Special Event Emergency Action Plan Guide

Prepared by the Pennsylvania Emergency Management Agency

911 PEMA
PENNSYLVANIA EMERGENCY MANAGEMENT AGENCY

Bureau of Plans

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1. EMERGENCY ACTION PLAN:OVERVIEW AND DEFINITIONS

OVERVIEW

This pamphlet describes the recommended procedures for creating an Emergency Action Plan (EAP) for a special event. Specifically, this pamphlet defines the components of an EAP, explains the steps involved in developing and implementing a plan, and provides guidelines for subsequent updating and review.

DEFINITIONS

SPECIAL EVENT - Any planned activity that is held that will place a group of 10,000 or more known or estimated participants or attendees in a defined area where access by emergency vehicles may be delayed (Section 1001.2 of the Pennsylvania Bulletin, Volume 19, Number 26, July 1, 1989). This is also the threshold that will trigger the requirement for a special event Emergency Medical Services (EMS) plan.

EMERGENCY MEDICAL SERVICES –

ON-SITE FACILITY - A medical treatment facility that possesses:

1) Environmental control, providing protection from weather elements to insure patient safety and comfort.

2) Sufficient beds, cots and basic life support (BLS) equipment to provide for evaluation and treatment of at least four simultaneous patients.

3) Adequate lighting and ventilation to allow for patient evaluation and treatment.

LICENSED PHYSICIAN - An individual who possesses a valid license to practice medicine in the Commonwealth as a Doctor of Medicine or Doctor of Osteopathy.

SPECIAL EVENT EMERGENCY SUPERVISORY PHYSICIAN - A licensed physician experienced in medical direction and supervision of pre-hospital EMS at the BLS or Advance Life Support (ALS) level, depending on the level of care provided at the special event.

BLS - Basic Life Support-The pre-hospital or inter-hospital emergency medical care and management of illness or injury performed by specially trained and certified or licensed personnel.

ALS - Advance Life Support-The advanced pre-hospital and inter-hospital emergency medical care of serious illness or injury by appropriately trained health professionals and by certified Emergency Medical Technician (EMT)-paramedics.

TRIAGE AREA - Pre-designated area set aside for the sorting and allocation of treatment of attendees who are injured or become ill at an event.

TEMPORARY MORGUE - Pre-designated site available to be activated as a temporary morgue should multiple deaths occur at an event.

EMERGENCY MEDICAL SERVICES (EMS) PLAN - Plan required by Department of Health, outlining the EMS services to be provided by sponsor/owner of an event.

EMERGENCY - Any incident occurring on-site or off-site, which exceeds the responsible jurisdiction's capability to adequately respond.

2. EMERGENCY ACTION PLAN: IMPORTANCE OF THE EAP

WHAT IS AN EAP?

An Emergency Action Plan, or EAP, is a formal written plan, developed by the sponsor, that identifies potential emergency conditions at the event site and prescribes the procedures to be followed to minimize or prevent loss of life and property.

A special event is a planned and organized activity or contest, which will place a group of 10,000 or more *known* or estimated participants or attendees, or both, in a defined geographical area where access by emergency vehicles might be delayed due to crowds or traffic congestion at or near the event.

> NOTE: Every EAP must be tailored to site-specific conditions and to the requirements of the agency/organization that owns or regulates the site of the event.

WHY IS IT IMPORTANT TO HAVE AN EAP?

An EAP is needed for two main reasons:

- To define the coordination of necessary actions by the sponsor of the event and the responsible municipal, county, and State officials to provide for timely notification, warning, and evacuation in the event of an emergency, to include catastrophic emergencies beyond the normal expected hazards, i.e., weather phenomenon, etc.

- To reduce the risk of loss of life and property damage resulting from an emergency.

Unique situations do sometimes develop that may result in emergencies. Therefore, it is prudent for the sponsor to identify conditions that could lead to on-site or site related disasters, in order to initiate emergency measures that could prevent or minimize the consequences to life and property.

3. EMERGENCY ACTION PLAN: COMPONENTS

COMPONENTS OF AN EMERGENCY ACTION PLAN

- Notification Chart
- Notification Procedures
- Responsibilities
- Emergency Identification, Evaluation, and Classification
- Preventive Action
- Appendix(es)

NOTIFICATION CHART

A notification chart is a schematic representation of the hierarchy for notification in an emergency, including who is to be notified, by whom, and in what priority. The chart should be prominently displayed in the EAP document; often it is the first page of the EAP.

NOTIFICATION PROCEDURES

Notification procedures should be developed to ensure the timely notification of persons responsible for taking emergency actions. The procedures should be brief, simple, and easy to implement.

RESPONSIBILITIES

A determination of responsibilities of EAP-related tasks must be made during the development of the plan. Generally speaking, sponsors are responsible for the development and maintenance of the EAP and for activating the notification procedures of the plan. Municipal, county, and State officials having statutory obligations are responsible for off-site response and support of on-site response when it exceeds the sponsor's capability. The EAP must specify the person(s) responsible for declaring an emergency under various circumstances and for initiating emergency actions. In doing so, the plan must be site-specific, since all special events are different.

EMERGENCY IDENTIFICATION, EVALUATION, AND CLASSIFICATION

Determine and identify the situation(s) or triggering event(s) that initiate or require an emergency action. The establishment of procedures for reliable and timely recognition of emergency situations is imperative. If time permits, an emergency should be evaluated and confirmed by experienced personnel. Finally, to determine the appropriate course of action, the emergency or triggering event should be classified according to its urgency.

3.   EMERGENCY ACTION PLAN: COMPONENTS

PREVENTIVE ACTION

Preventive action is a general term used to refer to both preplanned and emergency actions that are aimed at preventing or minimizing serious emergencies that could cause loss of life or property. A few of the preventive actions that the sponsor might take are to ensure unimpeded emergency access to the event site under adverse conditions, and arrange on-site equipment, labor, and materials for use in emergency situations.

APPENDIX(ES)

One or more appendices, containing support materials used in the development and maintenance of the plan, are usually included in the EAP document.

DEVELOPING AN EAP

4.   DEVELOPING AN EAP: OVERALL EAP DEVELOPMENT PROCESS

OVERALL PROCESS FOR DEVELOPING AN EAP

Carefully research and coordinate planning with all involved parties to lay the foundation for a responsible and thorough emergency action program. The process of developing an EAP generally follows the 11 steps listed below.

Step 1:   Determine the vulnerability of the event site to natural, man-made, and event caused emergencies. Conditions to be considered may include:

- Underground petroleum or natural gas pipelines on or near the site.

- On-site fuel storage or hazardous material storage.

- Weather history of area (tornado prone area, etc.). The use of a Hazard Vulnerability Analysis (HVA) is crucial to determining what responses should be considered in the EAP. (See page 9 for example of HVA)

Step 2:   Comply with municipal, county, and Commonwealth protocols for on-site emergency medical services as prescribed in the Emergency Medical Services Act of 1988, P.L. 164, No. 45., 35 PA 1694.

Step 3:   Determine and identify those situations or triggering events that would initiate an emergency action, and specify the actions to be taken and by whom.

Step 4:   Identify all jurisdictions, agencies, and individuals who will be involved in the EAP. Coordinate the development of the EAP with these other parties. This interaction should include planning for the need and operation of an emergency operations center and resource center, evacuation (destinations, priorities, and procedures), fire services, additional emergency medical services, and other measures to be implemented in the event of an emergency.

4.   **DEVELOPING AN EAP: OVERALL EAP DEVELOPMENT PROCESS**

   Step 5:   Identify primary and auxiliary communications systems, both internal and external.

   Step 6:   List and prioritize all persons and entities involved in the notification process, and draft the Notification Chart.

   Step 7:   Develop a draft of the EAP. Note: A suggested format for an EAP is described on the following pages, along with suggestions for what content might be important to include in the EAP.

   Step 8:   Hold coordination meeting(s) with all parties included in the notification list for review and comment on the draft EAP. The public may be invited.

   Step 9:   Conduct tabletop or other exercises.

   Step 10:   Make any revisions, obtain the necessary signatures for plan approval, and disseminate the EAP to those who have responsibilities within the plan.

   Step 11:   After the event critique the EAP and make the necessary adjustments.

COORDINATING THE DEVELOPMENT OF THE EAP WITH ALL ARTICIPANTS

Development of the EAP must be coordinated with all entities, jurisdictions, and agencies that would be affected by an on-site emergency beyond the sponsor's capability or an off-site emergency attributed to the temporary population increase because of the event. The finished product will realistically, take into account each organization's capabilities and each agency will be fully aware of individual responsibilities. Appropriate levels of management must be involved in developing the EAP to ensure that each entity will agree to execute its responsibilities under the plan.

4. DEVELOPING AN EAP: OVERALL EAP DEVELOPMENT PROCESS

SAMPLE

HAZARD VULNERABILITY ANALYSIS

TYPE OF HAZARD	PROBABILITY				IMPACT	
	HIGH	MEDIUM	LOW	UNSURE	HIGH	LO
AIRPLANE CRASH		X			X	
AVALANCHE						
SNOWSTORM						
CHEMICAL SPILL	X				X	
DAM BREAK			X			X
DROUGHT						
EARTHQUAKE						
POWER BLACKOUT		X				X
EPIDEMIC						
FLASH FLOOD		X			X	
FOG/SMOG EPISODE						
FOREST OR BRUSH FIRE		X				X
FROST OR FREEZE, SEVERE						
GAS LINE BREAK, MAJOR						
HAILSTORM, SEVERE			X			X
ICE STORM						
INDUSTRIAL EXPLOSION			X			X
MINE DISASTER						
MUDSLIDE OR LANDSLIDE						
OIL SPILL						
PIPELINE BREAK OR EXPLOSION						
RADIATION ACCIDENT OR FALLOUT			X		X	
RIVER FLOODING	X					X
TORNADO	X				X	
TRANSPORTATION ACCIDENT	X					X
WATER MAIN BREAK, MAJOR						
WATER POLLUTION						
WATER SHORTAGE		X				X
OTHER						

5.   DEVELOPING AND EAP: SUGGESTED FORMAT

SUGGESTED GUIDELINES FOR EAP FORMAT

The guidelines are provided to encourage thorough and consistent emergency action planning for preparedness that may save lives and reduce property damage both on-site and off-site.

It is helpful to place the EAP in a loose-leaf binder, so that outdated pages (or the entire EAP) can be easily removed and replaced with updated information, to ensure a complete current, and workable plan.

An EAP can be organized in whatever format seems most useful for those involved in the plan. One format will be described in this pamphlet. While an EAP need not be organized in the described manner, it should include the contents described on the following pages. The contents and a suggested format for an EAP are listed briefly below, and described in detail on the subsequent pages:

Part I	--	Introductory Section
Part II	--	Responsibilities
Part III	--	Emergency Procedures
Part IV	--	Preventive Actions
Part V	--	Maps of On- and Off-Site Area
Part VI	--	Appendices

A discussion of each of these parts follows.

6. **DEVELOPING AN EAP: PART I - INTRODUCTORY SECTION**

OVERVIEW OF PART I - INTRODUCTORY SECTION

The introductory section of an EAP should include the following items:

- Title Page/Cover Sheet
- Notification Chart
- Statement of Purpose

A discussion of each item follows.

TITLE PAGE/COVER SHEET

An EAP document's cover identifies it as an Emergency Action Plan and specifies the event for which it is developed. For some special events, multiple EAP's may be developed for specific emergency situations or conditions, each with its own procedures to be followed. In such instances, title pages or cover sheets are essential, so personnel can be sure that they are using the right plan for the circumstances.

NOTIFICATION CHART

The EAP should begin with a Notification Chart clearly summarizing the following information for each of the emergency conditions addressed:

- Emergency Service telephone numbers and radio frequencies (fire, police, ambulance, emergency management, etc.).

- Responsible sponsors and/or public official(s).

- Prioritized notification list of individuals and organizations.

Include individual names, position titles, office and home telephone numbers, alternate contacts and means of communication (e.g., radio call numbers).

Some of the emergency conditions to be considered are:

- Severe storm warnings.

- Catastrophic fire.
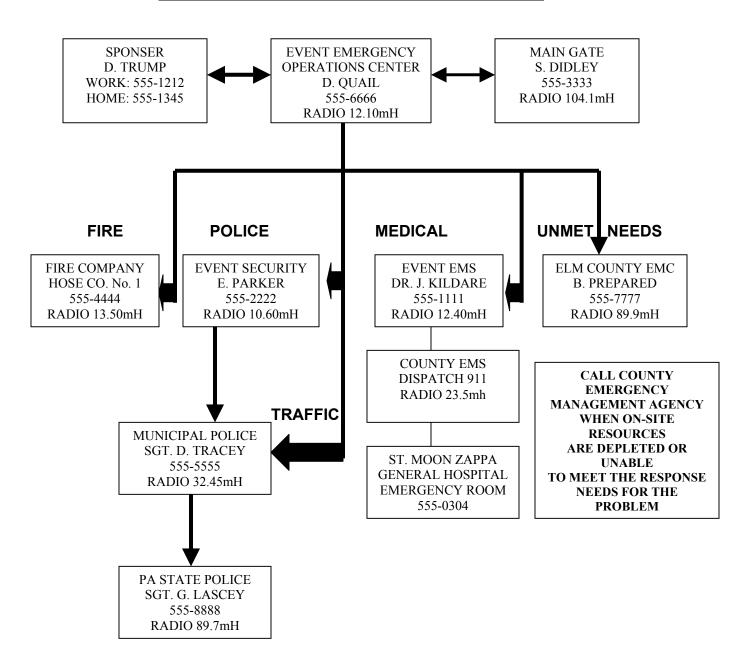
- Hazardous Material release.

5.   DEVELOPING AN EAP: PART I - INTRODUCTORY SECTION

The chart should be easy to follow and be limited to one page. Color-coding (i.e., using different colors to reflect each emergency service) will prove helpful. Narrative information supplementing the flowchart should be provided in the section discussing notification procedures.

Additional copies of the chart should be readily available for each individual having responsibilities under the plan, and should be kept up-to-date through tests and revisions.

A typical Notification Chart is shown on page 13. (NOTE: This is only a sample chart. A chart must be tailored to the specific needs and notification priorities of the event and area to which it applies.)

6.   DEVELOPING AN EAP: PART I - INTRODUCTORY SECTION

SAMPLE EVENT NOTIFICATION FLOW HART

| SPONSER
D. TRUMP
WORK: 555-1212
HOME: 555-1345 | ⟷ | EVENT EMERGENCY
OPERATIONS CENTER
D. QUAIL
555-6666
RADIO 12.10mH | ⟷ | MAIN GATE
S. DIDLEY
555-3333
RADIO 104.1mH |

FIRE   POLICE   MEDICAL   UNMET NEEDS

| FIRE COMPANY
HOSE CO. No. 1
555-4444
RADIO 13.50mH | EVENT SECURITY
E. PARKER
555-2222
RADIO 10.60mH | EVENT EMS
DR. J. KILDARE
555-1111
RADIO 12.40mH | ELM COUNTY EMC
B. PREPARED
555-7777
RADIO 89.9mH |

COUNTY EMS
DISPATCH 911
RADIO 23.5mh

CALL COUNTY EMERGENCY MANAGEMENT AGENCY WHEN ON-SITE RESOURCES ARE DEPLETED OR UNABLE TO MEET THE RESPONSE NEEDS FOR THE PROBLEM

TRAFFIC

MUNICIPAL POLICE
SGT. D. TRACEY
555-5555
RADIO 32.45mH

ST. MOON ZAPPA
GENERAL HOSPITAL
EMERGENCY ROOM
555-0304

PA STATE POLICE
SGT. G. LASCEY
555-8888
RADIO 89.7mH

6.   DEVELOPING AN EAP: PART I - INTRODUCTORY SECTION

STATEMENT OF PURPOSE

Following the Notification Chart, briefly state the purpose and scope of the EAP. Two examples of a statement of purpose are shown below.

> EXAMPLE 1: "This plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions that may endanger the audiences and/or participants during the conduct of _____ special event _____ and to quickly and efficiently respond in order to prevent or minimize any loss of life or property."

> EXAMPLE 2: "The purpose of this Emergency Action Plan (EAP) is to safeguard the lives and reduce the damage to the property of audience, participants and local citizens during _____ special event _____ in the event of a major emergency."

6.   DEVELOPING AN EAP: PART II - RESPONSIBILITIES

OVERVIEW OF PART II – RESPONSIBILITIES

The responsibilities section of an EAP should include the following items:

- General responsibilities under the plan.

  - Sponsor/owner responsibilities
  - Responsibilities for notification
  - EAP coordinator responsibilities
  - Off-site agencies/organization responsibilities

- Approval of the plan.

A discussion of each item follows.

GENERAL RESPONSIBILITIES UNDER THE PLAN

The plan should specify the person(s) or *organization* responsible for the maintenance and operation of the event and the persons or groups responsible for implementing various phases of the EAP. Some specific responsibilities to be considered are discussed below.

SPONSOR RESPONSIBILITIES

The duties of the sponsor or the sponsor's designated representative in implementing the EAP should be clearly described. Some suggestions for *information* to include in this section are:

- EMS Code requires the on-site presence of: (See page 17)

  One licensed ambulance and crew for a special event population of 10,000 to 30,000.

  Two licensed ambulances and crews and a licensed physician for a special event population of 30,000 to 60,000.

  Three licensed ambulances and crews, one licensed physician, and an on-site treatment facility for a special event population over 60,000.

6.   DEVELOPING AN EAP: PART II - RESPONSIBILITIES

- Determine and identify the condition(s) or triggering event(s) that initiate or require emergency actions, and specify the actions to be taken and by whom.

- Provide guidance on how to communicate the emergency to those who must be contacted.

- Include sample-warning messages tailored to specific situations.

- Describe who is responsible for taking specific actions at the event after the notification procedures have been implemented. For example, spell out procedures for the establishment of on-site triage area and family reception center, and who will provide security for these sites.

6.   DEVELOPING AN EAP: PART II - RESPONSIBILITIES

SPECIAL EVENT EMS			
EVENT POPULATION PARTICIPANTS AND ATTENDEES	STAFFED & LICENSED AMBULANCE	LICENSED PHYSICIAN	ON-SITE TREATMENT FACILITY
10,000 to 30,000	1		
30,000 to 60,000	2	1	
60,000 +	3	1	YES
Plan must be reviewed annually or 60 days prior to event.			

6. DEVELOPING AN EAP: PART II - RESPONSIBILITIES

- Provide instructions for the operation of the event, if considered feasible and desirable, during the anticipated emergency. Specific actions should be discussed under the section "Preventive Action."

- Encourage local officials to develop a plan to safeguard life and property off-site during the event. This plan should include as a minimum, procedures for an emergency operations center and evacuation and mass care (based on conditions that are already planned for, i.e., floods, tornadoes, nuclear power plants, etc, or a condition that may be unique to the type of event).

RESPONSIBILITY FOR NOTIFICATION

The person(s) authorized to notify local officials should be determined and clearly identified in the EAP. However, under certain circumstances, such as if a plane crashes into a crowd at an air show, a car crashes into the bleachers at a raceway, or crowd riots, the responsibility and authority for notification may have to be delegated to municipal or county officials off-site. Such situations should be specified in the EAP.

RESPONSIBILITY FOR EVACUATION

Warning and evacuation planning are the responsibility of the entities having statutory obligation. Plans should take into consideration, for example, severe weather conditions, for which evacuation may be directed by the appropriate government entity.

The sponsor should not assume the responsibility of governmental entities for evacuation of people. However, there may be situations in which routine notification and evacuation will not suffice. Procedures should be coordinated with the appropriate public official.

EAP COORDINATOR RESPONSIBILITY

If appropriate, designate an EAP coordinator who will be responsible for EAP-related activities, including (but not limited to) preparing revisions to the EAP, coordination meetings with government and sponsor, establishing training seminars, coordinating EAP drills, etc. This person should be the EAP contact should any involved parties have questions about the plan.

6.   DEVELOPING AN EAP: PART II - RESPONSIBILITIES

APPROVAL OF THE PLAN

The EAP should include a section that is signed by all parties involved in the plan, where they indicate their concurrence with the plan and agree to their responsibilities. Including the approval signatures is essential, for it assures that all parties involved are aware of and understand the EAP and agree to do their assigned roles should an emergency take place.

The Pennsylvania Department of Health has the responsibility to approve the Emergency Medical Services portion(s) of the plan submitted by the Emergency Medical Services Director of the event. This approval must be sought at least sixty days prior to the event.

6.   DEVELOPING AN EAP: PART III - EMERGENCY PROCEDURES

OVERVIEW OF PART III - EMERGENCY PROCEDURES

The section of the EAP that covers emergency procedures should include the following:

- Emergency Identification, Evaluation, and Classification.

- Notification Procedures.

A discussion of these two procedures follows.

EMERGENCY IDENTIFICATION, EVALUATION, AND CLASSIFICATION

The EAP document should include a discussion of procedures for timely and reliable identification, evaluation, and classification of existing or potential emergency conditions. Major elements of these procedures are:

- A list of the conditions or events that could lead to or indicate an existing or potential emergency.

- A brief description of the means by which potential emergencies will be identified, monitoring arrangements, surveillance, inspection procedures, and other provisions for early detection of conditions indicating an existing or potential emergency.

- Procedures, aids, instructions, and provisions for interpreting information and data, in order to assess the severity and magnitude of any existing or potential emergency.

6. DEVELOPING AN EAP: PART III - EMERGENY PROCEDURES

EMERGENCY ACTION TABLE

PROBLEM	HOW TO EVALUATE	EMERGENCY ACTION	REQUIRED EQUIPMENT MATERIAL, AND LABOR	NOTIFI-CATION	DATA TO RECORD
GRAND STAND COLLAPSE	VISUAL, # OF ROWS, LENGTH OF ROWS, HEIGHT OF ROWS	1. STOP EVENT	1. FIRE PERSONNEL	1. ON-SITE PERSONNEL	1.NAME, ETC. OF INJURED
	APPROX # OF PEOPLE ON STANDS	2.CORDEN OFF AREA	2. POLICE PERSONNEL	A. SPONSOR	2.WHERE INJURED ARE TRANSPORTED
	WHAT SECONDARY EVENTS MAY BE TRIGGERED	3. ACTIVATE EMERGENCY ON-SITE SERVICES	3. EMS PERSONNEL	B. POLICE	3. DAMAGE
		4.IMPLEMENT PLAN	4.AMBULANCES & LITTERS	C. FIRE	4. LOG
		A. TRIAGE AREA	5.MEDICAL EQUIPMENT	D. EMS	
		B. DESIGNATE ROADS	6.EXTRACTION EQUIPMENT	E. COMMO	
		C. CONTACT HOSPITALS	7 PERSONNEL TO ASSIST WITH MOVING INJURED	2. OFF SITE	
			8.COMMUNI-CATIONS	A. COUNTY EMA	
			9. BODY BAGS		

6. DEVELOPING AN EAP: PART III - EMERGENCY PROCEDURES

EMERGENCY IDENTIFICATION, EVALUATION AND CLASSIFICATION (Continued)

- Designation of the person responsible for identifying and evaluating the emergency. This would normally be the sponsor or the sponsor's designated representative.

Once an emergency condition has been identified and evaluated, it should be classified as to its urgency so that the appropriate action can be taken.

NOTIFICATION PROCEDURES

The notification portion of the EAP should contain a listing of all persons to be notified in the event that an emergency condition develops. This list should include individual names and position titles, locations, office and home telephone numbers, and radio communication frequencies and call signals (if available) for owner, public officials, and other personnel, including alternates. For each type of emergency, the EAP should clearly indicate who is to make a call, to whom it is to be made, and in what priority.

The number of persons to be notified by each responsible individual in the notification plan should be kept to a minimum. The number of calls will in some cases be governed by what other responsibilities the caller has been assigned.

For each emergency condition that is anticipated, the plan should describe actions to be taken and contacts to be made. Priority of notification will depend upon the actual emergency,

6. DEVELOPING AN EAP: PART III - EMERGENCY PROCEDURES

NOTIFICATION PROCEDURES (Continued)

The following individuals or agencies, where applicable, should be considered for inclusion in the notification procedures:

- Sponsor personnel.

- Emergency Medical Services officials.

- Emergency Management officials.

- Law enforcement officials.

- Fire services officials.

- Local Hospitals.

- Appropriate State and local agencies (and in some cases Federal agencies depending on the event, i.e., FAA for air crashes).

- Others, as appropriate.

The plan should designate a spokesperson to disseminate information. The news media should be utilized to the extent available and appropriate. Use of news media should be preplanned to the extent possible by the sponsor or by public officials. Notification to the news media may be done by the sponsor or by public officials, depending on the type of emergency. Notification plans should define emergency situations for which each medium will be utilized and should include an example of a news release that would be the most effective for each possible emergency. (NOTE: News releases should not be relied upon as the primary means of warning or advising the public at or around the event area. Emergency Public Information, coordinated in advance with appropriate Emergency Management Coordinators, should be preplanned for immediate, authorized release.)

To ensure that the contact that implements the plan is real, and not a prank, a code or keyword might be arranged by the parties involved in the early stages of notification.

6. **DEVELOPING AN EAP: PART IV - PREVENTIVE ACTIONS**

OVERVIEW OF PART IV - PREVENTIVE ACTIONS

The EAP should describe preventive actions taken both prior to and following the development of emergency conditions to prepare for any emergency. Preventive actions involve the installation of personnel or equipment or the establishment of procedures for one or more of the following purposes:

- Preventing emergency conditions from developing, if possible, or warning of the development of emergency situations.

- Minimizing the extent of damage resulting from any emergency situations that do develop.

The need for timely action in an emergency cannot be overemphasized. The EAP should contain a discussion of provisions for responses during an emergency and should clearly indicate that it can be implemented in a timely manner.

In the EAP, discuss the time factor from the actual occurrence of an emergency to awareness of the emergency, and its effect on the workability of the EAP. <u>Timely implementation of the EAP is a crucial element in its effectiveness.</u>

There are several types of preventive actions that should be considered when developing an EAP. These actions include:

- Access to the site by emergency responders.

- Response during periods of adverse weather.

- Alternate means of communication

- Emergency supplies and resources

This section will discuss each of these actions.

ACCESS TO THE SITE BY EMERGENCY RESPONDERS

The description of access should focus on primary and secondary routes and means for reaching the site under various conditions. This should include the availability of special, dedicated routes. Also discuss in detail the expected response (travel) time.

6.   DEVELOPING AN EAP: PART IV - PREVENTIVE ACTIONS

RESPONSE DURING PERIODS OF ADVERSE WEATHER

A review should be made with local highway officials and emergency management personnel of the road network in and around the event site in order to determine if any of the roads are subject to flooding during severe weather conditions. It also should be noted if the road network is within an inundation area of any local dams that may pose a threat to the road network used by emergency responders.

ALTERNATIVE SYSTEMS OF COMMUNICATION

The description of the availability and use of alternative communications systems at the site should:

- List alternative channels of communication to be used in case of failure of the primary system or failure of other systems immediately available.

- Explain proper procedures for activating the alternative channels of communication.

- Include any other special instructions.

EMERGENCY SUPPLIES AND RESOURCES

There are certain planning and organizational measures that can help event personnel and local officials manage emergency situations more safely and effectively. These measures include:

- Location and access procedures for needed logistical supplies.

- Mutual aid agreements.

- Air and vehicle support.

- Mass casualty incident supplies.

6. DEVELOPING AN EAP: PART V - MAPS OF ON AND OFF-SITE AREA

OVERVIEW OF PART V - MAPS OF ON AND OFF-SITE AREA

An EAP should include one or more maps of the event site and the outlying areas. Maps are used to:

- Provide an orientation to emergency personnel.

- Assist in traffic flow planning for police services personnel.

- Identify primary and secondary emergency vehicle routes to the event site.

- Indicate traffic pattern changes at certain times to facilitate event traffic.

- Predesignate emergency response sites, such as triage areas, ambulance and/or fire services staging areas, family reception sites, temporary morgues, helipads, etc.

6.   DEVELOPING AN EAP: PART VI - APPENDICES

OVERVIEW OF PART VI - APPENDICES

Following the main body of the plan, include an appendix (or several appendices, for a more clear division of information) that contains basic information about the event, data used in the development of the EAP, and *instructions* for the maintenance of the plan.

Listed below are some of the specific topics that may be covered in the appendix(es) accompanying your EAP:

- Description and location of the event.

- Analysis of potential for natural and man-made disaster

- Training

- Testing

- Updating

- Posting of the Notification Chart

- EMS response plan

- Glossary

- Responses to site specific disaster/ emergencies

6.   DEVELOPING AN EAP: SUMMARY

SUMMARY

Outline of the general steps to follow when developing an EAP.

- Step 1:   Determine the type of natural and man-made emergencies that might occur.

- Step 2:   Prepare on and off-site maps.

- Step 3:   Identify the triggering events that initiate an emergency action, and specify the actions to be taken and by whom.

- Step 4:   Coordinate the development of the EAP with all involved parties.

- Step 5:   Identify all communication systems.

- Step 6:   Draft Notification Chart.

- Step 7:   Draft EAP.

- Step 8:   Hold meetings for review and comment on the draft EAP.

- Step 9:   Conduct tabletop or other exercises.

- Step 10:   Revise the EAP as appropriate, obtain the necessary approvals, and disseminate the EAP.

- Step 11:   Critique

7.   DEVELOPING AN EAP: AUTHORITY AND REFERENCES

AUTHORITY

- Commonwealth of Pennsylvania, Emergency Management Services Code (35 PA C.S. Section 7101-7707)

- Emergency Medical Services Act of 1985, P.L. 164, No. 45.

REFERENCES

- Pa Code Title 28, Health and Safety, Part VII, Emergency Medical Services, Section 1013.