

Incident Action Plan (IAP) Instructional Guide for Event Organizers

General Information

- ❖ EMA requires event organizers to contact us at least 30 days prior to the event being held. This allows us adequate time to review the event being held as well as inform the necessary agencies/departments.
- ❖ The boxes outlined in red on the forms are the areas that EMA requires event organizers to fill out.
- ❖ When filling out these forms, keep in mind the layout of your facility/event space as well as the type of event that you are hosting. Some events/spaces may pose more hazards to think about than others.

Incident Briefing (ICS 201) Form

- ❖ Box 4 requires a map or sketch of the layout of the event space. Be sure to label the following on the map/sketch if applicable:
 - Entrances and exits to the event space.
 - Stages.
 - Parking areas.
 - Food/beverage vendors.
 - Animals.
 - Bathrooms.
 - Tents/Umbrellas.
 - First Aid/AED/Fire extinguisher.
- ❖ Box 5 is where you will give a detailed description of your event as well as a safety briefing.
 - Under event details, give a description of the event, an approximate timeline of the event, and the agencies you have contacted about being onsite during the event (Security provider, Fire & Rescue District, Veterinarian, if applicable).
 - Under safety briefing, include all pertinent safety information as well as any hazards to be aware of during the event. Information to think about below:
 - Where attendees will arrive, where they will park, and if there will be signs or people directing them to where to park.
 - Ensure adequate ingress and egress is maintained, particularly with respect to the main entrance, gates, and any other temporary stages, stands or platforms, so as not to hinder first responders in the event of an emergency.
 - Evacuation areas.
 - Preparation of food.
 - Securing all tents/canopies/umbrellas with stakes/weights and who will be monitoring the local forecast in case wind exceeds the capability of the structures.
 - In the event that lightning strikes within an 8-mile radius of this event, everyone is to seek shelter immediately. Only after the 8-mile radius has been clear of lightning for a period of 30 minutes shall event activities be allowed to resume.



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- Indicate the location of first aid kits/AEDs/Fire extinguishers in case of emergency.
 - Please indicate if someone is ill or acting disorderly, to contact first responders immediately.
 - Rodeo Specific: The health and safety of animals is of highest priority, animal fencing/barricades should be inspected periodically to prevent animals from escaping or getting hurt. Animal rights advocates may show up in hope of catching others in violation of the Illinois Humane Care for Animals Act (510 ILCS 70), it is important that staff and other attendees remain calm. Do not retaliate with threats or violence. If at anytime you feel unsafe, do not hesitate to call 911 for assistance
- ❖ Box 8 does not need to be filled out but if you have a schedule of events, this would be very helpful to include it there.

Incident Objectives (ICS 202) Form

- ❖ Box 3 is where you will put your objectives for keeping the event as safe as possible. Describe what you or your event staff will do to mitigate and ensure the safety of staff and attendees regarding the hazards and information listed in the ICS 201 form.

Communications List (ICS 205A) Form

- ❖ In box 3, list the event organizer and all agencies/departments/vendors that will be present/responding to the event. This includes your onsite security, local fire & rescue district, and food vendors.
- Rodeos are required to have a licensed Veterinarian onsite for the duration of the event. This person will be included in this list as well.

Medical Plan (ICS 206)

- ❖ Box 3 is not required but if you have the location of where these entities will be during the event, it would be helpful to indicate this here.
- ❖ Box 5 is where you will list the nearest hospitals to the event location. In the event of an emergency, the injured/ill person would most likely be taken to one of these hospitals. This information could be given to family members and friends, so they are not wondering which hospital to go to.

Incident Action Plan Safety Analysis (ICS 215A)

- ❖ Boxes 5,6, & 7 are not required by EMA to be filled out, but we highly recommend that you do. These boxes indicate the event specific hazards to be aware of and what the event staff and organizer can do to help limit these hazards.
- For example, an incident area could be a stairwell, the hazard would be that it could be slippery due to a spill of some sort, the mitigation would be that staff members will monitor for any spills and will clean them up as soon as possible.



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Daily Meeting Schedule (ICS 230-CG)

- ❖ In box 3 please include a meeting schedule that will be conducted with all staff members, most importantly a safety briefing at the beginning and end of the event.

These forms can be turned into McHenry County Emergency Management Agency via email at ema@mchenrycountyil.gov.

If you have any questions during the process, the office can be reached via phone at (815)-338-6400.