

Exhibit B: Special Event Operation & Safety Plan

Event Name/Date: _____

Street Closure Information

Please note the following:

- Use (or infringement) of Local streets/roadways requires Police department Approval
- Use (or infringement) of State roadway/highways requires Police department Approval and Approval from the New York State Department of Transportation (NYSDOT Permit Required)
- All Traffic Control Equipment must conform to the Manual on Uniform Traffic Control Devices (MUTCD) requirements
- Street Closures require that the Event Coordinator meet with the Police Department's Administrative Services Division for review and approval

Does this Event use public roadways/ streets as part of the event: __YES or __NO

If **YES** – Please provide list of streets that will be used and indicate how these streets will be used during the event (**Use Attached Form**).

Does this Event require Street Closures: __YES or __NO

If **YES**, please provide list of streets that would need to be closed and indicate how each street will be closed (example: use of traffic barricades, traffic cones, traffic signage, traffic control/ flag person, etc.) (**Use Attached Form – include map of street closures**)

If Traffic Control Equipment is being utilized, list person (or group):

- Supplying the equipment: _____
- Setting up / breaking down the equipment: _____

Will this event impede the normal flow of motor vehicle traffic: **__YES or __NO**

Event Assistance Information:

Please Note: It is the responsibility of the Event Coordinator to meet with the needed department representatives.

Does this Event Require? (*Circle Answer*)

Police Department assistance:	YES or NO
Fire Department assistance:	YES or NO
Traffic Maintenance Department assistance:	YES or NO
Department of Public Works assistance:	YES or NO

List the method(s) the Event will use to ensure the Safety/Security of the Event Participants and/or Spectators: (example: Event Staff, Volunteers, Private Security, Police assistance, etc)

City Referrals/Date of Referral:
