



110 W. Vine  
 Keller, TX 76248  
[www.kellercert.org](http://www.kellercert.org)  
[talk\\_to\\_us@kellercert.org](mailto:talk_to_us@kellercert.org)

**Request for Keller CERT Assistance At A Community Event**

Asterisked items must be filled out at the time the request is made. Other information must be provided at least five days in advance of the event. You may mail or e-mail this form to the addresses above, or hand it to a board member.

<b>*Event Name &amp; Location</b>								
<b>*Your contact before the event</b>	Name				Phone numbers and/or e-mail address			
<b>*Date(s) - 1 per box</b>	Day 1		Day 2		Day 3		Day 4	
<b>*Event times by day</b>	From	To	From	To	From	To	From	To
<b>*Times CERT needed</b>								
Vendor set-up times								
Times vehicles prohibited on site/route								

**\*Keller CERT does not substitute for police or paramedics.** We will assist and supplement them as they request. Please describe arrangements you have made with Keller Police, Keller Fire-Rescue, and/or private security, including numbers, times, responsibilities and the name of the organization providing services.

Keller Police	
Keller Fire-Rescue	
Private Security	
Other	

**\*Please describe what you are requesting Keller CERT to do at the event**



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**Contact(s), on-site, during the event**

Date							
Times from & to							
Name							
Cell phone #							

**Please attach a diagram or map.**

- For festival or fair types of events, include the following:
  - Boundaries of the grounds
  - Layout of booths, tents, vendors, etc., by number or other description
  - Clearly marked locations of barricades and vendor access points
  - Identification of where Keller CERT can set up its information booth and incident command center. For the incident command center, we need an area 10'x10' with an adjacent area large enough to park a van, which will stay on site during the event.
- For parades, include the following:
  - The exact parade route, showing street names
  - The location where parade participants will be staged to begin the parade
  - Where participants are expected to go after the end point of the parade
  - Clearly marked locations where CERT personnel will be stationed

**Please describe any ground-rules for the event.** For example, what vehicles may be allowed onto the site/route during the event? May event attendees bring coolers or picnic baskets on to the site? Are bicycles or skateboards permitted? Any other rules or restrictions?