



**OFFICE OF THE STATE FIRE MARSHAL**  
 University of California Santa Cruz  
 Designated Campus Fire Marshal Program  
 EH&S: Fire Safety and Prevention  
 1156 High Street, Santa Cruz CA 95064



**SPECIAL EVENTS PERMIT AND EMERGENCY ACTION PLAN**

This application shall be completed in full for consideration for approval of a campus event that meets the requirements of the UC Santa Cruz Major Events Policy and Fire Protection Policy (BAS-0006). Submit this form and all supporting documentation to [firesafety@ucsc.edu](mailto:firesafety@ucsc.edu).

APPLICANT	
Applicant Name:	Applicant Email:
Applicant Department:	Applicant Cell Phone:
EVENT INFORMATION	
Event Name:	
Event Start Date/Time:	Event End Date/Time:
Event Name:	Estimated Attendance:
Event Location: <input type="checkbox"/> Indoors <input type="checkbox"/> Outdoors	Building and Room Number:
Fire Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Outside	Fire Sprinklered: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A - Outside
ASSIGNMENT OF EVENT PERSONNEL	
Event Coordinator:	Event Coordinator Cell Phone:
Event Safety Coordinator:	Event Safety Coordinator Cell Phone:
Other:	Cell Phone:
Other:	Cell Phone:
<p>The Event Safety Coordinator <b>must be onsite during the entire event</b>.            List any additional key event personnel above and their cell phone numbers.</p>	
CAMPUS EMERGENCY CONTACT NUMBERS	
Stephan Edgar, Emergency Manager: <a href="mailto:sedgar@ucsc.edu">sedgar@ucsc.edu</a> , Cell Phone: 831-234-3551 Nick Otis, Campus Fire Marshal: <a href="mailto:notis@ucsc.edu">notis@ucsc.edu</a> , Cell Phone: 831-247-7390 Cindy Delgado, Director of Risk Services & Occupational Health: <a href="mailto:cadelgad@ucsc.edu">cadelgad@ucsc.edu</a> , Cell: 831-888-7253 UC Santa Cruz Police Department: 9-1-1 Santa Cruz Fire Department: 9-1-1	
ADDITIONAL INFORMATION	

In order to provide cohesion in organizing preparedness activities, as well as event safety management, UC Santa Cruz created the Office of Emergency Management (OEM). The OEM continually works to ensure that the UC Santa Cruz campus is prepared for any events held for the UC Santa Cruz community. UC Santa Cruz takes an all-hazards approach to disaster preparedness for events; one that encompasses terrorist attacks, natural hazards such as weather, health emergencies, etc. The guiding principle to be shared with each event staff member is **“If you see something, say something.”**

Special areas of concern on our campus include, but are not limited to:

- Hazardous weather conditions
- Injuries/medical emergencies
- Suspicious behavior, activity, or packages
- Fire
- Missing/Lost Person(s)

This Emergency Action Plan establishes UC Santa Cruz’s response to any emergency that might occur during this event. UCSCPD, SCFD, and the UC Santa Cruz Emergency Manager will coordinate incident command should an emergency occur.

Emergency Response Plan objectives include:

- **Life Safety** – Minimize suffering, loss of life, and personal injury resulting from hazardous or emergency conditions that could occur during this event.
- **Incident Stabilization** – Provide a framework for a comprehensive emergency management system that addresses preparedness, response, recovery, and mitigation.
- **Protection of Property** – Minimize damage to property resulting from hazardous or emergency conditions that could occur during this event.

Event Notification Process:

Emergency Management Policy Group (EMPG)



Chief of Police / AVC Risk and Safety Services

**CALL 911**



Event Coordinator / Events Safety Coordinator



**LIFE SAFETY EVENT**

**SPECIAL EVENTS DETAILS**

**EVENT AREA:** (Location and placement of tents, inflatables, food booths, animals, games, stages, etc. If applicable, please include a map of the event.)

**ROAD/SIDEWALK CLOSURES:** (Describe any alterations to vehicle or foot traffic patterns, including sidewalk or road closures. Provide a map of the locations. If none, insert NA.)

**EQUIPMENT IN USE AT THE EVENT:** (Describe needed equipment such as street barriers, booths, tents, food tables, games, audio/visual equipment, inflatables, etc.)

**WEATHER**

The OEM and/or the Event Safety Coordinator will monitor weather before and during this event. Concerns that may postpone, cancel, or halt this event include the forecast/anticipation of:

- Lightning within eight (8) miles of the event
- High winds sustained at 20 mph or gusts of 30 mph (these values are typical if temporary or inflatable structures are in use); Red Flag Warnings
- Hail of any size
- Extreme temperatures, such as heat
- Precipitation

**WEATHER IMPACTS:** List any operational event decisions that are impacted by rain, extreme heat, etc. For example, would any amount of rain result in moving, postponing, or canceling the event? What would be the impact on food service, animal care, etc.? What you list helps the weather support team more accurately support the event team.)

Decision to postpone, cancel, or halt the event will be made by?

**EVACUATION AND REFUGE CONSIDERATIONS:** In the event of imminent danger due to any of the above weather conditions, participants may be directed to evacuate the area and seek refuge. For refuge against lightning, dangerously high winds, hail, or heavy rains seek refuge in: (Provide the best available covered area or severe weather refuge areas suitable to hold the expected attendance for the event. If you are unsure of the location, enter "Unknown", and the OEM will provide.)

**FIRE:** The UC Santa Cruz Fire Marshal's Office and the Event Safety Coordinator will ensure that the event area and any equipment associated with the festivities are inspected prior to the event. Report all fires immediately to SCFD by calling 9-1-1.

Provide emergency assembly locations for building evacuation. If you are unsure of the location, enter "Unknown", and the OEM will provide

#### INJURIES

Report any injuries or medical emergencies immediately to SCFD by calling 9-1-1. These include any injuries to participants, spectators and/or event personnel.

#### CROWD MANAGEMENT

Not fewer than two trained crowd managers, and not fewer than one trained crowd manager for each 250 persons or portion thereof, shall be provided for the gathering.

Exceptions:

1. Outdoor events with fewer than 1,000 persons in attendance shall not require crowd managers.
2. The number of crowd managers shall be reduced where, in the opinion of the fire code official, the fire protection provided by the facility and the nature of the event warrant a reduction.

For more information on Crowd Manager training and certification, please go to: <https://crowdmanagers.com/>

#### EVENT SAFETY FOCAL POINT

Always have an Event Safety Coordinator designated to observe the festivities and spectators for any signs of distress, injuries, or suspicious activity. The Event Safety Coordinator will be on site at the event for the duration of the event.

#### SUSPICIOUS BEHAVIOR OR ACTIVITY

Event staff and volunteers should be staged throughout the event area. Participants, spectators, and staff are encouraged to report any suspicious behavior or activity to UCSCPD by calling 9-1-1. In the event the area is evacuated due to an armed subject, carefully follow the instructions given by UCSCPD or other properly identified first responders. Do not attempt to re-enter any evacuated areas until given direction from properly identified first responders.

#### SUSPICIOUS PACKAGES

If a suspicious package is reported or found, do not handle the package. Discontinue the use of all electronic devices such as cell phones or radios; instead, report the location of the package to the nearest UCSC PD officer or event staff member. Follow their directions concerning evacuation or notification to participants/spectators. Do not attempt to re-enter the area unless directed by properly identified first responders.

#### MISSING PERSON(S)

If notified of a missing person, report it immediately to UCSC PD. Attempt to stay with the person making the notification until UCSC PD arrives and interviews the person making the notification. Follow all instructions from UCSC PD.

#### MEDIA RELATIONS

All media will check in at the "Media Relations" table. An event volunteer member will be present to assist with any logistics. Interviews will be directed to the UC Santa Cruz Media Relations staff.

Do not write below. For Fire Safety and Prevention staff use only.

Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Designated Campus Fire Marshal. This event shall be conducted in accordance with the Fire and Life Safety requirements of Title 19, Title 24, and the conditions noted. Non-compliance with either the code requirements or the noted conditions shall invalidate this permit.

Your Special Events Permit and Emergency Response Plan application has been:

APPROVED

APPROVED with the following conditions:

DENIED and the reason for denial:

Name:

Signature:

Date: