



Denver's Office of Emergency Management and Homeland Security (OEMHS) is responsible for coordinating preparedness, mitigation, response, and recovery activities for any major emergency or disaster (manmade or natural) affecting the City. This includes ensuring that event sponsors are adequately preparing for the safety of their special events. If an event is determined by the Office of Special Events (OSE) or any City agency to have more risk to participants and/or spectators, the event sponsor will be requested to provide and discuss their crisis plan with City public safety agencies and OEMHS. A Public Safety Planning at Special Events checklist, created using national guidance and best practices, is available on OSE's website to provide a foundation for event sponsors. It prompts questions regarding internal and external communication plans, severe weather plans, and potential resource needs from City agencies, thus ensuring a more robust planning process.

An event sponsor does not need to complete a plan unless requested to do so by OSE. However, this checklist could be useful to any event sponsor during the planning process and its use is encouraged.