

Return To:

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

event_request@cityofkeywest-fl.gov
 Phone: 305-809-3881
 Fax: 305-809-3886

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				
EVENT NAME	4th of July Firework Celebration			
EVENT DATE	7-4-2021			
AUDIENCE PROFILE	<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 Rotary Club of Key West has been holding their Annual Firework show for over four decades. This year we will be adding a sit down dinner (VIP) in the Indigenous Parking Lot for approximately 250 people. Hotdog/Hamburgers will also be sold.</p>			
ORGANIZATION CHART	<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>Christie Martin - Event Director - overseeing event Cathy Crane - Event co-Director Yvette Talbot - Catered Dinner Director Alton Weekley - Money Sales Brian Barruso - Hamburger/Hotdogs</p>			
ROLES AND RESPONSIBILITIES	Role Title	Brief Explanation of responsibilities		
	C. Martin - Event Dir	Overseeing fireworks/ Food/Beverage		
	C. Crane - Event co-Dir	" " "		
	Yvette T. - Food chair	Handling catered VIP dinner		
	A. Weekley - Sales chair	Handling Money/sales		
	B. Barruso - Food chair	Hamburger/Hotdogs		
	J. Live - Beverage chair	Beverages		
	Sean Brandenburg	Keywest Police		
Danny Blanco	Keywest Fire Dept - Fireworks/Pier			
CONTACTS	Name	Christie Martin	Mobile	305-304-5181
	Role	Event chair/Rotary Pres	Landline	305-853-6605
	Email	cmartin@fkaa.com		

**CONTACTS
(CONT.)**

Name	Cathy Crane	Mobile	305 797-8578
Role	Event co-chair / Rotary VP	Landline	
Email	ccrane.kw@gmail.com		
Name	Vette Talbott	Mobile	305-304-7650
Role	Food Chair	Landline	
Email	y+altbott123@aol.com		
Name	Brian Barros	Mobile	305-853-6605
Role	Food Chair	Landline	
Email	BBarros@gmail.com		
Name	Jim Olive	Mobile	305 393-6531
Role	Beverage Chair	Landline	
Email	Jimolivekw@gmail.com		

2. CROWD MANAGEMENT

**SECURITY AND
CROWD
MANAGEMENT
STAFFING**

The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.

Crowd Management Staffing Provider/Company
 Rotary Club of Key West / Key West Police ^{2nd} officers.

Number of Volunteers	Number of Paid Staff
15	volunteers 2

Communication Methods
 Primary: Cell Phone
 Backup: Key West Police

Number of staffing to be provided including different levels of provision at different times during the event, if appropriate.
 2 paid officers.
 15 volunteers

Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).
 yellow Rotary shirts "CREW" on the back.

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.).
 Crowd Monitoring control, control will be monitored by Rotary Staff & Police officers.

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	Provide details of the training received by security and crowd management personnel. <i>N/A</i>
	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). <i>N/A</i>
	Provide date(s) and times of pre-event briefing and training sessions. <i>N/A</i>
MANAGEMENT OF ATTENDEE NUMBERS	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). <i>Indigenous parking lot will be barricaded off & Rotary staff will allow ticket holders to enter & exit.</i>

3. COMMUNICATIONS

PA SYSTEM	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. <i>N/A</i>
RADIO COMMUNICATION	Describe who will have radios for communication and which channels will be allocated for what activity. <i>N/A</i>
LOUD HAILERS	Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use. <i>N/A</i>
TELEPHONE	List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication. <i>N/A</i>

SIGNAGE AND PUBLIC INFORMATION	<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><i>Rotary Information Tent will be set up.</i></p>
---------------------------------------	--

MEDIA	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name <i>Christie Martin</i>	Mobile <i>305 3045181</i>
	Role <i>Event Director</i>	Landline
	Email	
	Name <i>Cathy Crane</i>	Mobile <i>305-797-8578</i>
	Role <i>Event Co-Director</i>	Landline
	Email	
	Name	Mobile
	Role	Landline
Email		

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.

All medical emergencies will be handled by KW Fire Department which will be onsite

Total Number of First Aid Stations at Event <i>N/A</i>	Click or tap here to enter text.
---	----------------------------------

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.

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.

FIRE EXTINGUISHERS	<p>Provide details of the type, number and location of fire extinguishers to be provided at the event.</p> <p><i>Fire Extinguishers will be on hand</i></p>
---------------------------	---

PYROTECHNICS AND SPECIAL EFFECTS	<p>List any pyrotechnics or special effects used during the event.</p> <p><i>Pyrotechnics will be provided by Pyrotecnico. The show will start at 9:00 and end at 9:25 P.M.</i></p>
---	---

<p>WEATHER cont.</p>	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p><i>Postpone / cancel event .</i></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>EMERGENCY VEHICLE ACCESS</p>	<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><i>Handled by KW POLICE</i></p>
<p>EVENT EVACUATION PLAN</p>	<p>Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include a map in the Special Event Application.</p> <p><i>evacuation will be directed by KW POLICE .</i></p> <p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p><i>evacuation will be directed by KW POLICE .</i></p>
<p>9. LOST CHILDREN / VULNERABLE PERSONS</p>	
<p>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.</p> <p><i>Rotary Tent will be set up And volunteers will Assist</i></p>	
<p>10. DEBRIEF AND EVENT REVIEW</p>	
<p>A post-event debrief may be required by the Special Events Office. Please be prepared to present the following at any debrief:</p> <ul style="list-style-type: none"> • 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.

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?

Comments: Key West Police have historically provided staff for event.
Rotary will be paying for 2 officers to be onsite

On site police presence during the event: yes

Comments:

7. RISK MANAGEMENT

INCIDENT RECORDING	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	Christie Martin
	Mobile	305 304 5181
	Role	Event Dir.
	Landline	
	Email	
Name	Cathy Crane	
Mobile	305-797-8578	
Role	Event CO-Dir	
Landline		
Email		

8. INCIDENT MANAGEMENT

EMERGENCY MANAGEMENT COMMAND POST	Describe location and functionality of the event's emergency management command post. Information Tent	
	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 In an emergency, control would be turned over to the appropriate responding Agency with the Event Director & Co Director providing Support.	
EMERGENCY COMMUNICATIONS PLAN	Identify methods of communication with emergency management organization, including police, fire, and medical teams. Police / Fire onsite	
EXTREME WEATHER	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	Christie Martin
	Mobile	305-3045181
	Role	Event Dir
Landline		
Email		