

Westfield Fire Department Special Event Coverage Application

Organization Requesting Services (Service User)

1. Organization Requesting Service _____.
2. Contact Person _____
3. Phone # (____) - _____ - _____
4. E-mail Address _____
5. Mailing Address
Line 1 _____
Line 2 _____
City _____, State ____
Country _____
Zip code _____ - _____
6. Billing Address (Same as Mailing Address)
Line 1 _____
Line 2 _____
City _____, State ____
Country _____
Zip code _____ + _____

Event Information

1. Name of the Event _____
2. Event Location _____
3. Event Date [Click here to enter a date.](#) Rain Date [Click here to enter a date.](#)
4. Start Time _____ End Time _____
5. Estimated Number of Attendees
 - a. Event staff _____
 - b. Participants _____
 - c. Spectators _____

Description of event and services being requested from The Westfield Fire Department

EVENT OPERATIONAL PLANS

The Westfield fire Department reserves the right to require the event sponsor to develop, or participate in the development of a NIMS ICS compliant, Incident Action Plan (IAP), or any recognized Component plan included in the ICS Model, for the event. When a NIMS ICS IAP is developed for an event it shall be approved by the Westfield Fire Department, and documented on the appropriate ICS forms.

COMMUNICATIONS PLAN

The Westfield fire Department reserves the right to require the event sponsor to develop, or participate in the development of a NIMS ICS compliant communications plan. When a NIMS ICS communications plan is developed for an event it shall be documented on ICS form 205

1. Day of Event Contact 1 _____
 - a. Cell Phone # (_____) _____ - _____
2. Day of Event Contact 2 _____
 - a. Cell Phone # (_____) _____ - _____
3. How will Assigned resources be notified of a incidents

MEDICAL PLAN

- Continuous On-Site Medical Coverage by WFD personnel is required for the Event
- Continuous on- site medical Transport capability is required for the event.

1. Other participating medical resources

2. Parking / staging location of resources

3. Medical Aid station locations
