can be reported There in person or by cell phone.	
	Describe arrangements and procedures for the hand-over of control of aspects of your event to emergency response agencies in the event of an emergency. Ryan Stimers Event organizer is available at his booth or by cell phone, either he or the on site police Can be contacted in person or by cell phone (numbers provided to all vendors) who can then contact Emergency services if needed.	
<b>EMERGENCY COMMUNICATIONS PLAN</b>	Identify methods of communication with emergency management organization, including police, fire, and medical teams. Cell phone	
<b>EXTREME WEATHER</b>	Identify person responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	

<b>WEATHER cont.</b>	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p>In the event of extreme weather before the event (for example wind or rain) vendors will be notified by email, to be either cautioned or if the event must be canceled. If during the event, notification needs to be made it will be done in person</p>
	<p>Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail preparation and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions.</p> <p>vendors must use weights on their tents to anchor them. If the wind or rain is extreme the event must be canceled, if a surprise storm occurs the participant must shelter in place and then once the danger has passed, event will be broken down in the same method as is used typically.</p>
<b>EMERGENCY VEHICLE ACCESS</b>	<p>Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. Detail any additional dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.</p> <p>The north-east side of Duval will be open for emergency vehicles. There will be a clear path 20' or greater</p>
<b>EVENT EVACUATION PLAN</b>	<p>Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include a map in the Special Event Application.</p> <p>In the event of an emergency, Duval street itself provides a wide path for evacuation on foot, notification of evacuation will be in person.</p>
	<p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p>Written instructions will be provided to vendors for emergency evacuation</p>

## 9. LOST CHILDREN / VULNERABLE PERSONS

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with care persons, parents, or guardians. Identify the location on the site map.

A lost child or distressed parent will be directed by to the nearest vendor to a police officer. All vendors will have written instructions and the cell numbers to get in touch with the police on site.

## 10. DEBRIEF AND EVENT REVIEW

A post-event debrief may be required by the Special Events Office. Please be prepared to present the following at any debrief:

- Particular arrangements that worked well to ensure public safety
- Any identified weaknesses in the arrangements that require improvement
- Review of any incidents and remedial action required

**Please attach or include any additional site plans, risk assessments, and associated event documents required above.**

**Your completed Public Safety & Event Management Plan is due 45 days prior to your event.**