

Event Emergency Response Plan – Template

The contents of this template are intended as a guideline only. Additional information or emergency response procedures may be required depending on the nature of activities or infrastructure involved in an event.

SECTION 1 - EVENT DETAILS

Event Name	
Event Date(s)	
Event Time(s)	
Event Location(s)	
Plan Prepared By	
Anticipated Attendance	

SECTION 2 - SITE & ROUTE MAPS

Include a site map that includes the following key safety plan locations, as applicable:

- First aid kit / supplies & equipment
- Lost person meeting place
- Fire safety supplies
- Muster point/Shelter in Place location
- Emergency response vehicle meeting/access point
- Emergency response vehicle route / dedicated 3m emergency lane
- For Runs/Walks/Cycling event route maps, marshal points should be identified along the route

SECTION 3 - CONTACT INFORMATION

In this section, include all key event people, role title, and event day contact phone number.

Role	Name	Phone #
Emergency Response Coordinator*		
Event Coordinator		
Volunteer Coordinator		
Muster Point Lead(s)		
First Aid Onsite Contact		
Security Onsite Contact		
Other Positions** (as required)		

*Person(s) responsible for making key decisions and coordinating the emergency response.

**Person(s) responsible for media relations, public spokesperson, community contact, weather monitor, etc.

External Resource Contacts

This section identifies general resources that may be useful during your event. Please review and add any other external contacts that may be relevant to your event. This list of resources can be printed and available onsite during your event.

Agency	Contact # or Information
Police/EMS/FIRE (emergency)	911
Niagara Regional Police (non emergency)	905-735-7811
Ontario Poison Control	1-844-764-7669
Closest Hospital	65 Third Street, Welland Closest Intersection is King St and Third St.
Environment Canada (weather)	Welland Weather
Niagara SPCA – Welland Humane Society	905-735-1552
Community Resources (social services) – Niagara Region - NASO	211
Distress Centre Niagara	988 905-688-3711

SECTION 4 - COMMUNICATION PLAN

In this section indicate the following:

- Volunteer and staff orientation plan - how are you going to ensure all staff/volunteers are aware of emergency procedures.
- Communication methods - i.e. radios, cellphones, runners, PA system, etc.
- If using cellphones, create a comprehensive phone list of all event staff & volunteers.
- Indicate roles and responsibilities during an emergency or disaster.
 - Identify each responder's position, duties and reporting relationship.
 - Key roles (as identified in SECTION 3): ie. emergency response coordinator, event coordinator, volunteer coordinator, muster point leads, first aid, security, public spokesperson/media relations, etc
 - Sufficient details should be provided to ensure that all critical activities are covered.
 - Flow charts and action checklists are valuable for communicating activation procedures, condensing information and making decisions.
 - If checklists are used, they should contain sufficient detail to ensure that all crucial activities are considered.

SECTION 5 - HAZARD & RISK IDENTIFICATION

Based on the type of event, the venue and audience identify hazards, risks and threats and develop a mitigation plan for the protection of life, property and the environment.

Potential risks could include:

- extreme weather (storms, lightning, high winds, precipitation, temperature, smoke/air quality, floods, etc..)
- medical emergencies - *See Section 6 for more information*
- traffic management - *See Section 7 for more information*
- crowd management - *See Section 8 for more information*
- lost persons, lost child/parent
- wildlife encounters
- crime related emergencies
- pinch points due to infrastructure
- high risk activities (inflatables, extreme physical demands, other extreme sports, etc).
- alcohol service related: impaired driving risk, intoxications, etc.

With every risk identified you should identify an action plan that details how event staff should react to prevent, respond or minimize the effects of each risk.

Plan Activation and Response Example

RISK	ACTION PLAN	KEY PERSONNEL
le. First Aid - Medical	le. Ensure first aid kits are well stocked should a situation arise. Ensure first aid kit and/or first aid tent/personnel are easily identifiable to attendees. First aid team onsite to respond and provide treatment. Notify the Emergency Response Coordinator. Assess if EMS support is required, and call 911 if so. Ensure access point for ambulance arrival and crowd control measures are in place. Follow up with any incident reporting, or other report forms as required. Notify your Festival & Events Liaison of any major incidents.	le. Emergency Response Coordinator's Name & Number First Aid Onsite Contact Name & Number

Plan Activation and Response

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SECTION 6 - FIRST AID

First Aid is important for all events. At a minimum, an event should have a well-stocked first aid kit to respond to minor emergency situations, and an active cell phone on hand to call 911 when it is required. The first step in determining the level of first aid support required for an event is to identify the potential risks and medical needs for the event. This involves reviewing the type of activities being conducted at the event, the event environment, demographics and special needs of the attendees, and the ability of the staff and volunteers to provide these services. An analysis of these event aspects will assist the event organizer in deciding the appropriate level of medical services that need to be available on-site during the event.

Considerations:

- location of first aid support and how it is identified ie. signage, identified on site map, flag, visible first aid cross on top of tent
- training and certification of first aid providers
- level of first aid responders required for event ie. volunteer, paid medical, EMS
- first aid supplies / equipment / bottled water
- shelter location, location for first-aid to wait for emergency response to arrive
- transportation through event site (how to get patient to first aid or vice versa)
- emergency access routes (for emergency response vehicles)
- plan for how routine medical emergencies will be dealt with (cuts, scrapes, heat stroke, heart attacks, slips/trips/falls, breaks and sprains)
- plan for incidents such as fire, collapse, explosion, etc... that affect more than one casualty
- plan for site safety mitigation to prevent incidents from occurring

SECTION 7 - VEHICLE & PEDESTRIAN TRAFFIC PLAN

Regardless of the location of your event, determine if and how traffic control is required. For example, vehicles may require access to the site for set-up purposes OR for road closures where vehicles may unintentionally gain access to the closed area.

For all events, the site set up must ensure unimpeded access for emergency services at all times. A minimum of 3m lane width is required and a dedicated lane must be maintained for emergency services during roadway events. In an emergency situation, site personnel and/or marshals should move the crowd away from an emergency, if required.

For roadway events, site personnel are to monitor the road closure barricades to stop people from accidentally accessing the site closure AND to provide access to emergency vehicles, if required. Route marshals are required to assist when participants are crossing or accessing roadways to direct participants and ensure vehicular traffic does not enter the course.

A pedestrian traffic plan is required when the movement of people in and around the event poses a possible risk to public safety. This plan should also predict what ingress, and egress will look like at the beginning and end of the event when large groups of people are arriving/leaving at the same time.

Road Closure Information

Date of Road Closure:	
Location of Road Closure:	
Start Time of Closure:	
Finish Time of Road Closure:	

If your road closure is over multiple dates with different times, include the additional dates and times below:

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Vehicle and Pedestrian Traffic Plan

A large, empty rectangular box with a thin black border, occupying the majority of the page below the title. It is intended for the user to draw or write a traffic plan.

SECTION 8 - CROWD MANAGEMENT

The objective of crowd management is to control the capacity and movement of event attendees in and around the event site in a safe manner. The size of the venue and its terrain, the layout of the event site and the type of event all contribute to the level of crowd management that is required.

Efforts should be made to minimize pinch points or areas where a crowd of people can be trapped or crushed in a panic situation. Entrances and exits should be well marked, unobstructed and staffed where appropriate.

Considerations:

- Is the event site open or fenced in? If fenced in, where are the entrances and exits?
- What is the capacity of the event site?
- What actions will be taken if capacity is reached?
- Does the event site plan allow for free flow of people? Or are adjustments required? Review your site plan to identify possible pinch points for pedestrians to adjust set-up or manage appropriately.
- Will line control be required? If yes, where and how will it be set up?
- Will security be required to control the flow of people before, during and after the event?
- How will staff be briefed on strategies or concerns regarding crowd management?

SECTION 9 – SECURITY PLAN

Depending on the size and scope of the event, a security plan may be necessary. Security should be part of the event emergency plan if there are insecure equipment, cash/valuables on hand, performers, and a beer/beverage garden.

Considerations:

- are they easily identifiable?
- where are they located and what are their roles before, during and after the event?
- what are their roles in an emergency?
- how will you communicate with them?
- who from the event team will be the main contact for the security team?
- does the security team need additional equipment? (e.g. flashlights, safety vest, etc.)

SECTION 10 - BLACK SWAN EVENTS

A black swan is an event or occurrence that deviates beyond what is normally expected of a situation and is difficult to predict. Black swan events are typically random and unexpected.

Examples of Black Swan Events: active intruder (gun, knife, vehicle, etc), bomb, crime or major emergency incident outside the event space that impacts the event, etc

If a Black Swan Event occurs, please consider the following steps:

1. Ensure personal safety (ensure you are safe to initiate emergency procedures)
2. Do your best to provide safety to all those at the event (e.g. move people away from the emergency, provide shelter, evacuate to a muster point, etc)
3. At your earliest opportunity, call 911 and follow their directions
4. Start an Incident Report and follow the directions
 - a. Typical information includes: date, time, location, description of emergency, witness name(s), witness account(s), witness contact info, etc