

# **SPECIAL EVENT EMERGENCY RESPONSE PLAN TEMPLATE**

An Emergency Response Plan (ERP) clearly defines the processes to be followed in the event of an emergency occurring during a planned Special Event. The template allows organizers to outline procedures that can be used to address any unanticipated emergencies.

## **1. EVENT DESCRIPTION**

Event Name:

Event Date(s):

Location of Event:

Description of activities taking place at the event/venue and if food/alcohol is being served:

Expected number of attendees:

Event operating hours:

# of Adults

# of Children

## **2. SCOPE**

In addition to developing emergency response plans for their event, organizers must also familiarize themselves with any existing site emergency response plan(s), referencing and/or incorporating these into their plans.

## **3. HAZARD IDENTIFICATION AND MITIGATION**

Hazards and risks are identified based on the type or nature of event being held, venue and audience. Hazards and risks should always be mitigated to ensure the safety of public and protection of life, property and environment.

Organizers can use the following area to identify hazards specific to their event and plan for mitigation measures. This area can be expanded as necessary or added separately as an appendix to the template.

Hazard or Risk Identified:

Plans to Mitigate:

- ❖
- ❖
- ❖
- ❖
- ❖

Hazard or Risk Identified:

Plans to Mitigate:

- ❖
- ❖
- ❖
- ❖
- ❖

Hazard or Risk Identified:

Plans to Mitigate:

- ❖
- ❖
- ❖
- ❖
- ❖

#### 4. ROLES AND RESPONSIBILITIES

It is important that roles and responsibilities be clearly outlined during an emergency. Event organizers should identify required roles, responsibilities and reporting relationships. Detail should be provided to ensure all critical activities are covered. Checklists and flowcharts may be used to condense information and outline decision making, this may be added separately as an appendix. Contact information should be provided for all key personnel. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders.

All key personnel should be knowledgeable of:

- ❖ The general information contained within this document;
- ❖ Other key personnel, their roles, responsibilities and contact info;
- ❖ Muster points or assembly area locations;
- ❖ Emergency exit locations;
- ❖ Medical and other emergency equipment locations, if provided; and
- ❖ Method(s) used for communication with other key personnel, volunteers, or patrons i.e. cell phone, radio, intercom, etc.

Emergency drills should include a pre-event walk through by the event organizer who will ensure that all personnel and/or volunteers are aware of any evacuation procedures in place.

Organizers may use the following roles and responsibilities template for their event. This area can be expanded and/or modified as necessary or may be added separately as an appendix to the template.

#### **4.1. CHIEF WARDEN (NORMALLY EVENT ORGANIZER)**

Full name:

Contact number during event:

##### *Responsibilities:*

- ❖ Evaluate the need for evacuation as required
- ❖ Initiate evacuation if required
- ❖ Contact Emergency Services (Police, Fire, Ambulance) – i.e. 911 (as required)
- ❖ Account for all personnel and patrons in a designated event muster point/assembly area
- ❖ Liaise with area wardens and Emergency Services
- ❖ Evaluate, in conjunction with Emergency Services, if building/area is safe prior to re-entry
- ❖ Document the emergency situation inclusive of actions taken and outcomes

#### **4.2. AREA WARDENS (NORMALLY SENIOR PERSONNEL)**

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

*Responsibilities:*

- ❖ Receive directions from the Chief Warden
- ❖ Ensure that all personnel have been alerted
- ❖ Clear all areas as required

**4.3. FIRST AIDERS**

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

*Responsibilities:*

- ❖ Collect First Aid kit/supplies and proceed to assembly area
- ❖ Administer first aid as required

**4.4. ALL PERSONNEL**

*Responsibilities:*

- ❖ Carry out tasks as instructed by the Chief Warden
- ❖ Proceed to assembly area advising all patrons to do the same
- ❖ Report their presence to the Chief Warden or Area Warden at the assembly area
- ❖ Not to leave assembly area unless advised by Chief Warden or Emergency Services personnel

## 5. EMERGENCY RESPONSE PROCEDURES

Procedures are developed from the hazards identified in Section 3 and put in place to help event organizers anticipate and respond to potential emergencies. Procedures may be developed for first aid treatment, requesting of an emergency service (police, fire, and ambulance), lost child, monitoring of inclement weather, evacuation of an area, etc.

Organizers can use the following information, and/or expand upon or replace this with their own information separately as an appendix to the template.

### 5.1. EVACUATION

Evacuation may be required in specific emergency situations such as:

- Fire and explosion
- Medical emergency
- Hazardous materials spill/leak
- Active threat

The Chief Warden will take the following into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

Generic process of evacuation is shown below:

- ❖ Reason for evacuation realized
- ❖ Appropriate personnel assess situation
- ❖ Notification given to personnel and patrons to evacuate to assembly points
- ❖ Personnel renders assistance as required under direction of the Chief Warden
- ❖ Emergency Services notified of the emergency – call 911
- ❖ Personnel ensure venue is vacated including public areas, toilets, etc.
- ❖ Await Emergency Services assessment

### 5.2. FIRE AND EXPLOSION

Should you discover smoke or fire:

- ❖ Assess the situation and potential for evacuation
- ❖ Remove anyone in the immediate vicinity if it is safe to do so
- ❖ Call 911 (Emergency Services)
- ❖ If trained – attempt to extinguish the fire with appropriate fire extinguisher
- ❖ Notify the Chief Warden
- ❖ The Chief Warden will assess the situation and commence evacuation if deemed necessary
- ❖ Notify all patrons to leave the venue calmly and proceed to muster points or assembly area(s)

- ❖ Notify stall, amusement and other operators of the emergency evacuation
- ❖ Identify injured persons (if present)
- ❖ Personnel to ensure that all patrons are moved to muster points or assembly areas
- ❖ Await arrival of Emergency Services and await further instruction
- ❖ Only re-enter the area/building when advised by Emergency Services or the Chief Warden that it is safe to do so.

#### 5.2.1. LOCATION OF FIRE EXTINGUISHERS

Fire extinguisher locations (should also be shown on the Special Event site map):

#### 5.3. MEDICAL EMERGENCY

Should a medical emergency occur:

- ❖ The first personnel on the scene should assess the situation and if they do not have first aid training, immediately notify the Chief Warden and/or First Aid trained personnel.
- ❖ Call Emergency Services – 911 and request an ambulance
- ❖ Administer first aid, as trained
- ❖ Organize personnel to meet the ambulance outside the venue and take them to the medical emergency location
- ❖ Remain with the injured person until Emergency Services personnel arrive
- ❖ Assist Emergency Services personnel as required
- ❖ Complete an Incident Report form as soon as possible after the event

#### 5.4. HAZARDOUS MATERIAL SPILL/GAS LEAK

Hazardous substances may consist of the following:

- Oils or Gas
- Disinfectant/sanitizer/cleaning products
- Fuel (cars and service vehicles)

The procedure to be carried out in case of a spill or leak is as follows:

- ❖ Personnel who finds such a spill, or is notified by a patron of such a spill, is to notify the Chief Warden immediately
- ❖ At the direction of the Chief Warden evacuate the area/building immediately if required

- ❖ Identify the source and amount of released material and section off the area such that no one can gain entry
  - Contact Emergency Services – 911
  - Attempt to control any further spill or leak
  - Turn off electrical equipment/gas within area of the spill/leak
- ❖ Upon direction from Emergency Services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
- ❖ Complete an Incident Report

**5.5. ACTIVE THREAT**

- ❖ Evacuate the event/area/building as per the procedures above
- ❖ Call 911 and ask for Police assistance
- ❖ In situations where suspicious items/packages are identified, the Chief Warden may ask area wardens and personnel to carefully check all areas for additional unusual/suspicious items.
- ❖ If identified, items are not to be disturbed and the area should be cordoned off
- ❖ Any suspicious items/packages are then reported to the Police upon arrival
- ❖ Personnel and patrons are only to re-enter the area/building when Police have advised that it is safe to do so

Important issues to remember when dealing with an active threat:

- ❖ Keep calm
- ❖ Keep the caller on the telephone for as long as possible
- ❖ Let the caller speak and endeavor to record as much detail as possible

**6. EMERGENCY PLANNING COMMITTEE**

The Event Organizer and/or Emergency Planning Committee will develop the Special Event Emergency Response Plan and evaluate emergency response procedures to emergency situations. The Emergency Response Plan will be updated and revised, as required.

The Emergency Planning Committee consists of the following personnel:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

## 7. LIST OF EMERGENCY CONTROL PERSONNEL

The following is a list of those personnel and/or volunteers at the event, i.e. Event Organizer, stallholders, amusement operators and general personnel who will be required to take actions in the case of an emergency:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event:

Full name:

Contact number during event: