# Amtgard Kingdom of Westmarch 501(c)3 - EVENT Public Emergency & Safety Plan

*Complete this form for each event and ensure it is readily accessible by all event participants*

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| Event Name | Event Dates | Event Location |
|  |  |  |

### Important Contact Info

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| --- | --- | --- |
| **Roles / Locations** | **Name(s)** | **Phone** |
| Event Steward |  |  |
| Event Contact (other) |  |  |
| Security Steward |  |  |
| First Aid Steward |  |  |
| Nearest Hospital |  |  |

**Emergency Types & Proper Responses**

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| --- | --- |
| **Emergency** | **Westmarch Action Steps** |
| Medical | Call 911. Contact First Aid Steward. Security Steward Clears area. Event Stewards log incident and report to Monarchy |
| Fire/Wildfire | Evacuate all event participants away from fires. Call 911. Don’t fight fire. Account for all attendees. |
| Missing Person | Alert all Stewards. Make multiple announcements. Call 911 if unresolved. |
| Violence/Threat | Alert Security Steward. Do not confront individual(s). If Event security cannot de-escalate - Call 911. Clear area if needed. |

**Preparation & Documentation**

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| **Task** | **Frequency / Notes** |
| Safety Briefing | Before and at every event |
| Emergency Drill / Walkthrough | Before and at every event |
| Incident Log | Maintained in kingdom records for all occurrences |
| Serious issues - Report to Monarchy/BoD | As soon as possible and done in writing |
| Event Safety Plan Review | Annually by Monarchy / BoD |