



TOWNSHIP OF GREENWICH
MUNICIPAL BUILDING
321 Greenwich Street
Stewartsville, NJ 08886

Township Clerk / Administrator
P (908) 859-0909
F (908) 454-6158

Parks, Pavilion & Recreation Facility Use Permit

SPECIAL EVENT - EMERGENCY PLAN GUIDELINES

An **Emergency Plan** is a written document that is prepared to identify and respond to potential emergencies at activities and special events at Township parks. Emergencies can occur without warning- such as illness, accidents, and power failures; or with shorter-term warning such as storms or sudden flooding. The **Emergency Plan** should address all relevant categories of potential emergencies. Plans should define the responsibility of specific individuals or groups that may be involved, and cover areas such as the following:

Layout

- Major activity areas
- Event command center
- Roads, drives, parking areas, walkways, exits and evacuation routes
- Traffic flow
- Police posts, EMS Personnel Posts, access and entry/exit routes
- Location of telephones with emergency numbers posted/ Individuals with assigned Cellular Telephones

Equipment

- Rescue Equipment
- First Aid Supplies
- Emergency Equipment (flashlights, fire extinguishers, etc.)

External Support – On-site and/or Stand-by notification

- Police
- EMS Personnel
- Fire
- Hospitals or Emergency Care Centers

Staff Responsibilities

- Chain of command – Single point of contact
- Event supervisor(s) on site
- Activity supervisors
- Parking and traffic control
- Telephone/radio communications
- Media relations
- Courtesy & Safety Notifications – Written information to local residents and businesses

Patron/Participant Safety

- Supervision of Minors
- Theft
- Violent or abusive behaviors
- Grounds and equipment checks – Unsafe conditions should be brought to the attention of Greenwich Township personnel immediately

Special Activities – Guidelines and procedures for specific special activities should be identified such as inspection procedures for tents, rides, and food service; control of outdoor fires, alcoholic beverage sales, sales of dangerous products, etc.