

Emergency Response Plan for

Name of Event
Date of Event

Event Name:	Click here to enter text.
Event Date(s):	Click here to enter text.
Location: Include Civic Address	Click here to enter text.
Sponsor:	Click here to enter text.
Contact Name:	Click here to enter text.
Contact Details:	Click here to enter text.

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1.0 INTRODUCTION OF EVENT

Please include an outline of activities, etc.

2.0 INTENT

The desire of the Emergency Response Plan is that all individuals will read the through this document to better understand the overarching principles and to better understand

the important role each of you play in safeguarding the participant and spectators during the event.

3.0 ORGANIZATION AND STAFFING AND NOTIFICATION CHART

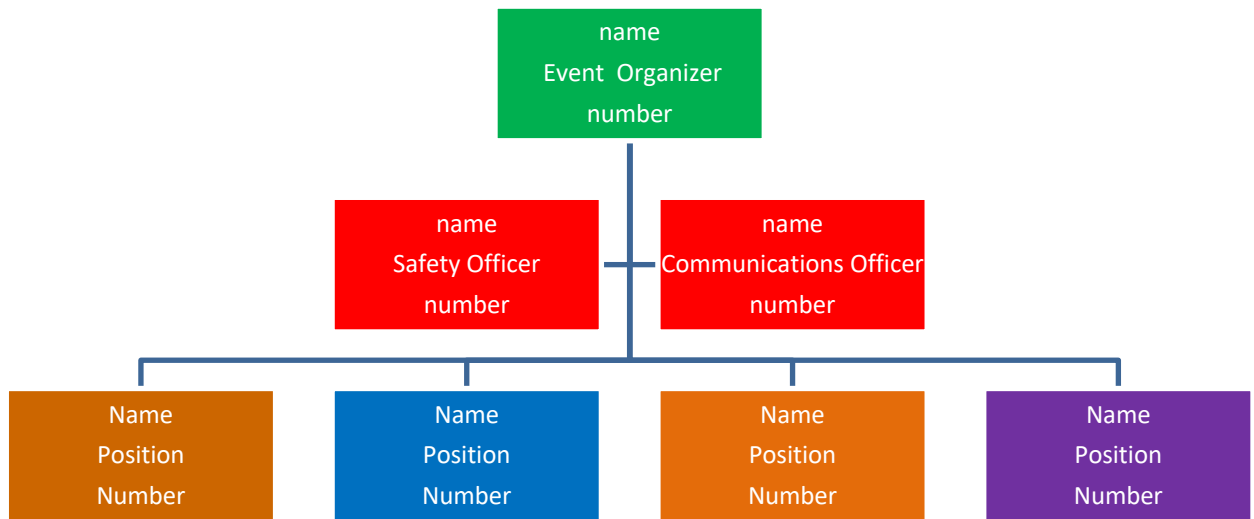
It will remain the responsibility of the Event Organizer and Safety Officer to notify emergency response officials, keep this document current, and liaise with emergency response officials for the planning and coordination of official activities.

List all pertinent individuals below: *[add and delete positions as required]*

<i>Event Organizer(s):</i> Name, Address, Phone, Email	
<i>Safety Officer:</i> Name, Address, Phone, Email	
<i>Communication Officer:</i> Name, Address, Phone, Email	
<i>Facility Supervisor:</i> Name, Address, Phone, Email	
<i>Security Supervisor:</i> Name, Address, Phone, Email	
<i>Parade Supervisor:</i> Name, Address, Phone, Email	
<i>Volunteer Supervisor:</i> Name, Address, Phone, Email	
Name, Address, Phone, Email	
Name, Address, Phone, Email	
Name, Address, Phone, Email	

6.0 ROLES AND RESPONSIBILITIES

[In this section, assign key roles and responsibilities to staff members and volunteers who will have positions of authority during the event. The titles listed below are suggestions only and should be customized to suit the organizational structure of the event itself. Add and delete positions as required]



6.1 Event Organizer

The Event Organizer is responsible for maintaining this document, liaising and planning with the Municipality. They are responsible for making key decisions about safety, cancellation, modification of the event. Key responsibilities include but are not limited to the following:

Prior to event

- Ensure all municipal, provincial, or local licenses, applications, permits, etc. are applied, submitted and approvals received prior to the event, while noting that certain applications have strict timelines for submission. (Some examples of applications to review may include: special event permit, road closures, facility/venue application, provincial highway closure, liquor license, building/fire inspection, burn permit, borrow/use barricades/radios, police/security personnel, first aid, etc.)
- Ensure the Plan is accurate and up-to-date and is shared with Municipal officials and all other stakeholders involved.
- Ensure all contact information is current.
- Ensure appropriate positions have been assigned.
- [list additional responsibilities]*

6.2 Safety/First Aid Officer

The Safety/First Aid Officer is responsible for overall health and safety of the event. They are responsible for notifying emergency response personnel as required. Safety is the utmost importance of this role: Safety for event personnel, stakeholders and public.

Prior to event

- Ensure all event participants understand their roles in the event of an emergency.
- Assist Event Organizer with duties of document maintenance and notification of emergency response personnel if they are unable to do so.
- Ensure first aid station is appropriately stocked and staffed.
- Ensure adequate access/egress to first aid station for emergency vehicles.
- Ensure proper placement of fire extinguishers as directed by Municipal Officials
- Provide a safety briefing to all staff, personnel and stakeholders at the beginning of each shift.

In the event of an emergency

- Determine if it is necessary to activate Emergency Response Plan.
- Advise Event Organizer if it is necessary to activate Emergency Response Plan.
- Initiate notification of first responders (if necessary) and key event personnel.
- Provide direction to Communication Officer on messages to the public.
- Provide first aid to public and event participants
- Act as liaison to first responders.
- [list additional responsibilities]*

6.3 Security Supervisor

Key responsibilities include but are not limited to the following:

Prior to event

- Ensure necessary protection measures are in place (e.g. barricades, roadblocks, controlled access points, etc.).
- Ensure appropriate access/egress for emergency vehicles.
- Identify search protocols in case of missing person.

In the event of an emergency

- Advise Event Organizer if it is necessary to activate Emergency Response Plan.
- Ensure orderly evacuation of public and event participants.
- Initiate search protocols for missing person.
- [list additional responsibilities]*

6.4 Communications Officer

Key responsibilities include but are not limited to the following:

Prior to event

- Prepare communication plan for how to communicate emergency messages to the public.
- Prepare pre-scripted messages for the most likely emergencies.
- Plan for back-up system in case emergency includes a power failure.

In the event of an emergency

- Advise Event Organizer if it is necessary to activate Emergency Response Plan.
- Provide emergency messaging to the public, including protective measures and evacuation procedures.
- Coordinate with first responders as necessary.
- [list additional responsibilities]*

6.5 Exhibitors, Vendors, Volunteers

All exhibitors, vendors, and volunteers are responsible for the following:

- Read, understand and sign-off on reading the plan and understanding their responsibility to activate any part of the plan during the event when instructed to do so.
- Comply with all relevant health and safety standards and legislation.
- Report any hazardous conditions to their supervisor.
- Be familiar with their role in the event of an emergency.
- [list additional responsibilities]*

6.6 Other

[Add a short description for other pertinent positions on your organization chart.]

7.0 EMERGENCY NOTIFICATION

In the event of an emergency, the below individuals will be contacted in the following order:

[Include call tree of management team so that the individuals who can make decisions are notified as soon as possible of potential/developing emergencies].

Position	Name	Number/Other means of contact

8.0 RISK MANAGEMENT

Identifying the risks associated with an event prior to it occurring allows a more integrated and thoughtful approach to the incident. The following are possible risks identified by the Event Organizer that could be associated with the event and their level of impact on the event. *[Score the probability and consequence of the risk associated to the event and add any other possible risk].*

Hazard	Probability			Consequence		Response (Internal or external Resource)
	High	Medium	Low	High	Low	
Airplane Accident						
Alcohol Related						
Extreme Cold						
Extreme Heat						
Evacuation						
Fire – On-site						
Fire – Structural						
Fire – Wildland						
First Aid Emergency						
Flooding						
HAZ MAT Spill						
High Winds/Hurricane						
Lightning						
Mass Casualty						
Medical Emergency						
Missing Person						
Pipeline leak						
Riots/Civil Disturbance						
Search and Rescue						
Terrorism/Man-Made Incident						
Thunderstorm						
Tornado						
Utility Failure (Power Outage/Gas Line Break)						
Water Loss/Water Main Break						

9.0 DISASTER RESPONSE

A disaster is defined as any situation that would be beyond the scope of the onsite Event team to manage, control or mitigate.

Any 'acts of God' or major catastrophic incidents such as fire, high winds, hurricane, flood, earthquake, etc. will result in immediate event closure. The public will be directed to the muster point, and the Event Organizer will liaise with local emergency response organizations to ensure the safe and expedient escort out of the affected area. If local authorities deem the area is safe for personal vehicles, then the public will be asked to return to their vehicles and will be guided out in a safe and controlled manner by the RCMP and official government agents.

A disaster may be declared should the following situations arise: [*consideration should be given to the hazards identified above*].

1. Fire
2. Structural Collapse
3. Act of Terrorism (bomb threat, terrorism)
4. Hazardous Material
5. Riots/Civil Disobedience
6. Power Outage
7. Severe Weather
8. Any condition that overwhelms the onsite resources

Contingency Plans

The following contingency plans are in place for any incident that could overwhelm our event staff. [*add or delete contingency plans as required.*]

9.1 Evacuation

The decision to evacuate will be made by the Event Organizer in consultation with the Safety Officer. If Municipal Officials or RCMP feel the need to evacuate is required, the Event Organizer agrees to accept the evacuation request with no retribution or liability for the decision.

Factors to consider when determining the need to evacuate include the following:

- Distance from the hazard
- Type and severity of the hazard
- Expected time needed to complete an evacuation
- Other possible protective measures
- Ability to control/contain the hazard

Once an evacuation order has been given, the following procedures will be followed:

- Notify the stakeholders and public of:
 - the need to evacuate,
 - the appropriate evacuation route and nearest muster points, and
 - any special instructions (e.g. roadblocks obstructing certain routes, etc.)
- Ensure someone documents the situation and steps taken during the emergency.

9.2 Fire

If you discover a fire, see flame or smoke, follow the **R.A.C.E.** procedure:

R: REMOVE ALL PERSON IN IMMEDIATE DANGER TO SAFETY

Evacuate the area and send to the nearest muster points located [*insert muster locations*].

A: SOUND ALARM AND DIAL 9-1-1

Fire alarm pull stations (if in a building) or use a loud hailer or yell “FIRE, FIRE, FIRE” to notify stakeholders and public.

Have someone call 9-1-1 immediately and provide all pertinent information including your name, location (building, temporary structure), type of fire and your observations of the situation. Stay on the line until released by the emergency dispatcher.

The civic address of the event is [*insert civic address*]

C: CLOSE ALL DOORS TO PREVENT THE SPREAD OF SMOKE AND FIRE

If applicable, close all doors to prevent the spread of fire and smoke.

E: EXTINGUISH THE FIRE

Any individual may use a fire extinguisher to reduce or extinguish a fire if they are trained or are comfortable in the use of a fire extinguisher. The acronym, **P.A.S.S.**, defines the proper procedure.

P = Pull the pin breaking the plastic seal.

A = Aim at the base of the fire.

S = Squeeze the handles together

S = Sweep from side to side

Fire extinguishers have been provided in the following locations:
[*Insert locations*]

- At the time of an alarm, all Event personnel and volunteers shall ensure everyone is safely removed from the area. Others with limited mobility may require additional assistance during an emergency evacuation.
- Ensure there is a clear path for emergency response workers to access the fire. Cars should not be parked in emergency vehicle access points including entrances or exits.
- Wait to be rescued. Remain calm. Do not panic.
- The Safety Officer shall acquaint all event personnel and stakeholders with this policy and the emergency evacuation plan.
- Ensure someone documents the situation and steps taken during the emergency.

9.3 Medical Emergency

When handling a medical emergency, never exceed your level of training. Ensure that you take your safety into account before entering a hazardous environment so that you do not also become a victim.

- Contact the Safety Officer or visit the First Aid Station located [*Identify location of first aid station*]
- If the injured person is not mobile, dial 9-1-1. Provide the pertinent information including your name, location (building, temporary structure), type of medical emergency and your observations of the situation. Stay on the line until released by the emergency dispatcher.
The civic address of the event is [*insert civic address*]
- Ensure there is a clear path for emergency response workers to access the fire.
- Have someone meet the emergency vehicles at the entrance to bring them to the injured person.
- Ensure someone documents the situation and steps taken during the emergency.

9.4 Severe Weather

Extreme heat:

If the weather is forecasted by Environment Canada https://weather.gc.ca/city/pages/ns-15_metric_e.html to be 29 degrees Celsius or higher for two consecutive days, the event will require shading and cooling station, with additional water provided for stakeholders and public.

Consideration of postponement of event will be made 24hours in advance if one day prior has been over 29 degrees Celsius and the forecasted evening low is 16 degrees or higher and Day 2 is forecasted to be 29 degrees Celsius or higher. If postponement is not an option mitigating supports such as watering stations, cooling stations, designated shade areas etc. must be in place.

- The information will be monitored by The Event Organizer and shared with the Safety Officer. The Event Organizer will contact Municipal and or Provincial authorities to seek an opinion or to share the cancellation or postponement of the event.
- The public will be notified by the Communications Officer using the following means of communication [*insert communication methods*]. Signage will be posted at the following entrances: [*insert locations of notifications*]

Extreme cold:

If the weather is forecasted by Environment Canada https://weather.gc.ca/city/pages/ns-15_metric_e.html to have wind chill values of minus 30 or higher for more than two hours the event will require a warming station, with additional water and warm drinks provided for stakeholders and public.

According to Health Canada, risks from exposure to extreme cold, including frostbite, frostnip, and hypothermia, increase at wind chill values below -27°C. Environment Canada will issue an alert with an Extreme Cold Warning when the temperature or wind chill is expected to reach -30°C for at least two (2) hours.

- Consideration of postponement of event will be made 24hours in advance if one day prior has had temperatures of minus 27 degrees Celsius and

the event day is forecasted to be minus 30 or colder for more than 2 hours.

- The information will be monitored by The Event Organizer and shared with the Safety Officer. The Event Organizer will contact Municipal and or Provincial authorities to seek an opinion or to share the cancellation or postponement of the event.
- The public will be notified by the Communications Officer using the following means of communication [insert communication methods]. Signage will be posted at the following entrances: [*insert locations of notifications*]

Thunder and Lightning for outdoor events

Thunder and lightning will be monitored by Environment Canada Lightning Danger Map https://weather.gc.ca/lightning/index_e.html. The rule of thumb is “When Thunder Roars...Go Indoors”.

When lightning is forecasted to strike or has been seen in the areas, the outdoor event is in immediate danger.

The Safety Officer will monitor the weather and advise the Event Organizer if thunder is heard the event will be moved indoors or stopped. The Safety Officer will instruct all individuals to seek shelter inside to a safe location, either a building with plumbing and wiring or an all metal vehicle.

- The Event Organizer can restart an event 30 minutes following the last rumble of thunder or if no lightning remains on the forecast.
- The Event Organizer will contact Municipal and or Provincial authorities to seek an opinion or to share the cancellation or postponement of the event.
- The public will be notified by the Communications Officer using the following means of communication [insert communication methods]. Signage will be posted at the following entrances: [*insert locations of notifications*]

Tropical Storm/Hurricane

- Hurricane-like weather will be monitored by Environment Canada Hurricane Tracker https://weather.gc.ca/hurricane/track_e.html
- A hurricane watch means that hurricane conditions are *possible* in the area and is issued 48 hours in advance of the anticipated onset. Hurricane warnings indicate that hurricane conditions are *expected* and are issued 36 hours in advance of the anticipated onset.
- If forecast models for call for high winds sustained over 90km/hr 72 hours in advance of the event, the Event Organizer, in consultation with Municipal officials will determine if cancellation is deemed necessary. The cancellation of the event will be made 24 hours prior to the event. If a hurricane watch or warning has been issued, the Event Organizer will cancel/postpone the event.
- Rule of thumb, “Rain or shine always works out, but that doesn’t hold up if there are hurricane-like winds.”
- The information will be monitored by The Event Organizer and shared with the Safety Officer. The Event Organizer will contact Municipal and or

Provincial authorities to seek an opinion or to share the cancellation or postponement of the event.

- The public will be notified by the Communications Officer using the following means of communication [insert communication methods]. Signage will be posted at the following entrances: [*insert locations of notifications*]

Thunder and Lightning for indoor events

- During an indoor event, the Safety Officer may deem it safer to keep participants on site rather than to evacuate.
- If remaining on site, the Safety Officer will ensure participants are moved or are in secure location, and ensure doors and windows are shut and secured.
- During an indoor event with thunder and lightning the Safety Officer will determine when it is safe for participants to leave the building and ensure caution while exiting a building.
- The Safety Officer and Event Organizer will evaluate evacuation possibilities every 30 minutes and remove participants from site as soon as safely possible.

9.5 Missing Person

a) Should an adult person be reported missing every reasonable measure will be taken to search the area that is being used for the event.

- Identify Last Know Location / Point Last Seen
- Establish the urgency of the incident
- Dispatch Initial Response resources as early as possible and immediately contact local RCMP.
- Alert all resources, including mutual aid and other agencies
- Search the immediate and probable area, and segment it into sections small enough to be searched in one operational period.
- A search should be undertaken by event personnel in conjunction with any additional available personnel. The objective is to Locate, Access, Stabilize and Transport in a safe and efficient manner.
- Once located, stand down and advise the RCMP, and other resources.

b) Should a child under the age of 16 be reported missing, the RCMP must be notified immediately.

- The individual to whom the information was reported to will provide as much information as possible including detailed description of the child, including name, age, gender, race, height, weight, hair and eye color, and a description of the child's clothing and shoes. If possible, ask for a recent photo of the child (from someone's cell phone). Note the time the child was reported missing.
- The individual will communicate with all personnel and stakeholders: "A child by the name of _____ has gone missing and the description of the child is: *description of the child, age, gender, race, height, weight, hair and eye color, last seen wearing clothing and shoes.*

If the child is seen, please notify any volunteer or event personnel immediately.” This message should be announced twice for clarity.

- ❑ Contact the RCMP by dialling 9-1-1 and report all descriptive details.
- ❑ Designated employees will be responsible to monitor the entrances and exits while other employees drop everything to look for the missing child.
- ❑ If the child is found accompanied by someone other than the parent or guardian, make reasonable efforts to delay their departure provided it does not put the employee(s) or child at risk. If deemed safe to do so, the Event Organizer or Safety Officer will seek to obtain name and phone number of the individual who found the child. Otherwise, note as much detail as they can about the adult, including a license plate.
- ❑ If the child is found simply lost and unharmed, they are reunited with the adult searching for them. Take the parent or guardian’s name and phone number for RCMP.
 - Ask the parents to wait for RCMP so they can give a statement to Police. Please advise them they are not in trouble; it is just to close the file.
- ❑ Once the child is found, communicate with all personnel and stakeholders: “The missing child has been located. Thank you for your assistance.” This message should be announced twice for clarity.
- ❑ Once located, stand down and advise the RCMP, and other resources.

10.0 COMMUNICATION PLANS

Communications form an integral part of the event whether it is internal to the event personnel, or externally to stakeholders and the public.

- ❑ The internal communications method for the event will be via [*insert method: VHF radios, cell phones, walkie-talkies, etc.*]. The channel/frequency to use are: [*inset channel and frequencies for the variety of groups*].
 - Channel One (1) is for Event Organization / Administration Staff;
 - Channel Two (2) is for Safety and Medical/Emergency Response.
- ❑ The [*method, i.e. radios*] will be [*borrowed from the RCMP, rented from a supplier*] and will be provided to event staff and emergency safety personnel if required, and will be included in the communications plan specific to the event.
 - A briefing will be provided to all personnel on the use of the device.
- ❑ The external communication to the public is the responsibility for the Communications Officer in the event of an emergency. Important public safety information will be communicated to event participants using the following:
 - [*List communication protocols. These might include Public Address systems, microphones, loudspeakers, television screens/electronic signs, etc.*]

Should this communication system not function properly, the following secondary system will be used:

[*Identify back-up system. This might include megaphones, fire wardens/runners, etc.*]

10.1 Roles during an incident

During an emergency situation the following method of communication will occur:

1. Safety Officer receives notification of the incident and liaises with the Event Organizer.
2. Event Organizer liaises with the event personnel and municipal emergency response services.
3. First Aid Supervisor will initiate first aid and move the patient if safe to do so.
4. The Safety Officer will contact the Communications Officer if emergency resources are required.
5. The Communications Officer will advise the personnel and public of the response required.

10.2 Pre-Scripted Messages

Note: Although not a requirement of an emergency response plan, pre-scripted messages are incredibly useful in an emergency. These messages have been created and approved by the Event Organizer so they can be sent out quickly if needed. The following is an example but should be customized to suit the event. Others can be added for the top risks identified.

E.g. Evacuation

“This is the Event Organizer for [*identify authority*]. There is a [*problem*] at [*location*]. Please calmly evacuate the area and go to [*muster point/direction/landmark*] located [*location*]. Avoid [*location*]. [*Include other relevant egress route information*]. Please remain calm.” This message should be announced twice for clarity.

11.0 GENERAL EVENT PLANNING INFORMATION

11.1 Parking

- Parking will be [*onsite, off site, limited, etc. Indicate location for event personnel and public to park; if there is a parking management plan, any street closures. Use of clearly marked maps/photos with a legend, written description or both.*]
- [*Indicate emergency vehicle access and routes.*]
- [*Indicate if RCMP or security staff will be hired to assist with traffic control on and off the highway to the entrance of the site. The precise placement of staff should be included.*]

11.2 Insurance Coverage

A [*\$XX million*] insurance policy has been secured by the Event Organizers and covered the following:

[state the amount per occurrence; are staff/volunteers covered for injuries, is the public covered for injuries or loss; list any other vendors/providers who have insurance and the value; list if the Event Organization is named as additional insured; indicate if the Municipality is named as additional insured.]

A copy of the insurance certificate(s) *is/are* attached with the application.

We *[incurred/did not incur]* losses from previous events. *[If any losses we incurred, please indicate the year, event, brief description of the type of loss, and value].*

11.3 Safety and Security

As safety is of our primary concern, we always liaise with local emergency responders – police, fire and EMS – to ensure access routes are maintained, and that traffic control is established. We do this by *[hiring pay duty RCMP officers/ hired security company, volunteers are located in the following locations, etc.]* for traffic control into and out of the event, as well as for on-site security.

We *[hire/have asked emergency first responders]* to provide first aid services on site and the medical tent will be located *[inset location]*, who are specially trained in transportation of injured participants.

Police, Ambulance and Fire access routes *[have/have not]* been established and are marked on the map. Parking will be controlled *[indicate how]* to ensure proper vehicle flow and maintenance of these emergency access routes.

11.4 Sanitation and Public Health

The Event Organizers have the following in place for public sanitation and water stations. *[If extreme heat is anticipated potable water must be accessible to event staff, personnel and stakeholders.]*

11.5 Tents and Outdoor Temporary Structures

The Event Organizer recognizes that any tents (including canopies and other canvas type structures) meet the requirements set out in the National Building Code of Canada, Flame Resistance & conform to CAN/ULC S109 “Flame Tests of Flame-Resistant Fabrics and Films”.

- The Event Organizer will contact the Fire/Building Inspector prior to an event to request inspection and approval.
- Electrical cables on the ground, in areas used by the public in a tent, shall be placed in trenches or protected by covers to prevent damage by traffic.
- Propane tanks/cylinders shall not be stored inside tents.

11.6 Electrical Wiring

The Event Organizer will make arrangement to have all electrical wiring inspected and approved by Municipal officials prior to the start of the event.

Appendix A: External Emergency Contacts

[Include any relevant agency/responder that could offer assistance or requires notification. This list should be expanded depending on the event. Other contacts could include Government of Nova Scotia agencies, utilities, and facilities, etc.].

Organization/Agency	Number
Fire – Police – Ambulance	9-1-1
Hants Community Hospital	89 Payzant Drive Windsor, NS B0N 2T0 (902) 792-2000

Appendix B: Internal Emergency Contacts

[Include all individuals in positions of authority for this event, including title and after-hours contact information if he/she might be off-shift while the event is ongoing]. These contacts should be cross referenced against the Staffing Notification (Section 3) and Organization Chart (Section 6).

Name	Position	Number	Alternate Number
	<i>Event Organizer</i>		
	<i>Communications Officer</i>		
	<i>Safety Officer</i>		
	<i>Security Supervisor</i>		
	<i>Volunteer Supervisor</i>		

Appendix C: Maps

[Maps must have the following information clearly labeled: primary evacuation route, secondary evacuation route, muster points, first aid stations. If multiple sites are being used, include maps for all facilities/sites. Include a legend for the map].

