



YORK TOWNSHIP – EMERGENCY MANAGEMENT AGENCY (EMA)

190 OAK ROAD, DALLASTOWN, PA 17313

EVENT PLANNING RESOURCE GUIDE

Introduction: This Event Planning Resource Guide was created to answer questions you may have about events that you want to organize and conduct within York Township. It also provides guidelines on what permits and information may be required to hold your event in York Township, as well as listing some resources that are available to assist your planning efforts.

The guide may be updated from time to time to incorporate new information and guidelines.

Planning Timetable:

- Larger events will require longer lead times for effective planning
- Any event of 500+ attendees should be in planning several months ahead of time, as resources become booked quickly during the warmer peak event months
- Determine your need for permits early. Some have longer lead times and you don't want to miss a deadline for your event.

Event Types and Information Requested by York Township EMA:

Low Attendance: An afternoon church picnic for 200 members, weeklong fishing contest, etc.

- ✓ PROVIDE SITUATIONAL AWARENESS INFO. (Appendix A)

High Attendance: A street fair, large fireworks display, multi-day carnival, etc.

- ✓ PROVIDE SPECIAL EVENT PLAN (Appendix A)

For assistance with planning your event:

Contact Laura Kirk, York Township EMA Coordinator, EMA@yorktownship.com, 717-741-3861 x189. We have some additional resources to offer to assist you in your planning.

The information that we request from you, is so that we can provide situational awareness to our emergency response agencies on events that may impact public safety, roads and traffic flow, etc. Information is shared **ONLY** with these agencies for public safety planning.

For low attendance events we typically *do not request a written plan*, but please notify York Township EMA for situational awareness of these events. The information that we request is listed in Appendix A (Small Events).

For large attendance events, we *do request that you provide a Special Event Plan* that addresses the information listed in Appendix A (Intermediate to Large Events).

A sample Event Plan is shown in Appendix B.

A sample Event Plan Map is shown in Appendix C.

The format of the plan is not what is important, but rather that you make pertinent information available to us so that we may ensure that all Public Safety matters are addressed in advance.

Planning Guidelines

- Start with a comprehensive list of topics. Systematically eliminate ones that are not pertinent to your event.
- Place basic information (day, date, time, location, etc.) at the top of the plan
- Consider the need for the following services for your event:
 - Portable Toilets / handwashing stations
 - Seating / rest areas for older visitors or those with special / functional needs
 - Trash collection and disposal
 - Where generators for vendors are going to be placed – they are frequently loud and produce exhaust fumes
 - Will lighting be needed?
 - Emergency Medical: How to assist someone who is injured or becomes ill
 - If severe weather strikes, do you have a plan to get visitors to safety?
 - As event organizers, you must consider and plan for the safety of your event visitors. While no one wants to be the “party pooper,” failure to act in a timely manner may jeopardize the safety and well-being of attendees and vendors.
 - Be sure to consider the needs of persons with access and functional needs, such as people who use wheelchairs, are visually impaired, or have hearing disabilities.
 - Brief your staff on your shutdown plan and make sure everyone understands weather safety.
 - See the guidance for lightning safety by National Weather Service at <https://www.weather.gov/safety/lightning-toolkits> . There is a planning toolkit at that site with a downloadable Word file for planning purposes.
 - In warmer weather, the 2 most likely and dangerous weather events are lightning and high winds. In recent years, injuries from both high winds (trees down and branches down) and nearby lightning strikes have occurred in Pennsylvania. Hail is not uncommon in severe thunderstorms, and tornado is also a risk that presents rapid sheltering needs.
 - Designate a person to be responsible during the event to watch weather radar and to be alert to weather warnings. A NOAA weather radio with alert capability is a good supplement to using one’s phone for receiving warnings. IF relying on phone only, make sure you have 2 apps with weather alerts enabled. Also observe conditions! In warm weather, thunderstorms can develop quickly with warm temperatures, humidity, and unstable air conditions. Look for towering clouds, darkening skies, “distant” lightning flashes, and increasing winds. (“Heat lightning” is actual lightning from storms in the distance. Some storm cells can move at 50-60 miles per hour and arrive quickly!)
 - If a storm is approaching, at least 30 minutes before severe weather may reach your area, you should strongly consider shutting down the event. Use a public address system or send staff around to announce the event closure. Urge attendees not to panic as there is plenty of time for everyone to pack up and leave in an orderly and safe manner. Pavilions are not considered safe for “riding the storm out” as they provide minimal protection from nearby lightning and falling trees / branches. Vehicles with hard tops are safer, but buildings with walls, wiring, plumbing are safest.
 - Monitor event shutdown activities to be sure they are completed safely.

Permits

- Temporary Use: Some events will require a Temporary Use Application / Permit from York Township. (Type of events that typically do not require a permit: small backyard gathering on your property, events held at a commercial venue, school events, etc.) Call or visit the York Township Administrative Office for additional information 717-741-3861 x100.
- Fireworks: Per Commonwealth law and York Township Ordinance 2018-2, any fireworks display that will be performed by a commercial displayer must obtain a Fireworks Permit. Information and application are available at the York Township Administrative Office.

Note the following conditions for commercial fireworks displays. You will need to:

1. Begin the application process at least 45 days before the date of the event.
 2. Provide the Township with a bond in the amount of \$2,000,000.
 3. Pay an application fee of \$100.
 4. Provide a \$500 check to the fire department that will be assigned to the event. There must be a fire dept. apparatus on site during the display.
 5. Provide a list of all property owners within 500 feet of the outermost fall perimeter. These homeowners must be notified of the date and time of the event.
- Some events such as processions, assemblages, and other special activities affecting local (York Township) or State roads may require a PennDOT Special Event Permit. Refer to this guidance document (<https://www.penndot.pa.gov/Doing-Business/Permits/Documents/SEP-Guidance-Documents/SEP-Guidance-Documents.pdf>).
 - Movie FYI: If you intend to show a copyrighted movie at a public event, you will need a license to do so, at the risk of fines if the copyright holder discovers the showing. Search for “movie licensing York PA” to find businesses that you may purchase a license from.

Traffic Control

- For block parties, if you live on a private street (i.e., York Township does not maintain the roads), you can set up your event as you wish, but we still suggest that you follow our safety recommendations in Appendix A. For block parties on York Township roads, your event cannot impede the flow of traffic, which can put residents at risk and interfere with emergency response services in the community. Events on State owned / PennDOT maintained roads typically require Special Events permits from PennDOT.
- If your event is expected to attract a large number of attendees, traffic control is recommended, and may be arranged either through private traffic control agencies, or by some municipal Fire Police subject to their operating guidelines. York Township Pre-Approved Events are determined by the Board of Commissioners and are updated periodically as needed. Pre-Approval ensures that York Township Fire Police are covered for possible injuries sustained during approved events.

Crowd Control

For indoor events, National fire prevention code NFPA1 (20.1.5.6) states that there shall be a minimum of one trained Crowd Manager (or Crowd Manager Supervisor) for occupancies over 50 persons for any event taking place in nightclubs, dance halls, discos, or bars. For crowds that exceed 250, additional trained Crowd Managers shall be provided at a ratio of one Crowd Manager for every 250 occupants. Religious worship gatherings not exceeding 500 persons are exempt.

Use of a trained Crowd Manager should be considered for your large indoor event (or outdoor events in confined areas), but is not required by State law or locally adopted Ordinances except as noted in the paragraph above. Crowd Control training is available commercially online, and is offered at no charge periodically by Commonwealth public safety agencies.

Available Venues

- Any venue that is selected must be able to accommodate the expected crowd without causing disruption to traffic or creating a public safety hazard.
- Some privately owned facilities will require that you carry liability insurance before allowing you to use their facility. Be sure to check with the facility owner.
- Partial listing of nearby facilities:
 - York Township Parks: Park Building, Pavilions, Gazebo, etc.
Contact Recreation Office at 717-741-3861 x142 for locations and rates
 - School parking lots. Several school buildings offer use of their parking lots for special events. You should contact the Buildings and Grounds Dept. listed below well in advance of your event to ensure the greatest chance of availability
 1. Craig Slack, Director of Buildings and Grounds
Red Lion Area School District / Education Center
696 Delta Rd., Red Lion, Pa. 17356
Email slackc@rlasd.net
Phone (717) 244-4518
 - Lion's Park
541 Lions Drive, Dallastown, PA
Email: Dallastownlionsclub@gmail.com
 - Golden Connections Community Center
20-C Gotham Place, Red Lion, PA 17356
717-244-7229 x106
 - (Spry) Goodwill Station 19 Fire Company
2318 S. Queen Street, York PA 17402
Phone: 717-309-3031
Email: Hallrental@yorktwp19.net
 - Alliance Fire and Rescue Services
Facilities in Red Lion, Felton, and other locations
(https://alliancefireandrescue.org/alliance_fire_rental_facilities)
 - Southern Area Fire and Emergency Rescue York County
Dallastown
Phone: 717-246-1629
Web form is located at <https://saferyork.com/rentals/>
 - (Jacobus) Goodwill Fire Company #1
Linette Snider at (717) 577-7937 after 5pm, Mon - Fri.
 - Private hospitality companies

Appendix A

Essential Information to Provide to York Township EMA

(email to: ema@yorktownship.com)

Small Events (<200 people)

Situational Awareness Information Requested

Type of Event: Small Private Events, Block Parties, etc.

- What: Event name / type of event
- When: Date and Time
- Where: Location / address (range, if applicable, like 1300 block of Mockingbird Lane)
- Number of attendees
- Any public safety personnel on hand
- Contact information for the on-site coordinator (cell phone and email)

Block Parties and Small Events: Good neighbor / safety tips:

- Set your event up to maximize safety, and remind everyone that traffic will be flowing so they should be cautious! Avoid placing obstacles on the street. Keep things and people safely off to the sides.
- Some small stick-in yard signs that alert traffic to possible pedestrians might be useful (e.g., Block Party ahead, please drive carefully!) Place signs only in yards, and remove signs promptly once the event is over.
- Keep neighbors well informed (especially those who don't plan to attend). Consider flyers or a mailbox stuffer since not everyone uses social media, email, smartphones, etc.
- Have a basic first aid kit handy so that any unexpected injuries can be addressed quickly. A note pad stuck in the kit, and a pencil or pen might come in handy for jotting information if 911 must be called.
- Consider Inviting the police or other emergency responders to stop by to foster good community relations with them.
- Follow any York Township ordinances and applicable PA laws if you are going to do fireworks.
- Depending on levels of community spread of COVID in our area, please use good common-sense precautions (e.g., anyone who has a fever or is showing any symptoms of COVID – or any illness -- should not attend)
- Regarding noise levels, be considerate of neighbors who aren't participating. If you can't understand the person you're talking to, the music might be a tad too loud 😊.
- Please do a check afterwards and clean up any litter to keep your neighborhood nice and avoid attracting scavenger pests.

Intermediate to Large Events (>200 people)

Special Event Plan: Essential Information

Example: Events with large attendance; events with potential traffic impacts

- When: Date and time, schedule of events
- Where: Location(s) and nearest cross-street (list all locations being used, e.g. park, school parking lot, etc.), be sure to include Event Headquarters if applicable
- What: A good overall description of the event. No details needed, just an overview.
- Number of Attendees: We're looking for an estimate here
- Volunteers: Number and functions of volunteers: how are they identified (blue vests, yellow hats, whatever)
- Communication plan (GMRS radios? Cell phones? Channel or frequency?)
- Public safety agencies on site, who, where, when, fixed or on call
- News / other Media on site
- Web site or social media page with event information for the public
- Schedule of Activities with brief description
- Traffic plan: if your event might impact the flow of traffic, a traffic plan is needed so as to minimize impact to traffic flow
- Map(s) of main venue layout, parking, general traffic flow, organized ride, etc. (multiple maps are probably best and hand-drawn is fine if legible)
- Any special prohibited items (crowd not permitted to bring)
- Contact information (minimum of primary and backup, names and cell numbers)
- Any other information that you consider important that may be useful to 911, fire, police, EMS, etc.

Appendix B

Sample Plan

This is just a sample, not a template that we are requesting that you follow.

A	B	C	D	E
Important Contacts				
	Georgia Tech Contacts	Phone	Comments	
	Laura Fusateri			
	Lynn Durham			
	Sgt. Archie Hill			
	Jack Rogers			
	Serena Wallace			
	John Taylor			
	Michael Lynch		Total Plant and Floral Sales Manager	
	Fitz - TPF		Total Plant and Floral Delivery	
	Sodexo - Parker Adams			
	Parking - Tim Hogan			
	Admiral Mullen Contacts	Phone	Comments	
	LCDR Kim Mitchell		Lieutenant Commander	
	Renato Uribe		Special Agent	
Supplies Needed				
	Quantity	Item	Responsibility	Comments
	2	Campanile table linen	ISEP	(1) media room; (1) Ticket distribution table
	3	Seal Banners	ISEP	Stage Usage
	1	Flag staff and base	ISEP	
	1	American flag and base	ISEP	
Event Plan				
	Start	Activity	Responsibility	Comments
	8:00 AM	Block off one handicap parking spot in Student Center Area 2 lot nearest to Ferst Center entrance	PTS	Spot reserved for Commissioner Wheeler attending with
		Block off metered spots behind W02 deck for VIPs	PTS	Spots reserved for Ellis, panelists, moderator, Brookway (8-10 needed)
	9:30 AM	Webcast team practice	Eric and Maxwell	
	#####	Ferst Center Staff Arrive	Jack Rogers	
				Should bring 4 fici and 4 palms - staff to determine which looks best. Initial plan for stage - podium, stage right. 4 stools in center stage for panel. Three pop-up banners behind the stools (in a top of an octagon fashion). Palms or fici flank banners. Podium - ferns/ivy at front; peace lilies flank. Other plants frame stage. American flag on stage right; Admiral Mullen's mirror on left
	1:00 PM	Total Plant and Floral Arrive	Michael/Fitz	
		Sodexo arrives to set Green Room	Parker Adams	Begin calling Parker if late
		Panelists and moderator arrive		Kim to meet Frank Willis (moderator) and others
				First three rows for VIPs; all ROTC units can sit wherever in the theater. C&M PR will sit on 3rd row, 1, 39 and 40; Admiral and Mrs Mullen, Mrs. Peterson, Michael Warden and Regent Ellis and Mrs. Ellis all in front row, audience right.
	1:20 PM	Block off reserved seating	ISEP	Sign at Tech Pkwy and Means intersection; by corner of W02 deck; and Hemphill and Ferst
	1:30 PM	Place parking signage out	ISEP	
	1:45 PM	Mullen arrives to airport	GTPD	Motorcade departs from airport
				of the audience encouraging all to sit in the lower seating, and assisting guests with special needs. Stephanie - Same, but on audience right.
		Volunteers arrive		
	2:00 PM	Ferst Center lobby doors open		
		Dee on standby to raise arm @ Ferst and State	PTS	GTPD to coordinate with PTS
		Volunteer/Ferst Center Usher stationed to distribute tickets	Casey/Phyllis	GT campus VIPs should already have theirs
	2:15 PM	Motorcade arrives		Val Peterson and Michael Warden to welcome at loading dock entrance and escort party backstage
	2:30 PM	W02 Deck Available	PTS	W02 arms are raised for one hour. After 3:30 p.m., guests will park in Area 3.
		Theatre doors open - ushers escort guests to seats	Ferst Center Ushers/Volunteers	
		GTPD stationed in Westbrook to coordinate bag check	GTPD	
	2:35 PM	Mullen to meet with Ellis		General, Retired, Alumnus
		Mullen to meet backstage with panel members		
	2:40 PM			
	2:45 PM	Webcast live	Eric and Maxwell	
		Admiral Mullen, Mrs. Mullen and VIPs escorted to seats	Lynn/Michael	
	2:58 PM			
	3:00 PM	moderator		
	3:20 PM	Mullen		
	3:30 PM	available		W02 arms lowered
		Admiral Mullen invites audience to go to the mics with questions		
	3:40 PM			
	4:20 PM	Last question posed to audience		
	4:30 PM	Event close		
		Admiral Mullen escorted to CBS crew to tape segment		Tech Green
	4:40 PM			
		Event clean-up	ISEP	

Appendix C

Sample Map

