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Town of Nags Head - Emergency Action Plan For Special Events – Over 500 Attendees

Event Name: _____

Events Dates(s): _____

1. Who will serve as the Emergency Action Plan representative and point-of-contact for your event?
2. Will there be on-site medical care? If yes, provide details and contact information.
3. Will there be on-site security? If yes, provide details and contact information.
4. How will you broadcast emergency information to your vendors and event attendees, both before and during your event?
5. How do you plan to evacuate people from your event footprint in the case of an emergency? Where are the emergency exits?
6. If evacuation is not possible, what is your plan to shelter in place?
7. How do you plan to ensure emergency vehicle access at this event?
8. How are you planning to monitor weather conditions and what will be your protocol for a weather-related event cancellation?
9. Are there any special hazards at this event? (example – cooking related fires, environmental emergencies). List them and explain how you are managing these hazards, including a list of all relevant safety equipment that will be present at event.

10. As needed, provide additional contact information and special roles for anyone involved with emergency management at this event, such as crowd managers, additional event managers, security supervisors, etc.

11. Please provide a site plan for your event and identify key elements of the emergency action plan.