

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	2021 Caribbean Street Fair												
EVENT DATE	7-24-21												
AUDIENCE PROFILE	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. Singles, couples, families, both locals and visitors. Typical craft show attendees, mellow, low key												
ORGANIZATION CHART	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. LUA non-profit staff is responsible, There are two leads, Mary Casanova and David Zamlich, supported by board members and volunteers Peary Fowler, Viktor Slavov, Craig and Lynn Wanous, Eileen Quinn, Suanette Frey												
ROLES AND RESPONSIBILITIES	<table border="1"> <thead> <tr> <th>Role Title</th> <th>Brief Explanation of responsibilities</th> </tr> </thead> <tbody> <tr> <td>Lead organizer</td> <td>Mary Casanova, city liaison, vendor sales</td> </tr> <tr> <td>Lead organizer</td> <td>David Zamlich, on site entire day, start to finish</td> </tr> <tr> <td>Volunteers: (20-30 people, primarily Navy volunteers)</td> <td>Volunteers assist with set up, tear down, patrolling all blocks with vendors, connecting with police and fire dept, assisting with public relations, crowd management, garbage,</td> </tr> </tbody> </table>	Role Title	Brief Explanation of responsibilities	Lead organizer	Mary Casanova, city liaison, vendor sales	Lead organizer	David Zamlich, on site entire day, start to finish	Volunteers: (20-30 people, primarily Navy volunteers)	Volunteers assist with set up, tear down, patrolling all blocks with vendors, connecting with police and fire dept, assisting with public relations, crowd management, garbage,				
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Role	Event Lead	Landline	305-294-4352										
Email	marycasanova77@gmail.com												

**CONTACTS
(CONT.)**

Name	David Zamlich	Mobile	707-684-6045
Role	Event Lead	Landline	305-294-4352
Email	dzamlich@icloud.com		
Name	Peary Fowler	Mobile	305-304-2695
Role	Volunteer	Landline	305-294-4352
Email	peary.fowler@hotmail.com		
Name	Viktor Slavov	Mobile	305-304-1682
Role	Volunteer	Landline	305-294-4352
Email	vslavov1@aol.com		
Name	Supette Frey	Mobile	305-509-3513
Role	Paid Staff	Landline	305-294-4352
Email	supette@supettefrey.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

Literacy Volunteers

Number of Volunteers

20-30 total

Number of Paid Staff

4 part time plus

Communication Methods

Primary:

cell phone 1-3 police, 1-3 fire
and text

Backup:

landline

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

total 20-30 staff volunteers throughout event, 4-6 for setup, breakdown, plus as many policemen/women and fire dept staff as recommended by KWFED and KWFED

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

Everyone knows who everyone is. One shirt for event staff. No different shirts for management. Police wear their own uniforms as does fire dept. *

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.)

Assisting vendors find spots. Checking on them throughout the day. Crowd monitoring. Public relations. Reminding vendors to break down prior to event. Making everyone feel welcome.

* Volunteers from First State Bank generally wear their signature bright blue shirts

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	<p>Provide details of the training received by security and crowd management personnel.</p> <p>NA Police and fire do that,</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>See above</p>
	<p>Provide date(s) and times of pre-event briefing and training sessions.</p> <p>There is a big meeting held the week (NA) before the event at LVA on a date to be announced.</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>We have no idea since covid. Generally Hemingway Days attracts 10,000 folks, but there is no formal celebration as of yet planned or locked in.</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>NA</p>
RADIO COMMUNICATION	<p>Describe who will have radios for communication and which channels will be allocated for what activity.</p> <p>NA</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>NA</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>Land Lines: 305-294-4352, 412-517-8715</p>

stage

* This event has no tickets. Its basically an open air craft show with a hand full of food and drink vendors. We've done it for six years ... according to the rules ...

SIGNAGE AND PUBLIC INFORMATION
 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.
 We put up a sign on the balcony of the Key West Womens club and three banners on barracadeo.

MEDIA
 List contact information for all senior members of the event organization prepared and authorized to give statements about the event.

Name	Mary Casanova	Mobile	305-304-0578
Role	Event lead	Landline	305-294-4352
Email	marycasanova77@gmail.com		
Name	David Hamlich	Mobile	707-684-6045
Role	Event lead	Landline	305-294-4352
Email	dhamlich@icloud.com		
Name	Peary Fowler	Mobile	305 304 2695
Role	volunteer	Landline	305-294-4352
Email	peary.fowler@hotmail.com		

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.
 NA Fire dept. is called for medical emergencies with police as back up

Total Number of First Aid Stations at Event: NA NONE

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.
 NA

6. 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
 Provide details of the type, number and location of fire extinguishers to be provided at the event.
 NA Fire Dept. handles this.

PYROTECHNICS AND SPECIAL EFFECTS
 List any pyrotechnics or special effects used during the event.
 NA

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?

Yes

Comments:

We hire as many police to assist with the event as recommended by KWPD.

On site police presence during the event:

Comments:

Yes! During entire event 10A-10P and later if vendors are slow getting off the streets.

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	Mary Casanova	Mobile	305 304 0578
Role	Event lead	Landline	
Email	marycasanova77@gmail.com		
Name		Mobile	
Role		Landline	
Email			

8. INCIDENT MANAGEMENT

EMERGENCY MANAGEMENT COMMAND POST

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

We are using the Key West Womens Club as a gathering place for volunteers and staff (if they allow it this year) at 318 Duval

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.

We depend on police and fire depts. on site to guide us in the case of emergencies

EMERGENCY COMMUNICATIONS PLAN

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

Person to person phone calls and text messages

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 always watch the weather. We don't pass this information to anyone unless asked. Vendors usually pack up and leave when it rains.

Name	Mary Casanova	Mobile	305-304-0578
Role	Event lead	Landline	305-294-4352
Email	marycasanova77@gmail.com		

* We always hold event in July when there has been OK weather. Vendors leave when it rains. In the event of,

<p>WEATHER cont.</p>	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p><i>Absolutely no refunds. Event will be held rain or shine.</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><i>NA</i></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>None additional other than required</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>NA - We rely on police to assist in the case of an emergency evacuation.</i></p> <p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p><i>NA - We rely on police to assist. See above.</i></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.

NA - We rely on police to assist.

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

No Problem!



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.