

**FORM E**

**EMERGENCY SERVICES PLAN**

This form is REQUIRED for large events, or events with road closures, hazards, or alcohol service/sales.

Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Total Attendance: \_\_\_\_\_

**ON-SITE CONTACT DAY OF EVENT:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL PLAN**

**1. Have you provided access points for emergency responders to enter your event and shown them in your site diagram?**

Yes  No

**2. Will there be an on-site medical aid tent or a designated lost child area for your event?**

Yes  No

**3. Will you be hiring a professional emergency medical services provider for your event?**

Yes  No  \*Ault-Pierce Fire Department regulations will determine you need for EMS

If yes, please provide the company information:

Please provide the company information, if applicable.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

**4. Describe your plan for fulfilling basic first aid needs:** \_\_\_\_\_

\_\_\_\_\_

**5. Describe your plan for handling an emergency:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PREPARATION IS KEY! Safe events and happy event goers are our number one priority. The Town of Ault recommends that event organizers have the following items available at every event:**

- ✓ First aid kit
- ✓ Fire Extinguisher
- ✓ Sunscreen
- ✓ Bug Repellant
- ✓ Water

# EMERGENCY SERVICES PLAN

*continued*

## POLICE & SECURITY

Depending on your event, you may be required to contract with the Town for off-duty police officers and/or a private security firm for security support at your event. The cost of off-duty officers is \$50 per officer, per hour. The cost for supervisors is \$75 per officer, per hour. There is a 3-hour minimum charge per officer. To discuss arrangements and potential cost, please contact the police department at (970) 834-1336.

**Use the charts below to estimate the number of police officers needed for your event.**

The Ault Police Department reserves the right to add additional personnel to special events beyond the recommendations herein at no additional cost to the event organizer.

Total Estimated Attendance: \_\_\_\_\_

Total Number of Officers recommend per charts below: \_\_\_\_\_

How many officers can be replaced by Licensed Security (if any)? \_\_\_\_\_

**Total Officers Needed:** \_\_\_\_\_ **Total Licensed Security Needed:** \_\_\_\_\_

**Total Supervisors Needed:** \_\_\_\_\_

***If you are required to have officers, please provide your signed contract with Ault Police Department.***

### Events without Alcohol

Licensed security can reduce officer requirements at 2 security officers for every police officer up to 50% of officers. Events with less than 2000 expected attendance can eliminate the requirement for police officers with sufficient security for events without alcohol.

# of Attendees*	0-1,000	1,000-2,000	2,000-4,000	4,000-6,000	>6,000
# of Officers	0	2	4	6	Requires Police Consultation
# of Supervisors	0	0	0	1	
<b>TOTAL</b>	0	2	4	7	

*\*Estimated attendance at any point during the event.*

### Events with Alcohol

Licensed security can reduce officer requirements at 2 security officers for every police officer up to 50% of officers.

# of Attendees*	0-450	450-1,000	1,000-2,500	2,500-4000	>4,000
# of Officers	0	2	4	6	Requires Police Consultation
# of Supervisors	0	0	1	1	
<b>TOTAL</b>	0	2	5	7	

*\*Estimated attendance at any point during the event.*

Please provide the security company information, if applicable.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_