

# Special Event Emergency Plan

(Year)

**\*INSERT EVENT FLYER OR  
LOGO OR SOME OTHER  
IDENTIFIER FOR THE EVENT**

**Items in red type are to be completed by event organizer  
or designee.**

**A. General Purpose**

The purpose for the formulation of this emergency plan is to prepare event officials for either a natural or man-made disaster during (SPECIFY EVENT) in Shorewood, WI. The Emergency Plan implemented in this document is hereby established to safeguard lives and properties in the event an emergency or incident occurs during (SPECIFY EVENT).

**B. Situation**

The (SPECIFY EVENT) will bring many visitors and participants to the Shorewood area. Due to the large concentrations of people, the effects of an emergency in Shorewood could be greater than normally anticipated.

\*Describe any road closures in detail and specify the time(s) of the road closure. (IDENTIFY EVENT ORGANIZER) will be responsible for enhancing the protections of any barricades by placing vehicle(s) inside or outside of the barricade (as applicable to the event), parallel to the barricade.

The Shorewood Police Department will make the notification to MCTS for the road closure. Contact Information: Armond Sensabaugh, Transportation Coordinator [asensabaugh@mcts.org](mailto:asensabaugh@mcts.org), Milwaukee County Transit System, 1942 N 17<sup>th</sup> Milwaukee, WI 53205, 414-343-1728

**C. Assumptions**

The (SPECIFY EVENT) is subject to numerous hazards. Potential emergency incidents during the (SPECIFY EVENT) could include one or more of the following:

- Natural - (weather related incidents such as severe storms, tornadoes, etc.)
- Technological - (incidents such as fire, explosion, structure collapse, hazardous materials release)
- Transportation - (motor vehicle accidents)
- Medical Emergencies - (personal health or accident related)
- Civil Disorder - (Domestic situations)
- Miscellaneous Emergencies

The Incident Command System may be used to manage all emergencies and a command post will be set up at a location designated by the shift commander.

**D. Organizational Structure and Emergency Responsibilities**

The organizational structure and line of authority for this emergency plan shall be as follows:

The police supervisor assigned to this event will serve as Incident Command in all emergency incidents or situations. The Incident Command will be passed immediately to the appropriate emergency response agency upon their arrival on scene. At that time, event organizer or other responsible will become a part of the emergency response agency 's Incident Command Advisory team.

The following will make up the Emergency Response Team: (Identify Emergency Response Team members by position)

1. Heather Wurth, Police Chief, 414-847-2610
  - Or Designee
2. Mark Wroblewski, Police Captain, 414-847-2610
  - Or Designee
3. Robert Whitaker, NS Fire/Rescue Chief, 414-357-0113
4. **Event Organizer or Responsible Party, Phone Number**
  - a. The Police Chief, or their designee, shall notify visitors and guests of the situation. The announcement shall explain: -The nature of the problem and the proper evacuation procedures to follow. The Police Chief, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regard to Event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.
  - b. Designated "meet me" location will be the intersection of **(IDENTIFY LOCATION)**.
  - c. Designated information center will be the Bayside Communications Center.

ATTACHMENT A

APPLICABLE MAPS TO BE  
INCLUDED ON THIS PAGE  
(ROAD CLOSURES AND MCTS  
RE-ROUTING)

**\*\* Please note in documents that ANY/ALL barricades utilized for the event will be supported by volunteer vehicles placed in(out) side the barricades to bolster the safety of the event.**

**\*\* Vehicles used in this capacity MUST have the ability to be moved in an efficient manner to allow access for emergency vehicles and response, as necessary.**

# **EXAMPLE**

## **NEIGHBORHOOD ANNOUNCEMENT**

The (RESPONSIBLE LOCATION OR PARTY) is proud to announce we will be hosting the

### **(DESCRIBE EVENT, LOCATION, AND TIMES OF EVENT)**

**Streets will begin closing at ( ) and will remain closed until ( ) for clean-up.**

We would like to remind residents and businesses along (LOCATION) from (LOCATION) (see map) that they will need to park their cars outside the permit area if in/out access is needed.

There will no parking on (IDENTIFY PROHIBITED PARKING LOCATIONS), whether signs are posted or not.

**Please be sure to obey temporary no parking signs to avoid tickets and towing!**

Please feel free to contact (IDENTIFY RESPONSIBLE PARTY) on event day at (CONTACT NUMBER) with any questions or concerns.

More info about this year's event can be found online at  
Please join us for the fun and festivities and thank you so much for sharing your neighborhood with us for this special one-day event!

### **ADD EVENT MAP(S)**