

Return To:

City of Key West
 Maria Ratcliff, Special Events Administrator
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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

EVENT NAME	Click or tap here to enter text. Key West Lobsterfest	
EVENT DATE	Click or tap here to enter text. 08/14/21	
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>Click or tap here to enter text. This is the 24th year of the event. The street fair and concert has always been free and showcases local restaurants and local bands including the house band from Rick's and Dirty Harry's. Historically the event is attended by locals and Floridians age 35+, upper middle income from around the S. FL area.</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>Click or tap here to enter text. Attached</p>	
ROLES AND RESPONSIBILITIES	Role Title	Brief Explanation of responsibilities
	Click or tap here to enter text. Erik Adams	Click or tap here to enter text. Show Manager - Restaurants/Entertainment
	Click or tap here to enter text. Dianne Adams	Click or tap here to enter text. Show Manager - Vendors
	Click or tap here to enter text. Key West Police Dept Lt. Tripp	Click or tap here to enter text. Show Security/crowd control
	Click or tap here to enter text. Key West Fire Dept.	Click or tap here to enter text. Show Safety
	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.
	Click or tap here to enter text.	Click or tap here to enter text.
CONTACTS	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. Erik Adams (305) 849-2706 info@keywestlobste	

**CONTACTS
(CONT.)**

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. Dianne Adams (305) 797-1983 info@keywestlobse		
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.

Key West Police Dept.

Number of Volunteers

Click or tap here to enter text.

TBD

Number of Paid Staff

Click or tap here to enter text.

20

Communication Methods

Cellular Phone

Primary: Click or tap here to enter text.

Backup: Click or tap here to enter text.

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.

Our corporate sponsor provides a team of workers the day of the event.

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

Click or tap here to enter text.

Key West Police Officers in uniform; Event managers in Key West Promotions shirts, Volunteers in Key West Lobsterfest Shirts

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.

Key West Police monitor the crowd. There is no gate at this event.

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	<p>Provide details of the training received by security and crowd management personnel.</p> <p>Click or tap here to enter text. Key West Police Dept.</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. Key West Promotions staff has a pre-show briefing with the supervisor from KWPD and KWFD the morning of the event. Staff and vendor schedules are provided and contact information including shift change information and personnel are discussed.</p>
	<p>Provide date(s) and times of pre-event briefing and training sessions.</p> <p>Click or tap here to enter text. Pre-event briefing will occur 08/14/21 8:30am at the intersection of Duval and Greene Street</p>
MANAGEMENT OF ATTENDEE NUMBERS	<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>The event is free and open to the public. To b</p>

3. COMMUNICATIONS

PA SYSTEM	<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>A PA system is located at the stage at Duval</p>
RADIO COMMUNICATION	<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>KWPD/KWFD off duty channels to be determ</p>
LOUD HAILERS	<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>N/A</p>
TELEPHONE	<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>Landlines at Rick's and Durty Harry's (305) 29</p>

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>Click or tap here to enter text. Signage will be located near the stage at Duval and Greene Streets</p>	
MEDIA	<p>List contact information for all senior members of the event organization prepared and authorized to give statements about the event.</p>	
	<p>Name Click or tap here to enter text.</p>	<p>Mobile Click or tap here to enter text.</p>
	<p>Role Click or tap here to enter text.</p>	<p>Landline Click or tap here to enter text.</p>
	<p>Email Click or tap here to enter text. Erik Adams (305) 849-2706 info@keywestlobsterfe</p>	
	<p>Name Click or tap here to enter text.</p>	<p>Mobile Click or tap here to enter text.</p>
	<p>Role Click or tap here to enter text.</p>	<p>Landline Click or tap here to enter text.</p>
	<p>Email Click or tap here to enter text. Mark Rossi (305) 797-0544 mrossikeywest@aol.co</p>	
	<p>Name Click or tap here to enter text.</p>	<p>Mobile Click or tap here to enter text.</p>
<p>Role Click or tap here to enter text.</p>	<p>Landline Click or tap here to enter text.</p>	
<p>Email Click or tap here to enter text.</p>		
<p>4. MEDICAL AND FIRST AID</p>		
<p>Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.</p> <p>Click or tap here to enter text. Key West FD and Key West Police provide first aid and medical support for the event.</p>		
<p>Total Number of First Aid Stations at Event Determined by KWFD/KWPD</p>	<p>Click or tap here to enter text.</p>	
<p>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.</p> <p>Click or tap here to enter text. Determined by KWFD/KWPD</p>		
<p>5. FIRE RISK ASSESSMENT</p>		
<p>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.</p>		
FIRE EXTINGUISHERS	<p>Provide details of the type, number and location of fire extinguishers to be provided at the event.</p> <p>Click or tap here to enter text. Risk assessment to be provided by Key West Fire Department personnel</p>	
PYROTECHNICS AND SPECIAL EFFECTS	<p>List any pyrotechnics or special effects used during the event. None</p> <p>Click or tap here to enter text.</p>	

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.

Lt. Joe Tripp of the Key West Police Department is the head of the detail for this event each year.

On site police presence during the event: Choose an item. Key West Police provide a special detail for the event with a supervisor and up to 9 officers for the entire event from set up to break down.

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. Dianne Adams (305) 797-1983 coordinates with K	
	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. Emergency Management provided by Key West Po	
	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.	
EMERGENCY COMMUNICATIONS PLAN	Identify methods of communication with emergency management organization, including police, fire, and medical teams. Click or tap here to enter text.	
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. Erik Adams, show manager obtains information from NOAA and passes to event staff.	
	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. Erik Adams (305) 849-2706	

WEATHER cont.	<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>Notification via phone, email and social media.</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>
EMERGENCY VEHICLE ACCESS	<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>Click or tap here to enter text.</p> <p>Key West FD monitors the fire lane throughout the event via golf carts. Key West PD has marked units located throughout the show and on side streets for emergency access.</p>
EVENT EVACUATION PLAN	<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>Provided by Key West Police and Fire.</p> <hr/> <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>Provided by Key West Police and fire</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.

Click or tap here to enter text.

Key West Police will be available and assist. An office

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.