**FSE OHS Guidance on Event Safety Plans (ESPs) – draft 0**

*What is an Event Safety Plan?*

An Event Safety Plan (or ESP for short) is a supplemental document that is event specific and complements the Special Event Permit (SEP) approval issued by ASU’s Fire Marshal Office (FMO).

*When do I need to prepare an ESP?*

The Event Coordinator (or another) should prepare an event specific ESP for any FSE event, especially for any that require an SEP from the ASU Fire Marshal Office, please.

*Is it complicated or long?*

The editable part of the document is only two pages. There are seven appendices of which only three require us to generate new info.

*If it’s that brief, why do we need to do it at all?*

We need to have a plan of action on what we will do in an emergency. The ASU Emergency Response Guide (ERG) covers that but is generic to ASU. Each event gets a permit review though the SEP is designed to stipulate safety requirements. The ESP is designed to be the specific document to fill in the blanks. It’s mostly about communication and response.

*So, what’s in it?*

The first two pages are mostly event info (what it is, who is involved, where it is, etc.). There are seven appendices:

1. Event Safety Checklist (to be used though usually doesn’t require edits)
2. Incident Report Form (no edits – used if we have an incident)
3. Hospital Directions and Map (please generate and insert)
4. Health Services Directions and Map (please generate and insert)
5. Event Diagram (please generate and insert)
6. FMO Special Event Permit with Stipulations (please insert)
7. ASU’s ERG (no edits needed – very long)

*Okay, so what do I need to do with it once I’ve created it?*

Please submit it to the FSE OHS. If there are no questions or further edits, please circulate it to your event’s key persons. There needs to be at least one hard copy printed out and available at the event.

*Anything else I should know?*

Just that we appreciate your efforts and help to ensure a safe and fun event for all!

*Questions?*

For specific questions please consult with your unit’s business operations manager (BOM) or other FSE staff person responsible for events. For general or specific safety related questions please consult with the FSE Office of Health & Safety (OHS).