









**Items on this page fall under the direction of the La Crosse Fire Department**

<b>CROWD MANAGERS</b>	
<ul style="list-style-type: none"> <li>For inside events with over 500 people, one certified crowd manager is recommended per 250 people. For outside events with over 1,000 people, one certified crowd manager is recommended per 250 people. Contact the La Crosse Fire Department for information on Crowd Manager Training.</li> </ul>	
Describe evacuation plan	
Describe shelter plan	
Total # of crowd managers for your event	
List crowd managers	

<b>FIRE ALARM / FIRE SAFETY / OTHER HAZARDS</b>	
<ul style="list-style-type: none"> <li>The La Crosse Fire Department is committed to a fire prevention program that places a high priority on the safety and welfare of the public while minimizing potential fire and life safety hazards.</li> <li>Establishing fire prevention and life safety procedures at your special event is an essential component of the event planning process.</li> <li>Contact the La Crosse Fire Department for additional information (608-789-7260)</li> </ul>	
Will the event be taking place in a building?	
How will staff respond to an indoor fire?	
Who is responsible for reporting a fire/alarm?	
Will the event be taking place outdoors?	
How will staff respond to an outdoor fire?	
Will you have designated fire lanes for emergency access?	
Is smoking permitted at venue? If so where?	
Fire Extinguishers	
List locations for any additional extinguishers	
Have staff been trained on their use?	
Are staff expected to use extinguishers?	
Or, are staff expected to simply evacuate?	
Will a fire watch be provided for the event?	
If you answer YES to any of the following, contact the La Crosse Fire Department	
Will there be chemicals / hazardous materials?	
Will there be pyrotechnics or explosives?	
Will there be tents at the event?	
Will there be food served / cooking apparatus?	

<b>Other</b>
List any additional Safety Planning Procedures