



Outdoor Special Event Emergency Response Plan

An emergency may occur at any time and can vary in size and complexity. The purpose of this ERP is to provide guidance on the processes and/or procedures to have in place prior to the event for when something unplanned occurs. If an emergency occurs that overwhelms an individual, or organization's capabilities, call 911 at once and then follow the procedures laid out in this plan.

All key personnel involved in this event should be knowledgeable of the information contained within this document including their roles and responsibilities in any unplanned occurrence of all scales.

In addition to developing emergency response plans for their specific event, organizers must also familiarize themselves with any existing site emergency response plan(s), and reference and/or incorporate them into this plan.

<i>Name of Event:</i>
<i>Name of Organization:</i>
<i>Date of Event:</i>
<i>Location of Event:</i>
<i>Event Description Summary:</i>



1. Contact List of Control Personnel

In this section, provide the contact information for all event personnel involved. Include organizing personnel and all relevant event persons that may need to be contacted during an emergency about this event.

<i>Name:</i>	<i>Role Responsibility:</i>	<i>Contact Number</i>	<i>Location (during event)</i>

2. Communications Plan

Provide the communication plan of how all individuals associated, employed or volunteering for the event will communicate and include method of contact for an emergency, and who and how they can contact others. How will the organizers contact the public in the event of an emergency or evacuation?

3. General Safety Message

A general safety message for the event. The general message could include statements such as:

- Ensure the safety of all personnel and public attending the event.
- Ensure adequate communications are in place between all organizations responsible for event safety.



4. Hazard Identification, Risk Assessment, and Special Considerations

Please provide the hazards that may apply to your event and special considerations to mitigate or prevent these hazards. Examples: Vehicular collision, targeted/opportunistic violence, severe weather, Mental/Emotional Crisis:

<i>Hazard</i>	<i>Special Considerations for Prevention</i>

5. Other Hazards and Risks Identified

Further expansion of the hazards named in the HIRA and the prevention/mitigation of these hazards.

6. Lost or Found Child/Person

7. First Aid and Medical Emergencies

This section will include the procedure for small and large medical emergencies which could include either injuries or illnesses. The process to communicate medical occurrences shall be captured in the communication plan.

Considerations will be:

- Procedures that trained personnel will follow for injuries and illnesses including to stay with the ill or injured person(s).



- Circumstances in which 911 will be called and the actions to follow including the process of guiding emergency services to the site of the emergency.
- After 911 has been called, who is to be at once notified that 911 was called.
- Location(s) of trained first aid personnel.
- First aid kits and AED locations when applicable/as per attached maps.

8. Fire

This section will include the procedure for both large and small fires and will reference the location of fire extinguishers when applicable.

Consider the following for inclusion in the ERP, 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 and call 911.
- If trained – try to extinguish the fire with a proper fire extinguisher.
- Notify the Event Organizer and they will assess the situation and start evacuation if considered necessary.
- Notify all patrons to leave the immediate fire area and/or continue to muster points, if necessary and to keep roadways clear for emergency vehicles to access the fire
- Notify involved participants of the emergency evacuation by following the communication plan.
- Identify injured persons (if applicable).
- Personnel to ensure that all patrons moved to muster points.
- Await arrival of Emergency Services and await further instruction.
- Only re-enter the area when advised by the Fire Department.

9. Inclement Weather (Sudden Storm or High Winds)

This section will include the plan for monitoring weather.

- Name the person responsible for checking the weather and the method.
- Shelter in place location(s) shown on the map.
- Evacuation plan/procedures
- Muster point(s) will be shown on the map.



- Directions to be followed for the above actions will be clearly said in the communication plan part of this ERP.

10. Active Threat or Hostile Event

This section will include the plan if a violent situation occurs.

Please consider the following:

- Evacuate the event/area/building as per the procedures above.
- Call 911 and ask for Police help.
- In situations where suspicious items/packages are found, the Event Organizer may ask personnel to carefully check all areas for other unusual/suspicious items.
- If found, 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 said that it is safe to do so.

11. Evacuation Plan

Whether it is due to fire, inclement weather, or any other reason, please provide an evacuation plan for your event. Items to consider in an emergency plan include:

- How the public/staff will be notified of an evacuation (communications plan).
- How staff/volunteers are to direct the public from areas/buildings/tents to a safe location or a specific muster point.
- Location of Muster points and their distance from the emergency.
- Consideration of multiple muster points due to wind direction (fire).



12. Crowd Control (Security)

Does your event have a plan to control the crowds? Such as, barriers, private security, volunteers, commissionaires, or special duty officers?

13. Traffic Management

Does your event have a plan to control traffic? Such as, road closures, bridge closures, barricades, or special duty officers?

Any road required to provide emergency vehicle access and is barricaded, must have the ability to be opened quickly by security staff, for emergency responders. Vehicle parking cannot be allowed to obstruct access. In some instances, temporary "Fire Lane" signage may be installed on gates and barricades.

14. Other Considerations

Extreme warm weather (if applicable)

- Do you have a plan for extreme heat during your event? Will you be providing hydration, misting stations, or cooling locations for the public? Extreme freezing weather (if applicable).
- Do you have a plan for extreme cold during your event? Will there be warm up locations/stations for the public?



15. Maps of the Event

This area will include all areas of interest for easy reference as well as locations for, but not limited to:

- Drinking water and washrooms
- Misting stations, cooling stations, warming locations (if required)
- First aid and AED stations
- Muster Points with signage
- Shelter in Place locations
- Course Marshals
- Sound system
- Stage
- Loud system hailer
- Incident Command Post (ICP)
- Direction event is flowing
- Where security is posted

16. Road Closures

Please provide a list and/or pictures of all roads to be closed during the event set up, the event, and during tear down/clean up.

Applicant Name (print)

Applicant Signature

Date



Office Use Only:

City of Prince Albert Fire Department:

Approved: Yes or No

Name: _____

Title: _____

Signature: _____

Date: _____

Prince Albert Police Services:

Approved: Yes or No

Name: _____

Title: _____

Signature: _____

Date: _____

Parkland Ambulance Care Ltd.:

Approved: Yes or No

Name: _____

Title: _____

Signature: _____

Date: _____

City of Prince Albert Parks, Recreation, and Culture Department:

Name: _____

Title: _____

Signature: _____

Contract #: _____

Date: _____