



EMERGENCY RESPONSE PROCEDURE SEVERE WEATHER & EVACUATION

This Emergency Response Procedure (ERP) template offers a framework for detailing the recommended steps and actions during a severe weather event. It can also be adapted for other types of emergencies or major incidents.

Please save a copy of this template so you can modify the procedures to suit your organization's specific event needs, such as staffing, location, and common or likely occurrences.

It is highly recommended that you collaborate with your local Office of Emergency Management, Police, Fire and EMS when drafting your ERP and during annual reviews.

DELETE AFTER COMPLETION

EMERGENCY RESPONSE PROCEDURE: SEVERE WEATHER & EVACUATION

What is this ERP?	SEVERE WEATHER & EVACUATION
Where is it applied?	Levitt insert name
Why is this ERP required?	The aim of this ERP is to outline the actions to ensure a timely and coordinated response by event staff in the event of a severe weather forecast and/or alert in order to ensure that our guests and staff are not unduly exposed to unsafe conditions during the 2025 concert series.
What is Risk & What are the Threats / Hazards	Risk Statement ¹ : Severe weather forecast prior to concert and/or during the concert triggers the decision to cancel the concert and/or evacuate the concert site Severe weather threats: ² <ul style="list-style-type: none">• Thunderstorms• etc•
Who leads the response?	Incident Management Team (IMT) ³ Roles & Responsibilities: ⁴ <ul style="list-style-type: none">• Executive Director.• Operations Manager.• Event staff & volunteers.• Security.
Priority of Response ⁵	1) Life Safety 2) Decision Analysis -decide & act: (1) Postpone (prior to concert), (2) 'show stop' (stop / interrupt concert programming), (3) Concert cancellation. 3) Notification to event team & stakeholders 4) Public announcements

¹ A **risk statement** is a clear, concise articulation of a specific risk. It outlines the potential *threat*, the *cause*, and the *consequence* if the risk were to materialize. The goal is to frame the risk in a way that allows stakeholders to understand it, evaluate its impact, and decide on appropriate mitigation or control measures.

² List all severe weather hazards and frequency based on historical concert series data.

³ **The Incident Management Team (IMT)** is responsible for leading the coordinated response to any emergency or disruptive incident during the event. Their role includes assessing risks in real time, making critical decisions, activating contingency plans, managing communications, liaising with emergency services, and ensuring the safety of attendees, staff, and assets. The IMT operates under a clear command structure to maintain control, minimize harm, and restore normal operations / concert programming as quickly and safely as possible.

⁴ Based on your event staffing model (full-time, volunteers and contractors) describe the role and responsibility for each. It's likely that the roles & responsibilities for be similar for all ERPs.

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Location of First Aid Equipment & Resources ⁶	<ul style="list-style-type: none"> First Aid staff location / First Aid tent AED First Aid kit & Stop the Bleed Kits. 	
Onsite First Aid ⁷ Staff / EMTs	<ul style="list-style-type: none"> First Aid event staff & security. EMTs. 	
Nearest Public Safety & Medical Facilities ⁸	<ul style="list-style-type: none"> Fire & EMS. Hospital / ER. 	
How is the ERP implemented: Steps to be Taken Roles Responsibilities and Actions	1. NOTIFICATION	Weather Alert (1) Contact 911 and event staff / Executive Director ⁹
	2. DECISION	
	3. ALERT & COMMUNICATE	Event Staff & Stakeholder Alerts <ul style="list-style-type: none"> By who & by what means Public Announcements - Concert Site & Social Media <ul style="list-style-type: none"> Responsibilities: <ul style="list-style-type: none"> <u>Concert Public Announcement</u>: insert title / role (including alternate person) <u>Social Media Release</u>: Assess the situation (observe and orientate) Pre-scripted Message <i>Ladies and gentlemen, due to severe weather alert for this area, the concert programming will now be cancelled.</i> <i>We are asking everyone to evacuate the site and make your way to your nearest safe shelter.</i> <i>Please follow the directions of our event staff and security. Stay safe and we look forward to seeing you at the next Levitt Concert.</i>

⁶ Include location & brief description of medical supplies; it is also helpful to include a site map with locations as an annex to the ERP.

⁷ Add information on first aid / EMT staffing levels for your concert/event.

⁸ Add address and distance to nearest medical facilities and public safety facilities, include typical response time, if known.

⁹ Who is contacted and in what sequence should be aligned to your event escalation communications procedure

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	4. EVACUATION COORDINATION / CHECKLIST	Event Team (as directed /tasked by ED or designee). <ul style="list-style-type: none"> • Executive Director/Event Manager confirms the requirement to initiate concert evacuation: • Issue evacuation instructions to event team, production staff and security /police (if present); event team deploys to pre-assigned locations. • Notify/coordinate with local authorities, police and emergency services. • Public announcement to attendees and vendors through pre-scripted messages – video boards & PA announcements. • Event staff direct crowd movement and assist individuals with disabilities or mobility challenges; reassure attendees with positive communication. • Event staff monitor and report progress of crowd evacuation and clearance of venue. • Post evacuation: Executive director / event manager accounts for all staff and volunteers. • Conduct post evacuation debrief & after action review.
	5. RECOVERY / RESUME CONCERT¹⁰	<ul style="list-style-type: none"> • Confirm decision to recommence programming or cancel concert. • Brief/ task event staff; update other stakeholders (e.g. vendors and artists) • Release public announcements /messaging via all communication channels (mainstream media and social media) - as appropriate to the nature of the incident/emergency¹¹ • Coordinate post incident debrief and report (after action review & incident report)

¹⁰ A list of considerations / decisions to be taken to return to concert programming and event operations after the incident/situation has been stabilized and/or resolved. These steps may also occur in parallel to the response phase.

¹¹ Briefly describe your communications plans and actions including who is responsible. Also consider external stakeholders who should also be informed e.g. Board members and the Levitt Foundation. Who is informed and when is typically aligned to the severity levels of the incident and/or pre-determined scenarios or incidents which have been discussed with relevant stakeholders.

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Annexes:	<div>A. Incident Management Team (IMT) Contact List</div> <div>B. Severe Weather Decision Matrix & Risk Based Trigger Charts (RAG)</div> <div>C. Concert Site Evacuation Plan Overlay</div>

ANNEX A: INCIDENT MANAGEMENT TEAM

Name	Title/Role (Concert)	Organization	Cell Number

ANNEX B: SEVERE WEATHER DECISION MATRIX & TRIGGER CHARTS

ANNEX C: CONCERT SITE EVACUATION PLAN OVERLAY¹²

¹² Add footnotes