

**Return To:**

City of Key West  
Maria Ratcliff, Special Events Administrator  
P.O. 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**

<b>EVENT NAME</b>	Click or tap here to enter text. Key West Pride Street Fair	
<b>EVENT DATE</b>	Click or tap here to enter text. June 5th, 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>Click or tap here to enter text. The audience ranges from all ages. This a family friendly event celebrating Pride including local and out of town vendors.</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>Click or tap here to enter text. Key West Business Guild is responsible for hosting this event, however, the street fair will be managed by the Dainly Plan-It - those that are responsible for hosting the weekly Farmer's market and Artisan market. They are familiar of what the city requires for hositng these events and we trust that they will handle this event responsibly and as required byp9g the City.</p>	
<b>ROLES AND RESPONSIBILITIES</b>	<b>Role Title</b>	<b>Brief Explanation of responsibilities</b>
	Click or tap here to enter text. <small>Key West Business Guild Inc.</small>	Click or tap here to enter text. <small>Event Host</small>
	Click or tap here to enter text. <small>Daily Plan-It</small>	Click or tap here to enter text. <small>Street Fair managers for vendors.</small>
	Click or tap here to enter text.	Click or tap here to enter text.
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	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>	Name <b>Fritzie Estimond</b>	Mobile <b>(954) 268-8038</b>
	Role <b>Events Coordinator</b>	Landline <b>(305) 294-4603</b>
	Email <b>Fritzie@GayKeyWestFL.com</b>	

**CONTACTS  
(CONT.)**

Name	Kevin Theriault	Mobile	Click or tap here to enter text.
Role	Executive Director	Landline	(805) 294-4603
Email	Kevin@GayKeyWestFL.com		
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.		
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.		

**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  
Click or tap here to enter text.

**Daily Plan-It**

Number of Volunteers  
Click or tap here to enter text. **10**

Number of Paid Staff  
Click or tap here to enter text. **4**

Communication Methods  
Primary: Click or tap here to enter text. **305-294-4603.**

Backup: Click or tap here to enter text. **Fritzie@GayKeyWestFL.com**

Number of staffing to be provided including different levels of provision at different times during the event, if appropriate.

Click or tap here to enter text.  
**N/A**

Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers).

Click or tap here to enter text.  
**Shirts that indicate "STAFF" will be used.**

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.).

Click or tap here to enter text.  
**Police will be hired for crowd control and monitoring. Staff will be walking around every 15 minutes to each vendors to be sure all are adhering to the rules and regulations as provided by staff.**

<b>SECURITY AND CROWD MANAGEMENT STAFF TRAINING</b>	<p>Provide details of the training received by security and crowd management personnel.</p> <p>Click or tap here to enter text. City of Key West Police.</p>
	<p>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).</p> <p>Click or tap here to enter text. All emergency scenarios will be handled by the City of Key West and their protocol. One side of Duval Street will be left open for emergency vehicles as indicated on the event site map layout. Volunteers will be provided their duties prior to the event.</p>
	<p>Provide date(s) and times of pre-event briefing and training sessions.</p> <p>Click or tap here to enter text. All emergency scenarios will be handled by the City of Key West and their protocol.</p>
<b>MANAGEMENT OF ATTENDEE NUMBERS</b>	<p>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).</p> <p>Click or tap here to enter text.</p> <p><small>Monitored entrances and exits. No more than 4 people to a booth at a time. Group of up to 6 are welcomed at a time. Social distancing will be maintained and masks will be required</small></p>

### 3. COMMUNICATIONS

<b>PA SYSTEM</b>	<p>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.</p> <p>Click or tap here to enter text.</p> <p><small>801 Bourbon has a PA system that can be used in the case of an emergency. Also, the City of Key West Police will handle such a situation as required by protocol.</small></p>
<b>RADIO COMMUNICATION</b>	<p>Describe who will have radios for communication and which channels will be allocated for what activity.</p> <p>Click or tap here to enter text.</p> <p>The City of Key West Police will handle such a situation as required by protocol.</p>
<b>LOUD HAILERS</b>	<p>Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.</p> <p>Click or tap here to enter text.</p> <p>the City of Key West Police will handle such a situation as required by protocol.</p>
<b>TELEPHONE</b>	<p>List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.</p> <p>Click or tap here to enter text.</p> <p>The Key West Business Guild visitor's center will be available on site (305)294-4603.</p>

<b>SIGNAGE AND PUBLIC INFORMATION</b>	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.
	Click or tap here to enter text. Signage will be installed through the street fair.

<b>MEDIA</b>	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name <b>Kevin Theriault</b> text.	Mobile Click or tap here to enter text.
	Role <b>Executive Director</b> text.	Landline <b>(305) 294-4603</b> text.
	Email Click or tap here to enter text. <b>Kevin@GayKeyWestFL.com</b>	
	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.

Click or tap here to enter text.  
The City of Key West Police and Fire department will be available throughout the event and will handle any emergency situation as per protocol.

Total Number of First Aid Stations at Event	Click or tap here to enter text.
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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.

Click or tap here to enter text.

#### 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>	Provide details of the type, number and location of fire extinguishers to be provided at the event.
	Click or tap here to enter text. Each vendor is required to have a fire extinguisher in their tent. We also have one located at the KWBG visitor's center located at the Street Fair - 808 Duval.

<b>PYROTECHNICS AND SPECIAL EFFECTS</b>	List any pyrotechnics or special effects used during the event. <b>N/A</b>
	Click or tap here to enter text.



## 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? Choose an item.

Comments: Click or tap here to enter text.

Yes. There will be 4 police officers on duty.

On site police presence during the event: Choose an item. There will be 4 police officers on duty as well as the fire department.

Comments: Click or tap here to enter text.

## 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 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. Fritzie@GayKeyWestFL.com

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

### EMERGENCY MANAGEMENT COMMAND POST

Describe location and functionality of the event's emergency management command post.

Click or tap here to enter text.

The City of Key West Police and Fire department will be hired and available throughout the event and will handle any emergency situation as per protocol.

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.

Click or tap here to enter text.

All emergency scenarios will be handled by the police + fire dept.

### EMERGENCY COMMUNICATIONS PLAN

Identify methods of communication with emergency management organization, including police, fire, and medical teams.

Click or tap here to enter text.

Communication will be arranged prior to the event as indicated by the police dept. and fire.

### 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.

We will monitor the weather through the US National Weather Service Key West Florida.

Name Fritzie Estimond

Mobile Click or tap here to enter text.

Role Events Coordinator

Landline (305) 294-4603

Email Click or tap here to enter text. Fritzie@GayKeyWestFL.com

<b>WEATHER cont.</b>	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p>Click or tap here to enter text.</p> <p>In case of extreme weather conditions or cancellations, each vendor will be notified in ample time.</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>Click or tap here to enter text.</p> <p><i>We will follow all protocol as provided by the City + National weather</i></p>
<b>EMERGENCY VEHICLE ACCESS</b>	<p>Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. <i>report</i></p> <p>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>Click or tap here to enter text.</p> <p>A lane for emergency vehicles will be available in case of an emergency situation as indicated on the attached venue map.</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>Click or tap here to enter text.</p> <p>An evacuation plan will be provided to each vendor beforehand and will be available at the info booth that will be located at the entrance of the event. <i>(with signage)</i></p> <p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p>Click or tap here to enter text.</p> <p>An evacuation plan will be provided to each person beforehand.</p>
<b>9. LOST CHILDREN / VULNERABLE PERSONS</b>	
<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>Click or tap here to enter text.</p> <p><b>There will be an info booth on site that will handle such scenarios.</b></p>	
<b>10. DEBRIEF AND EVENT REVIEW</b>	
<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"> <li>• Particular arrangements that worked well to ensure public safety</li> <li>• Any identified weaknesses in the arrangements that require improvement</li> <li>• Review of any incidents and remedial action required</li> </ul>	

**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.**