



Special Event/Filming Emergency Management Plan

The Texas Parks and Wildlife Department may require an emergency management plan be submitted for doing business with the department locations. This plan should specify procedures for handling sudden and unexpected situations to protect all people involved from fatalities and injuries, reduce damage to buildings and equipment and to protect the natural environment and the community.

Instructions

Please complete this Emergency Management Plan entirely and submit to the Park Superintendent or TPWD Site Manager to be included with the application. For any sections that do not apply, please check the N/A box.

Organization/Event Information

Name of TPWD Park/Location:

Organization Name:

Contact Name:

Date of Event/Filming:

Name of Event:

Organization Website:

Contact Phone:

Contact Email:

Contact Information

Staff/Volunteers: Please provide the names of all key event/filming staff, their roles and contact information. (limit response to 1,000 characters)

Emergency Services: Please provide the names and contact information of all emergency services (EMS, Fire, Police, Security, etc.). (limit response to 1,000 characters)

Provide the primary and secondary means (in case of failure) of communication for staff/volunteers (radio, cell phone, face-to-face, etc.). (limit response to 250 characters)

Location Information

Location of Registration/Check-in/Information Station:

N/A

Location of First Aid/Water/Shade Stations:

N/A

Location of Rescue or EMS access/extraction points:

N/A

Location of Fire Extinguishers:

N/A

Emergency and Logistical Planning

Inclement Weather Strategy: Describe your plans if inclement weather occurs to include cancellation, postponement (date/times/location), severe weather (shelter in place/evacuation): (limit response to 1,000 characters)

Describe vehicles/equipment to be used in the event/film: (limit response to 250 characters)

Describe any high-risk elements of the event/film (rock climbing, aircraft, pyrotechnics, fire, high speed vehicles, use of weapons/firearms, use of animals, etc.) and how you plan to mitigate the risk: (limit response to 1,000 characters)

 N/A

Describe your plan for dealing with an emergency such as domestic terrorism, active shooter or natural disaster (fire/flood/tornado/etc.): (limit response to 1,000 characters)

Describe your plan for dealing with parking to include location, signage, parking attendants, and overflow parking areas: (limit response to 250 characters)

Describe any potential risks or hazards and detail your mitigation plan (hazards around extension cords, cables, guy wires, or open fires, storage/staging areas, use of flammables or explosives, location of Safety Data Sheets (SDS), etc.): (limit response to 1,000 characters)

Provide a detailed list of any hazardous materials to be used, stored or refilled on site and whether a windsock is required for each: (limit response to 250 characters)

N/A

Describe how you will accommodate participants/staff/volunteers/spectators with special needs or disabilities to include access, viewing, parking, restrooms, etc.: (limit response to 250 characters)

If the event/film involves living history demonstrations or reenactments, please confirm that you have read, understand and intend to comply with the [TPWD Living History Exhibits, Demonstrations and Reenactments Procedures](#):

Yes, I have read and will comply

N/A

If additional utilities (electricity, generators, water, sewer, phone, radio towers) are necessary, describe in detail who will be responsible for the installation and tear down of the systems. (limit response to 250 characters)

Note: Any electrical, water or wastewater system additions will require prior approval by TPWD Engineers or their designee and all electrical work must be completed by a licensed electrician.

N/A

Incident/Accident Reporting

If any injuries or accidents occur during the event, the Event Coordinator must contact the established TPWD Location Point of Contact immediately and provide required information for the TPWD **Incident/Accident Report** as soon as practical following the incident/accident.

Information required for the report includes:

- Date & Time of incident/accident
- Location of incident/accident
- Full contact information of injured person(s)
- Witness contact information
- Description of incident/accident (Who, What, When, Where, and How)
- Description of injuries
- Description of damages
- List of responding agencies (Fire, EMS, Police) and names of first responders

Risk Management Inspections

TPWD Safety and Risk Management Officers may conduct inspections at any point to ensure the event, film, productions or concessions activity complies with applicable laws and regulations.

Sign and Date Form Below

Print Name:

Date:

Signature: