Emergency Plan

Please complete the following template should the event NOT already have an emergency plan.

Event Information

Event name

Location/Civic address

Date of event

Time of event   (set up time;start time;end time)

Main Contact Information

Provide two day-of contacts with full decision making authority

Contact 1

Name

Position

Cell Phone

Contact 2

Name

Position

Cell Phone

Media Contact Information

Provide contact information for the person responsible for addressing the media if required

Name

Position

Cell Phone

Site Information

Command post location (in the event of a large scale emergency, an area appropriate to gather resources, etc)

Emergency staging area

Location/Capacity of emergency shelters

Access to event

Display on the site plan public access/egress points, dedicated emergency access/egress points and emergency route(s). Access points must be minimum 6 metres wide

Type of access to site (road, pathway, etc)

[ ]

Emergency route for responders

[ ]

Is the site gated?

[ ] Yes

[ ] No

Is access open or controlled?

[ ] Open

[ ] Controlled

[ ] Both

What type of signage will be used to identify access/egress?

[ ]

Road Closures

Identify which roads will be closed and time of closures (if applicable)

[ ]

Who will monitor barricades at closures?

[ ]

Number of personnel monitoring each barricade

[ ]

Indicate formation and dispersal locations for parades

Communication plan

How will you communicate that there is an emergency situation to the following people?

Employee and/or volunteers

On-site

Not yet on-site

Security Staff

On-Site

Not yet on-site

Public

On-site

Not yet on-site

Site Support

Medical/First aid provider

The information in this section is for day-of contacts, not office administrative numbers. If the event is multi-day provide a schedule of contacts with specific dates and times as an appendix.

Company

Contact supervisor

Cell Phone

Number of medical staff/first aiders on-site

Assigned radio channel

Qualifications/Responsibilities

Security Provider

Company

Contact Supervisor

Cell Phone

Number of medical staff/first aiders on-site

Assigned radio channel

Qualifications/Responsibilities

Paid Duties

Police

Number required

Roles and responsibilities

Paramedics

Number required

Roles and responsibilities

Fire

Number required

Roles and responsibilities

Emergency Procedures

Identify the emergency procedures for the following incidents:

Sudden severe weather (thunderstorm, high winds, severe heat, etc.)

Fire related incident (fire, explosion, structural collapse, etc.)

Medical incident (injuries, health emergencies, etc.)

Police incident (Criminal offence, bomb threat, etc.)

Lost Children/Missing persons

Crowd density/overcrowding

Additional Information