



SPECIAL EVENTS

EMERGENCY CONTINGENCY PLAN

GUIDE

JANUARY 2015

Revision .5

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A. Overview

The goal of contingency planning is to protect life and property by identifying the risks associated with an event and developing a plan of action to minimize those risks. In general, special events are defined as any non-routine activity that brings together a large number of people for specific purposes in a limited geographical location. Such activities can place a strain on community resources and impede their ability to respond effectively. The special event permit requires event organizer(s) to take necessary steps to reduce the impact on the community and its resources, and address the safety requirements of the participants and spectators.

From the onset of planning an event, the event organizer(s) will need to take into consideration the scope of the event; the potential risk of injury or illness to participants and spectators; security needs; and the emergency support required to help promote a safe and enjoyable event.

There are many large and small events occurring throughout the city at any given time. Festivals, concerts, fairs, parades, et cetera; all have the potential to attract large crowds. Normally, such events take place with little or no problems. However, should a natural or man-made emergency or disaster occur, the event organizer(s) is legally and morally obligated to ensure that necessary and appropriate actions will be taken to minimize harm to participants of the event.

We appreciate the complexity of the issues faced by the event organizer(s). With that in mind, we have made every effort to ensure the Special Events Emergency Contingency Plan guide will assist you in your endeavor. By identifying the potential risk, the event organizer(s) and the local emergency response agencies will have the opportunity to take ownership of their roles and responsibilities, and ensure that necessary resources and personnel are available to make your event a successful one.

B. Definitions

1. **Emergency** means any incident occurring on-site or off-site, which exceeds the responsible jurisdiction's capability to adequately respond.
2. **Emergency Medical On-site Facility** means a pre-designated site established for triage of participants who are injured or become ill at an event.
3. **Emergency Medical Services (EMS) Plan** is a plan outlining the EMS services to be provided by the event organizer(s) of the special event (see Annex D of this guide).
4. **Event Organizer** means the promoter(s), sponsor(s) and/or committee member(s) who own the event.

5. **Large Special Event** means an event expected to draw one-thousand (1,000) or more participants or exceeds four (4) days in a calendar year.

6. **Participants** include, but not limited to, vendors, audience, attendees, event workers, entertainers, and spectators.
7. **Special Event** mean any temporary event or activity to which the public is invited, whether held on public or private property, with or without an admittance fee.
8. **Special Events Contingency Plan** means a document that furnishes information, proof, or supporting documentation, of assigned responsibilities, actions, and procedures to be followed if an emergency situation develops.
9. **Small Special Event** means an event that does not meet the Large Special Event criteria that's expected to draw five-hundred (500) to nine-hundred ninety-nine (999) participants.

II. IMPORTANCE OF A WRITTEN PLAN

A. What is a Special Event Emergency Contingency Plan?

A Special Event Emergency Contingency Plan (SEECP) is a formal written plan, developed by the event organizer(s), which identifies potential emergency conditions at the event site(s) and prescribes the procedures to be followed to minimize or prevent loss of life and property.

A special event that has five hundred (500) or more, known or estimated, participants in a defined geographical area shall submit a SEECP. The completed and approved SEECP shall be submitted with the special event permit application. Event organizer(s) may submit a draft SEECP to the County's Emergency Management director for review prior to submission of the special event permit application.

Note: Every SEECP must be tailored to site-specific conditions and to the requirements of the event organizer(s) that own or regulates the site(s) of the event.

B. Why is it important to have a Special Event Emergency Contingency Plan?

A Special Event is a unique situation that has the potential to develop into an emergency incident. Therefore, it is prudent for the event organizer(s) to identify conditions that could lead to an on-site and off-site related emergency situation(s) or disasters.

To minimize the effects of potential emergency incidents, a SEECP is required for the following reasons:

1. To define the coordination of necessary emergency actions by the event organizer(s), the responsible city official(s), and emergency response agencies. These coordinated actions ultimately provide for timely notification, communication, warning, and evacuation of residents or participants in the event of an emergency incident.

2. To initiate emergency measures to reduce the risk of loss of life and property damage resulting from an emergency.

III. COMPONENTS OF THE PLAN

The SEECP has the following six components:

- Notification Chart
- Notification Procedures
- Responsibilities
- Emergency Identification, Evaluation, and Classification
- Preventive Action
- Appendices

A. Notification Chart

A notification chart is a schematic representation of the hierarchy for notification during an emergency, including who is to be notified, by whom, and in what priority. The chart should be prominently displayed in the SEECP; often it is the first page of the SEECP. See Appendix A for a typical Notification Chart. **(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.)

B. 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.

C. Responsibilities

A determination of responsibilities of the SEECP related task must be made during the development of the plan. Generally speaking, event organizer(s) are responsible for the development and maintenance of the SEECP and for activating the notification procedures of the plan. The SEECP must specify the person(s) responsible for declaring an event emergency, and for initiating the appropriate emergency actions.

D. 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.

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E. Preventive Action

Preventive action is a general term used to refer to both pre-planned and emergency actions that are aimed at preventing and minimizing serious emergencies that could cause loss of life and/or property. Preventive actions the event organizer(s) shall consider, but not limited to, are unimpeded emergency ingress/egress route(s) for the event site(s), on-site medical services, site(s) security, and any other resources (e.g., equipment, personnel, and materials) to

reduce the impact an emergency incident would have on the participants of the event.

F. Appendices(s)

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

IV. DEVELOPING A SPECIAL EVENT EMERGENCY CONTINGENCY PLAN

A. Overall Process for Developing The SEECP

The event organizer(s) shall coordinate the planning of the SEECP with all city officials and emergency response agencies to lay the foundation for a responsible and thorough emergency action program. The process of developing a SEECP generally follows the steps listed below.

Step 1: Determine the hazard vulnerability of the event site to natural, man-made and event emergencies.

Step 2: 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 3: Identify, and coordinate with, all jurisdictions, agencies, and individuals who will be involved in the development of the SEECP. This interaction should include planning for the operation of emergency response of fire, law enforcement, medical services, public health, public works and other necessary agencies during an event of an emergency.

Step 4: **Develop the SEECP.** A suggested format for a SEECP is described on the following pages, and includes suggestions as to what content might be important to include in the SEECP.

Step 5: Prepare an Emergency Medical Services (EMS) Plan, and include the EMS plan as an appendix to the SEECP (see Annex D of this guide).

Step 6: Comply with any City of Lewisburg Police Department security requirements for the event.

Step 7: Prepare the Notification Chart by listing and prioritizing all persons and entities involved in the notification process (see Appendix A of this guide).

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Step 8: Identify primary and auxiliary communication systems, both internal and external.

Step 9: Hold SEECP coordination meeting(s) with all parties included in the SEECP for review and comments.

Step 10: Make revisions as necessary. Submit the SEECP to the City's Special Event Committee for final approval. (Mayor, Fire Chief, Chief of Police, Public Works Director, Greenbrier County Emergency Management Director)

Step 11: The SEECP shall include a signature page for authorized event organizer(s) signature(s). The SEECP may be used for consecutive years, however, it shall be reviewed and approved by the event organizer(s) on an annual basis, or when any changes to the SEECP are made.

Step 12: Submit the SEECP to the City’s Special Event Committee Coordinator for dissemination to the respective emergency response agencies who have responsibilities under the SEECP. The event organizer(s) are responsible for disseminating the SEECP to their respective staff, and contractor(s), who have emergency response responsibilities under the SEECP.

Step 13: After the event, or an emergency/disaster incident, critique the SEECP and make any necessary revisions/improvements for subsequent events.

B. Coordinating The Development of The SEECP With All Stakeholders

Development of the SEECP must be coordinated with all entities, jurisdictions, and agencies that would be affected by an on-site emergency beyond the event organizer’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 SEECP to ensure that each entity will agree to execute its responsibilities under the plan.

V. DEVELOPING A SEECP – SUGGESTED FORMAT

A. Suggested Guide Lines for SEECP Format

This guide is provided to encourage thorough and consistent SEECP planning for preparedness to save lives and reduce property damage both on-site and off-site.

An SEECP can be organized in whatever format seems most useful for those involved in the plan write-up. One sample will be described in this guide. While the SEECP does not need to be organized in the prescribed manner, it should include information the contents describes on the following pages. The contents and a suggested format for a SEECP are listed briefly below, and described in detail on the subsequent pages.

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B. Sample Outline

1. Part I – Introductory Section

The introductory section of the SEECP should include the following items:

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

a. Title Page/Cover Sheet

A SEECP document's title page/cover sheet identifies it as a "Special Event Emergency Contingency Plan" and specifies the name of the event for which it is developed. It shall include the date of the current year or revision. It may also include the special event's logo.

b. Notification Chart

The SEECP should begin with a Notification Chart, which consists of the following two (2) items:

- Event Notification Flowchart, and
- Emergency Contact List

Note: See Appendix A of this guide for a sample flowchart and emergency list. The chart and list provided are samples only. Each special organizer must tailor the flowchart and contact list to the specific needs and notification priorities of their event, and area to which it applies.

The Notification Flowchart should be easy to follow, easy to read, and be limited to one (1) page. Color-coding (i.e., using different colors to reflect each emergency service function) will prove helpful. Narrative information supplementing the flowchart should be provided in the section discussing notification procedures.

The Emergency Contact List shall include the individual's name, position title, office/agency's name, 24 hour telephone number, alternate contact telephone number(s) and other means of communication contact(s) (e.g., radio frequencies, satellite phone, etc.), if available, for those who have emergency response responsibilities under the SEECP.

Following the Notification Chart, briefly state the purpose and scope of the SEECP.

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c. Signature Page

The SEECP shall include a signature page for authorized event organizer(s) signature(s). The SEECP may be used for consecutive years, but it shall be reviewed and approved by the event organizer(s) on an annual basis, or when any changes to the SEECP are made.

d. Statement of Purpose and Scope

Following the Notification Chart, briefly state the purpose and scope of the SEECP.

i. Purpose Statement

The rest of the SEECP flows logically from the purpose statement. The purpose is a general statement of what a SEECP is meant to do in the plan. Below are two (2) examples of a purpose statement:

Example 1: “This plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions that may endanger the participants during the conduct of [NAME 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 Special Event Emergency Contingency Plan (SEECP) is to safeguard the lives and reduce the damage to property during [NAME OF THE SPECIAL EVENT] in the event of an emergency.”

ii. Scope

The SEECP should also clearly state the scope of the special event to which the plan applies. The scope is a brief description of the special event (i.e., type of event, number of participants, location of the event, etc.).

2. Part II – Assignment of Responsibilities Section

This section of the SEECP establishes the operational organization that will be relied on to respond to an emergency situation. It should include a list of the kind of tasks to be performed, by position and organization, and it provides a quick overview of who does what during an emergency situation. Some specific responsibilities to be considered are listed below.

a. Event Organizer’s Responsibilities

The duties of the event organizer(s) during an emergency incident should be clearly described.

b. SEECP Coordinator’s Responsibilities

If appropriate, designate a SEECP coordinator who will be responsible for SEECP-related activities, including, but not limited to, preparing revisions to the SEECP and the coordination of meeting(s) with city officials and emergency responders. This person should be the SEECP contact should any involved parties have questions about the SEECP.

c. Emergency Responders’ Responsibilities

Describe the responsibilities of each emergency response agency involved in the event. This includes, but not limited to, contract EMS and security personnel for the event.

d. Responsibility for Notification

The person(s) authorized to notify local officials should be determined and clearly identified in the SEECP.

e. Responsibility for Warning, Evacuation, Dismissal or Redirect the Event

i. Warning and Evacuation

Warning and evacuation are the responsibility of the entities having statutory authority. SEECP should take into consideration those emergency incidents (e.g., severe weather, riots, chemical release, etc.) which warning and evacuation may be directed by the appropriate city emergency response officials.

Event organizer(s) should not assume the responsibility of the city emergency response officials for warning and evacuation of people. However, there may be situations in which routine warning and evacuation will not suffice. Procedures should be coordinated with the appropriate city emergency response officials.

ii. Dismissal

The SEECP should describe who has authority to authorize the dismissal of a special event and under what conditions for an emergency situation.

3. Part III – Emergency Procedures Section

The Emergency Procedures of the SEECP should include the following:

- Emergency Identification, Evaluation, and Classification
- Notification Procedures

a. Emergency Identification, Evaluation, and Classification

The SEECP should include procedures for timely and reliable identification, evaluation, and classification of existing or potential emergency conditions. At a minimum, these procedures should include the highest probability and impact hazard(s) identified in the Hazard Vulnerability Analysis Chart. See Appendix B of this guide for the Hazard Vulnerability Analysis Chart.

The event organizer(s) is responsible for preparing the Hazard Vulnerability Analysis Chart. The Hazard Vulnerability Analysis Chart shall be included in the SEECP.

Note: Not all of the hazards listed on the chart will affect every event. The event organizer(s) should indicate, to the best of their knowledge, those hazards that may affect their event. Example: If your event was an airplane show, the probability of an airplane crash will be high and the impact would be high. However, if your event is an arts and craft festival

and is not located near an airport; then an airplane crash would not affect the event. Hence, the airplane crash hazard should not be marked.

b. Notification Procedures

The notification procedures of the SEECP should clearly describe who is to make a call, to whom it is made, and in what priority if an emergency situation were to occur. The written notification procedures should match the notification flowchart.

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

The notification procedures should also indicate who the public information spokesperson for the special event is during an emergency incident. Information release regarding an emergency incident to the news media may be done by the event organizer(s) or public officials. However, to eliminate conflicting released information the procedures shall describe methods of coordination between the event's spokesperson(s) and the City's public information officer, if the public information officials are involved.

4. Part IV – Preventive Actions

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

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- Preventing emergency conditions from developing, if possible, or warning of the development of an emergency situation.
- Minimizing the extent of damage resulting from any emergency situations that do develop.

The need for timely action during an emergency cannot be overemphasized. The SEECP should describe response procedures to an emergency, and should clearly indicate that it can be implemented in a timely manner.

There are several types of preventive actions that should be considered when developing an SEECP. These actions include, but not limited to, the following:

- Access to the site by emergency responders
- Emergency supplies and resources
- Maps of on-site and off-site event areas

a. Access to the Site by Emergency Responders

This section of the SEECP should describe the primary and alternate routes and means for emergency responders to reach the site under emergency Situations. The primary routes should be full-time dedicated routes. The SEECP should also include a map of these routes.

b. Emergency Supplies and Resources

There are certain planning and organizational measures that can help event organizer(s), emergency responders and city officials to manage an emergency situation more safely and effectively. These measures include, but not limited to, the following:

- Location(s) of emergency medical on-site facilities
- Air ambulance support
- Established contacts or mutual aid agreements for emergency response agencies
- Location and access procedures for needed logistical supplies in the event of an emergency situation

c. Maps of On-Site and Off-Site Event Area(s)

The SEECP should include maps of the event site and outlying areas. These maps should include, but not limited to, the following:

- Site map of the event site(s)
- Traffic flow map for ingress and egress of participants
- On-site and Off-site parking and overnight camping
- Primary and secondary emergency vehicle routes into the event site
- Pre-designated emergency response sites; such as security and fire staging areas, emergency medical on-site facilities, and air ambulance heliport. These sites should also include the global positioning system (GPS) coordinates.

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5. Part V – Appendices

Following the main body of the SEECP is the appendices (or appendix section). Appendices provide a clear division of information that contains basic information about the event, and data used in the development of the SEECP. Listed below, but not limited to, are the specific topics that may be covered in the appendix portion of the SEECP:

- The special event’s schedule of events
- Hazard Vulnerability Analysis of potential natural and man-made disaster(s)
- Emergency Medical Service Plan
- Maps

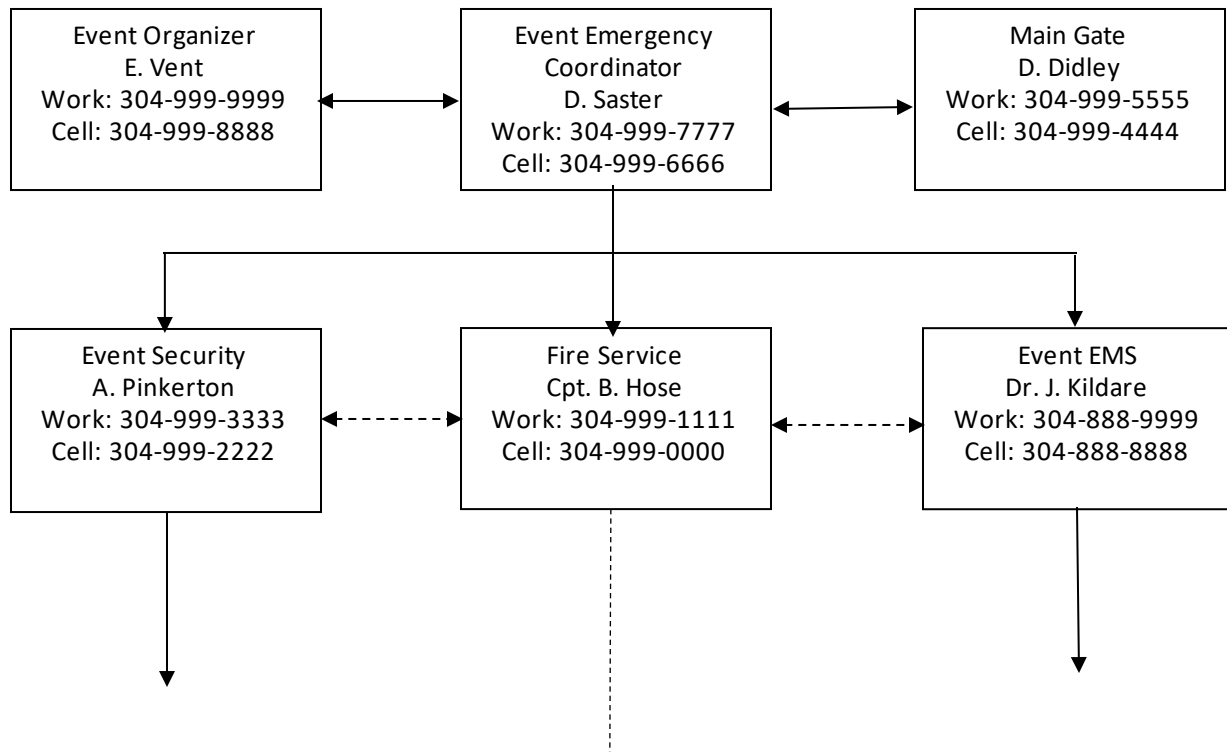
APPENDIX – A

**Emergency Notification Flowchart
Emergency Notification Contact List**

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Appendix A: Emergency Notification Flow Chart Sample

[Name of the special event] EMERGENCY NOTIFICATION FLOW CHART



Law Enforcement
9-1-1
or
Sgt. D. Tracey
304-888-7777

Hospital
Emergency Room
304-888-6666

County Emergency
Management
B. Prepared

Note: Law Enforcement and/or Fire Service will call county emergency management when on-site resources are depleted or unable to meet the resource needs for the emergency incident.

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Appendix A: Emergency Notification Flow Chart Sample

[Name of the special event] EMERGENCY NOTIFICATION FLOW CHART

Organization/ Agency	Contact Person	Title	Office Phone	Cell Phone	24 HR Emergency Phone
XYZ Event	E. Vent	Event Organizer	304-999-9999	304-999-8888	304-999-8888
XYZ Event	D. Saster	Event Emergency Coordinator	304-999-7777	304-999-6666	304-999-1234 (Home)
XYZ Event	D. Didley	Event Main Gate	304-999-5555	304-999-4444	304-999-4444
Event Security Pinkerton	A. Pinkerton	Commander	304-999-3333	304-999-2222	304-999-2222
Law Enforcement City Police	D. Tracey	Sargent	304-888-7777		9-1-1
Fire Service City Fire	B. Hose	Captain	304-999-1111	304-999-0000	9-1-1
Your Ambulance	C. Hero	Medic	304-777-9999	304-777-8888	9-1-1
Event EMS	Dr. J. Kildare	Doctor	304-888-9999	304-888-8888	
County Public Health	U. Better	On-call Duty Officer	304-777-7777	304-777-6666	
County Emergency Management	B. Prepared	Director	304-777-5555	304-777-4444	9-1-1
Air Ambulance					9-1-1

THIS IS ONLY A SAMPLE CONTACT LIST

Note: Event organizer(s) shall provide correct contact information for their respective event

APPENDIX – B

Hazard Vulnerability Analysis

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Appendix B: Hazard Vulnerability Analysis

[Name of the special event] HAZARD VULNERABILITY ANALYSIS

TYPE OF HAZARD	PROBABILITY (The hazard may occur)				IMPACT (The hazard will have)	
	HIGH	MEDIUM	LOW	UNSURE	HIGH	LOW
Flooding/Flash Flood						
Thunderstorms/High Winds						
Wildland Fires						
Hazardous Material Spill/Release						
Dam/Levee Failure						
Extreme Heat						
Terrorism/Man-made Incident						
Epidemic/Biological						
Riots/Civil Disturbance						
Highway/Rail Accident						
Airplane Accident						
Grand Stand/Stage Collapse						
Structural Fire						
Severe Winter Weather						
Utility Failure						
Pyrotechnics Failure						
Other (specify hazard)						
Other (specify hazard)						
Other (specify hazard)						
Other (specify hazard)						

NOTE: Not all of the hazards listed on the chart will affect every event. The event organizer(s) should indicate, to the best of their knowledge, those hazards that may affect their event. Example: If your event was an airplane show, the probability of an airplane crash will be high and the impact would be high. However, if your event is an arts and craft festival and is not located near an airport; then an airplane crash would not affect the event. Hence, the airplane hazard should not be marked.

A sample of a completed Hazard Vulnerability Analysis can be found on the following page.

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Appendix B: Hazard Vulnerability Analysis SAMPLE

Public Safety Summer Night Out HAZARD VULNERABILITY ANALYSIS

TYPE OF HAZARD	PROBABILITY (The event may occur)				IMPACT (The hazard will have)	
	HIGH	MEDIUM	LOW	UNSURE	HIGH	LOW
Flooding/Flash Flood						
Thunderstorms/High Winds		X			X	
Wildland Fires						
Hazardous Material Spill/Release						
Dam/Levee Failure						
Extreme Heat	X				X	
Terrorism/Man-made Incident			X		X	
Epidemic/Biological				X		
Riots/Civil Disturbance		X				X
Highway/Rail Accident			X			X
Airplane Accident		X			X	
Grand Stand/Stage Collapse			X			X
Structural Fire						
Severe Winter Weather						
Utility Failure			X		X	
Pyrotechnics Failure						
Other (specify hazard)						
Other (specify hazard)						
Other (specify hazard)						
Other (specify hazard)						

THIS IS ONLY A SAMPLE

APPENDIX – C

Special Event Permit

(LEWISBURG City Code Articles 311.04 and 905.05)

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Appendix C: Lewisburg City Code Article 311.04 and Article 905.05

311.04 PARADES AND ASSEMBLAGES.

No person, group of persons or organizations shall conduct or participate in any parade, assemblage or procession other than a funeral procession upon any street or highway, or block off any street or highway area, without first obtaining a permit from the ~~Police Chief~~ Mayor or Recorder.

Applications for such a permit shall be made on such forms as may be prescribed and shall contain such information as is reasonably necessary to a fair determination of whether a permit should be issued. Applications shall be filed not less than five days before the time intended for such parade, procession or assemblage.

The parade may be refused or canceled if:

- (a) The time, place, size or conduct of the parade including the assembly areas and route of march would unreasonably interfere with the public convenience and safe use of the streets and highways.
- (b) The parade would require the diversion of so great a number of police officers to properly police the line of movement, assembly area and areas contiguous thereto so as to deny normal police protection of the Municipality.
- (c) The parade route of march or assembly areas would unreasonably interfere with the movement of police vehicles, fire-fighting equipment or ambulance service to other areas of the Municipality.
- (d) The parade would unreasonably interfere with another parade for which a permit has been issued.
- (e) The information contained in the application is found to be false, misleading or incomplete in any material detail.
- (f) An emergency such as a fire or storm would prevent the proper conduct of the parade.

The permit or any order accompanying it may limit or prescribe reasonable conditions, including the hours, the places of assembly and of dispersal, the route of march or travel and the streets, highways or portions thereof which may be used or occupied.

905.05 USE OF STREETS AND SIDEWALKS; PARADES, DISPLAY OF MERCHANDISE, ETC.

(a) No person shall use the streets or sidewalks of the City for the sale or display of goods or wares, or merchandise of any kind or character whatsoever, except such persons as have been duly licensed, and have obtained a permit from the Mayor so to do.

(b) The Mayor is authorized where it is necessary to preserve health to establish zones

of quiet. Whenever authorized signs are erected indicating a zone of quiet, no person operating a motor vehicle within any such zone shall sound the horn or other warning device of such vehicle except in an emergency.

(c) The Mayor may issue permits revocable at will to be issued to any person to use the streets and sidewalks for the purposes stated above, when and if in his discretion such use will not interfere with traffic regulation or the health and safety of the public, and in issuing any such permit may include therein such conditions, prohibitions and restrictions as he may deem necessary for the orderly flow of vehicular and pedestrian traffic and for the health and safety of public.

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(d) No organization or group of persons shall parade upon the streets or block off any street area without having obtained a permit from the Mayor or Recorder. The permit shall designate the streets over which the parade shall be permitted or the street area to be blocked off. The permit shall be issued without cost.

(e) No person shall violate or fail to comply with the terms, conditions, prohibitions or restrictions of any such permit.

(f) No person shall use or operate a skateboard or other like play vehicle upon the streets, sidewalks or public ways within the Historic District, or coast thereon with sleds. It shall be unlawful for anyone to use or operate a bicycle, skateboard, or other like play vehicle upon any other city street, sidewalk or public way in such a manner that the same would be hazardous to the pedestrians, motorists, or operator of the play vehicle.

SPECIAL EVENT(S) DEFINED

The City of Lewisburg Council, Planning Commission, Zoning Office and Public Safety Committee find that there is a need in the City of Lewisburg for the issuance of special event permits, submission of special event emergency contingency plans, the definition of a special event and a standardized method of submission for a special event permit.

A. Definitions.

“Fireworks exhibition” means an organized event open to the public where pyrotechnics are exploded.

“Large special event” means an event expected to draw one-thousand (1,000) people or more as participants or exceeds four (4) days in a calendar year and is not exempt from this section in accordance with subsection B of this section.

“Participants” include, but are not limited to, vendors, attendees, event workers, entertainers, and spectators.

“Small special event” means an event that does not meet the large special event criteria that’s expected to draw five-hundred (500) to nine-hundred ninety-nine (999) participants and is not exempt from this section in accordance with subsection B of this section.

“Special event” means any temporary event or activity to which the public is invited, whether held on public or private property, with or without an admittance fee, and meets any of the following criteria:

1. Differs from the normal usual purpose, or approved use, of the property where the activity is held, and requires approval of two or more state, county or city departments by permits or inspections.

(special event examples may include, but are not limited to, a concert, fireworks exhibition, parade, race, rodeo and tent revival meeting.)

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“Special event committee” means a committee consisting of representative(s) from city departments that shall include, public works department, police department, fire department, and may also consist of representatives from other state, county, and city departments that include, but are not limited to planning commission, zoning office, environmental health, public health, emergency management, parks and recreation, building inspector, department of highways, department of public safety, utility companies, sheriff’s department, emergency medical services and fire departments in the surrounding area of the event.

“Special Events Contingency Plan” means a document that furnishes information, proof, or supporting documentation, of assigned responsibilities, actions, and procedures to be followed if an emergency situation develops.

“Special Event Coordinator” means a city staff member that will be the point of contact between applicants and the city departments.

“Special event permit” means a permit required by this section.

B. Special Event Permit Provisions and Exemptions.

1. Seasonal or specialty sales lots including but not limited to, Christmas tree sales are subject to the small special event permit process but are limited to no more than 45 days of site occupation per year per event.
2. No person shall conduct a special event within the city in any structure or area where conducting such special event is prohibited by fire, zoning, or building code regulations.
3. The following shall not be considered a special event and are exempt from the requirements of this section:
 - a. Weddings of the property owner or family and friends;
 - b. Funerals;
 - c. Elections;
 - d. Private yard sales on residential lots;
 - e. Car washes for the sole purpose of fundraising;

- f. An activity that does not require county services to a degree above what the city routinely provides and that is not otherwise defined as a large special event under this section;
- g. Any event in which the general law of state or federal government precludes the city from requiring a special event permit for the event;
- h. Any event for school purposes that is conducted solely on property owned or leased by a school, to include a school district or a college;

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- i. Commercial agricultural: trade shows, demonstrations, yield trails, and exhibits held on private property and that are not otherwise defined as large special events under this section;

C. General Application Requirements.

1. Every application for a special event permit shall be completed and submitted on forms furnished by the city recorder's office.
2. Applications will be filed with the city recorder's office following the time frames indicated in subsections F 1 and G 1 of this section.
3. All special event permit applications shall include the following documentation:
 - a. Completed application form(s);
 - b. A site plan or map of the event area showing a layout of:
 - i. Event functions;
 - ii. Paved and unpaved parking areas allowing 10-foot by 20-foot dimensioned parking stalls for vehicles;
 - iii. Access; and
 - iv. Location of all signage in accordance with City of Lewisburg Code Article 1367.
 - c. A security plan, along with any specific requested information deemed necessary by the special event committee;
 - d. A dust control plan, at a minimum, describing dust mitigation measures for all ingress, egress, and parking areas;
 - e. A list of all participating vendors;
 - f. Events with 500 or more attendees are required to submit a special event contingency plan to include 24-hour contact information for at least two representatives of the event;
 - g. If the applicant requests to provide full hook up overnight accommodations for recreational vehicles and campers, applicant shall include a written proposal adequately justifying reasons for such accommodations and describing a waste

disposal plan. If the special event permit allows overnight accommodations for recreational vehicles and campers, applicant shall provide and pay for waste disposal;

- h. Any additional information which the special event committee finds reasonably necessary to adequately describe or clarify the event or its impact on the city and city services in order to make a fair determination as to whether a special event permit can be issued;

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- i. The special event committee may waive the requirement to provide any information when, in its opinion, the information is not applicable; and
 - j. Special events to be conducted on private property shall obtain written authorization from the property owner for the use of the property for such purpose. Applicant shall be required to provide proof of the property owner's consent to use private property.
4. There are no city permit application fee. Depending on the event, the applicant may be subject to fees by other state or county department(s) involved.
 5. The special event permit may be one of several permits and/or licenses an event applicant may need to obtain. The information on the application and information in this guide will assist the special event committee to advise the applicant of other necessary permits, licenses, and approvals needed. It is the applicant's responsibility to obtain all required permits, make arrangements for all licenses, inspections, and approvals prior to the issuance of the special event permit and the date of the special event.
 6. If the special event will include sale or service of any non-intoxicating beer, wine, or liquor, a special license from the state of West Virginia is required and all state and city statutes regarding the serving, sale and consumption must be followed.
 7. If the special event will include the sale of food, all applicable laws and regulations shall be complied with.
 8. If you are using a public roadway, a right-of-way use permit and/or road closure permit may be required.
- D. Administration.
1. Special event permit applications shall be submitted to the city recorder's office.
 2. Applications requiring a special event permit shall be routed to the Mayor.
 3. The Mayor shall present the application of Large Special Events to the special event committee for review.
 4. The special event committee will review the application and recommend approval or denial of the special event permit to the appropriate approving authority listed below:

- a. Small special event applications shall be reviewed by the Mayor for approval or denial according to the criteria set forth in subsection F of this section.
- b. Large special even applications shall be reviewed by the City of Lewisburg Public Safety Committee for approval or denial according to the criteria set forth in subsection G of this section.

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E. Special Event Committee.

1. The special event committee is involved in providing services or coordination of the process for the successful execution of a special event.
2. The special event committee shall coordinate with city departments and other governmental or private entities with regard to special events.
3. The Mayor or his/her designee will designate a special event coordinator that is responsible for:
 - a. Maintaining special event committee records;
 - b. Arranging meeting times and places for the special event committee;
 - c. Coordinating the application process with the applicant;
 - d. Monitoring compliance with the requirements and conditions of the special event permit; and
 - e. Submitting all applications with the applicable supporting documentation for:
 - i. Small special event permit review to the Mayor; and
 - ii. Large special event permit review to the City of Lewisburg Public Safety Committee.
4. The special event committee will inform the applicant of all additional permits that will be required to obtain a special event permit.
5. The special event committee will provide the approving authority with a recommendation of approval or denial.

F. Small Special Event Permit Process.

1. Applications are to be submitted at least 60 days, but not less than twenty (20) days prior to the proposed special event date. No applications will be accepted less than twenty (20) days prior to the special event date (500 to 999 attendees).
2. The Mayor shall approve or deny a small special event within five (5) days from the date of receipt of the application.
3. The applicant may file an appeal to the Public Safety Committee within five (5) days from the date the Mayor's decision of denial.

G. Large Special Event Permit Process.

1. Applications are to be submitted at least one-hundred twenty (120) days, but not less than ninety (90) days prior to the proposed special event date. No applications will be accepted less than ninety (90) days prior to the special event date (1,000+ attendees).

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2. The special event committee shall place the application and the special event committee's recommendation on the City of Lewisburg Public Safety Committee agenda for approval or denial of the large special event permit. The public meeting will provide an opportunity for public input on the application.
3. The applicant may file an appeal to the City Council within five (5) days from the date the Public Safety Committee's decision of denial.

H. Special Event Permit.

1. The issuance of a special event permit is not deemed evidence or proof that the applicant has complied with the provisions of any other city ordinances, policies, or regulations and/or all applicable federal, state, or county laws, policies or regulations.
2. The special event is nontransferable and only for valid for the dates, times, and locations on the permit.
3. All special events that require a special event permit shall, as a condition of the special event permit, comply with the requirements of this section and all other applicable ordinances, policies, or regulations of the city and all applicable federal, state, or county laws, policies or regulations.

I. Issuance of Permit.

- a. The Mayor or the Public Safety Committee shall issue a special event permit as provided herein when, from consideration of the application and from such other information as may otherwise be obtained, the city finds that the event has received approval signatures described in subsection D of this section, Administration;
- b. Upon the issuance of a special event permit, the special event coordinator shall send an electronic copy of the permit to the participating department directors and appropriate city staff;
- c. Each special event permit shall state the following information:
 - i. Name of applicant;
 - ii. Valid permit date(s);
 - iii. Location of event;
 - iv. Hours of operation;
 - v. Time frame in which the event area must be returned to pre-event condition. This time frame shall not exceed twenty-four (24) hours after the last day of

the event unless the time frame extension has been approved by the special event permit approving authority;

- vi. Special conditions or provisions to which the applicant is to comply with, if applicable; and

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- vii. Any such information the city finds relevant for the enforcement of this section.

- d. Events which last fourteen (14) days or more within one calendar year, will result in permanent improvements to the site, or are determined by the planning commission to be beyond the scope of a special event that would require a special use permit or a rezoning will not be considered a special event.

J. Other Certificates or Permits Required.

- 1. Obtaining any license, permit, certificate, or examination required by federal, state, county or local law shall be the sole responsibility of the applicant.
- 2. The issuance of a special event permit shall not be evidence that the city knew, or should have known, that another license, permit, certificate, or examination was required or was otherwise improperly issued.

K. Special Provisions Related to Fireworks Exhibitions.

- 1. The applicant or operator of a fireworks exhibition, and its employees, agents, and/or subcontractors, shall strictly comply with all applicable federal, state, county, and local laws, rules, regulations, and ordinances in conducting any fireworks exhibition.
- 2. Fireworks exhibitions will be processed in accordance with the large special event process. However, applications need to be submitted only 90 days prior to the event.
- 3. In addition to the special event permit application, an applicant shall be required to comply with Lewisburg City Code Article 545.10 (b).
- 4. A pyrotechnic company or any other sponsoring entity that is responsible for the fireworks display shall provide prove of a certificate or certificates of insurance in an such an amount, character and form as the WV State Fire Marshal determines to be necessary for the protection of the public.

L. Denial.

- 1. Small special event applications can be modified or denied by the Mayor for any of the following causes, but not limited to:
 - a. Fraud, misrepresentation, or false statement contained in the special event application or scope of event;
 - b. Any violation of this section, failure to meet any licensing requirement.

- c. A special event permit application for the same time and location has been received and will be granted or a special event for the same time and location has already been granted;

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- d. The applicant has previously violated the provisions of this section or the conditions of a permit previously issued pursuant to the provisions of this section;
 - e. The applicant has previously damaged city property and not paid in full for the damages; or
 - f. Recommendation of denial by the special event committee.
2. Large special event applications can be modified or denied by the City of Lewisburg Public Safety Committee for any, but not limited to, the following causes:
- a. Fraud, misrepresentation, or false statement(s) contained in the special event application or scope of event;
 - b. Any violation of this section, failure to meet any licensing requirement.
 - c. A special event permit application for the same time and location has been received and will be granted or a special event permit for the same time and location has already been granted;
 - d. There is history of problems relating to the event in the past or the applicant has not properly managed prior events;
 - e. The applicant has previously violated the provisions of this section or conditions of a permit previously issued pursuant to the provisions of this section;
 - f. The applicant has previously damaged city property and not paid in full for such damages; or
 - g. Recommendation of denial by the special event committee.
3. For small special event applications, the Mayor shall promptly notify the applicant that the application has been denied. The communication with the applicant shall specify the grounds or reasons for the denial.

M. Right of Entry – Display.

- 1. The appropriate licenses and permits shall be displayed at the location where the participants conduct their activities. Applicants or vendors not in possession of the appropriate licenses and permits will not be allowed to participate in the special event.
- 2. City of Lewisburg's Code compliance officers, law enforcement officers, fire department personnel, the designated special event coordinator and any other federal, state, county or city personnel on official business shall have the power to enter, free of charge, during the special event and to request the exhibition of the

special event permit and any other required licenses or permits from any person conducting the special event.

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N. Violation of Section.

1. The issuance of a special event permit does not justify the violation of any other federal, state, county or city ordinance, law, policy or regulation. The applicant will be responsible for ensuring their special event complies with all federal, state, county and city ordinances, laws, policies or regulations.
2. This Section shall be enforced in accordance with the Lewisburg City Code.
3. The following shall apply to all special events;
 - a. It shall be a violation for any person to host or produce a special event without a permit;
 - b. It shall be a violation for any person in charge of, or responsible for the conduct of, a duly permitted special event to fail to comply with any condition of the special event permit or this section; and
 - c. No special event shall intentionally interfere with the movement of police, firefighting or emergency medical equipment en route to a public safety call.

APPENDIX – D

Emergency Medical Services Plan Guide

CITY OF LEWISBURG SPECIAL EVENTS EMERGENCY CONTINGENCY PLAN GUIDE

Appendix D: Emergency Medical Services (EMS) Plan Guide

The participants at a special event may require medical attention in the event of illness or injury. Planning for the provision of medical care for participants is essential. Hence, the goal of an Emergency Medical Services (EMS) Plan is to ensure that proper and adequate medical services are in place to protect the health and safety of participants at a special event function.

Special events gather large numbers of participants in a small geographical area. This increase of population places additional demand on the limited number of local emergency responders. To reduce the demands that a special event may place on local emergency responders, the event organizer(s) should provide an EMS Plan to the City of Lewisburg.

Event organizers may select to contract with a medical service provider, who may not be associated with the local service provider. However, the event organizer(s) shall check to ensure that the service provider has the appropriate licenses, certifications, and insurance to provide medical services at the event. The service provider must coordinate with the local health and emergency services to plan a response to any emergency or significant medical problems requiring further assistance.

Depending on the size of the special event will determine the depth of an EMS Plan and the services needed. To assist the event organizer(s) in determining the appropriate type of medical services for the event, local EMS agencies have developed the following matrix of emergency medical services resources which can be used as a guideline in the developing of your medical plan.

Emergency Medical Services Resource Matrix

Participants	Medical services Personnel	Medical Aid Post
500 to 5,000	2	-
5,000 to 10,000	4	-
10,000 to 15,000	6	1
15,000 to 20,000	8	1
20,000 to 25,000	12	2
25,000+	22+	4

Medical aid providers are generally not required for events that are smaller than 500 participants and are held within close proximity to medical services.

Medical Aid Post

Below are some important considerations in the establishment of a medical aid post:

- Pre-designated emergency response sites; such as security and fire staging areas, emergency medical on-site facilities, and air ambulance landing zones. The sites should also include the global positioning system (GPS) coordinates.
- Provide easy ambulance access and egress.
- Be located within 5 minutes of all sections of the crowd.
- Have a mode of transport available to them.
- Be clearly marked.
- Have adequate signage for direction to the aid post.
- Be clearly identified.

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- Be clearly marked on maps of the venue layout.
- Be in a position known by security and other event personnel.
- Be stocked and staffed for the duration of the event and for spectator arrival and departure periods.
- Provide facilities for injured or sick patients to lie down.
- Ensure privacy in clinical areas.
- Provide means of communication with the primary medical control point.
- Be located in as quiet a place as possible.
- Ensure that post security staff considerations are addressed.
- Include dedicated disposal containers for ablutions, hazardous waste, and sharps.

1. Known or Estimated Attendance (check the appropriate box):

500 1,000 2,000 5,000 10,000 20,000+

2. Name of Event:

3. Type(s) and nature of Event:

4. Date(s) of Event:

5. Location of Event:

6. Sponsoring Organization:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Facsimile: () _____

E-mail address _____

7. Name and Qualifications of Special Event EMS Director:

Name: _____

Qualifications: _____

8. Name and Qualifications of Special Event Supervisory Physician:

Name: _____

Qualifications: _____

9. Available Personnel and Equipment:

PERSONNEL	VEHICLES*	EQUIPMENT/SUPPLIES**
# of First Responders =	# Basic Life Support =	

# of EMTs =	# Basic Life Support =	
# of EMT-Paramedics =	# Advance Life Support =	
# Physicians =	Other Vehicles (describe)	
Other Personnel =		

10. Name of Ambulance Service(s) Providing EMS Coverage:

_____	_____
Name of Ambulance Service	Level of Coverage
_____	_____
Name of Ambulance Service	Level of Coverage
_____	_____
Name of Ambulance Service	Level of Coverage

* Vehicle requirements based on attendance are as follows:

- 500 to 5,000 – One staffed and licensed ambulance vehicle
- 5,000 to 10,000 – Two staffed and licensed ambulance vehicles
- 10,000 to 15,000 – Three staffed and licensed ambulance vehicles
- 15,000 to 20,000 – Four staffed and licensed ambulance vehicles
- 20,000 to 25,000 – Six staffed and licensed ambulance vehicles
- 25,000+ - Eleven+ staffed and licensed ambulance vehicles

** Describe equipment and supplies that will be available for use at the event, e.g., Automated External Defibrillators (AEDs), etc.

11. Description of On-site Treatment Facilities:

12. Description of the Patient Transfer Protocols and Agreements that will be utilized:

13. Description of Special Event Medical Communications Capabilities:

14. Description of Plans for Educating Event Attendees Regarding EMS System Access, Specific Hazards or Severe Weather:

15. Measures that have or will be taken to Coordinate EMS for the Event with Local Emergency Services and Public Safety Agencies, such as Ambulance, Police, Fire, Rescue, and Hospital Agencies or Organizations:

Attach additional pages for any items that require additional space

NOTE: A copy of a map of the special event site must be attached to this plan.

(Printed Name of Event Organizer)

Title

Signature

Date

APPENDIX – E

Blank Special Event Application and Blank Temporary Signage Application

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Application - City of Lewisburg

Special Events

Date of Request:

Organization:

Name of Applicant:

Signature of Applicant:

Mailing Address/Phone:

Email Address:

Date of Event:

Time of Event:

Name of Event:

Type of Event: Parade Walk/Run Show March Special Event

***ATTACH MAP OF ROUTING**

Use of Green Space Other/explain:

***PLEASE INCLUDE MAP INDICATING ROUTE OF EVENT AND COPY OF PRESS RELEASE AND/OR ACTION PLAN FOR INFORMING NEIGHBORHOOD IN WHICH THE EVENT TAKES PLACE.**

(Please note that paint is not allowed to be sprayed or affixed onto any street to mark the route of a walk, race or event. A temporary sign application must be submitted to erect any signs.)

Assistance needed **please be specific as to what time and the type of assistance needed:**

Police Dept. Street Dept. Sound System * Bathrooms (if available) *

Other/explain request:

Please submit original application to the attention of Shannon Beatty, 942 Washington Street West, Lewisburg, WV 24901 or fax 645-2194. If you have questions regarding application, phone 645-2080 or email Shannon at sbeatty@lewisburg.wv.org

Application should be made are to be submitted at least one month (30) days in advance prior to the event date. any event meeting the definition of a small special event are to be submitted at least sixty (60) days prior to the event date and any event meeting the definition of a large special event are to be submitted at least one-hundred twenty days (120) prior of to the event date.

- *IF THIS EVENT TAKES PLACE DURING NON-REGULAR WORKING HOURS OF THE CITY AND IS NOT SPONSORED BY THE CITY - A \$250 deposit is required for the use of the City sound system. The check will be held until the sound system is returned.*

Approved By:

Date:

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City of Lewisburg
TEMPORARY SIGNAGE APPLICATION

(Please return to Shannon Beatty, 942 Washington Street West, Lewisburg, WV 24901)

Phone: 304-645-3776 ext. 114 Fax: 304-645-2194

Email: sbeatty@lewisburg.wv.org

Today's Date: _____

Applicant's Name: _____

Organization Name: _____

Mailing Address: _____

Date of Event: _____

Phone Number of Applicant: _____

Fax Number of Applicant: _____

Email Address of Applicant: _____

Sign Information:

Location of temporary signage: _____

Brief description explaining the need for temporary signage: _____

Beginning time for signage: _____

Ending time for signage: _____

Type of signage: _____
(Normally a 15 day limitation)

Wording on sign: _____

Color of sign: _____

Color of wording: _____

Size of signage: _____

Signature of Applicant: _____

(OFFICIAL USE ONLY)

Date Received: _____

Approved by: _____

Conditions: _____