



Emergency Response and Operational Plan Framework For Special Events

Municipality of North Perth Special Events By-law No. 110-2019

This document can be used by Special Event Permit Applicants as a template to develop an Emergency Response and Operational Plan for your Special Event.

Table of Contents

- 1. Introduction.....3
- 2. History of Event3
- 3. Hazard Identification and Risk Analysis (HIRA).....3
- 4. Services Provided by the Event.....4
- 5. Emergency Command Structure and Organizational Chart.....4
- 6. Venue Layout4
- 7. Communications.....5
- 8. Evacuation Planning.....5
- 9. Local Emergency Response Organizations.....5
- 10. Staff Training6
- 11. Emergency Response Planning Team6
- 12. Required Plans (Where Applicable).....6
- 13. Review Agencies7

1. Introduction

This emergency plan is designed to provide guidance to the management and staff in support of the *(insert event name)* event to be held in *(insert place, times and dates)*.

This emergency plan has been developed by the management of this event in order to ensure the safety and protection of the participants, audience, volunteers and staff which support our event and the public at large.

A copy of this plan will be kept *(define where plan is kept during the event in case of incident)* for reference purposes. A copy of this plan will be distributed to all applicable agencies once it receives final approval by the Municipality of North Perth Community Emergency Management Coordinator.

2. History of Event

Event Name:

Event Date(s):

Venue location:

Provide address in case 911 is required:

Attendance:

Backgrounder:

3. Hazard Identification and Risk Analysis (HIRA)

Identify specifics of the event including, time of year, audience profile (demographics) and what are the top rated hazards at this event. Generally this will include items such as fire, civil disorder, evacuation, traffic, medical and weather related issues. Once identified, define how likely these events are to occur based on current information and past history. This will help to narrow topics to be addressed in the plan.

Example: weather related issue; if thunderstorms are present in the area at what point is the event postponed or cancelled. This could be based on forecast or decisions triggered when lightning seen in the area. Event organizer will need to make the call and then notify the public. In the event of high heat, will water be available and where will it be distributed from.

Add Identified Hazards as required in the table below. Feel free to add more rows to the table as required

Hazard number	Identified hazard	Likelihood (%)
1		
2		
3		
4		

4. Services Provided by the Event

Provide name, business contact information, number to be present at event in the table below for each service provider. Identify any mutual aid agreements if applicable.

Service	Name	Contact Information	# Present
Security			
Fire and Emergency Services Support			
Medical Coverage			
Traffic Control			

5. Emergency Command Structure and Organizational Chart

Provide an organizational chart of at least the Command level. Define all levels of the structure and provide role and responsibilities for each.

Key role: Emergency Coordinator (Establish an Emergency Coordinator as a specific contact who will coordinate all emergency responses by the onsite staff and their alternate)

Questions to answer:

1. Who has been designated as being in charge of the emergency aspect of the event?
2. What services are contracted? (Security, Fire, Medical). What is their reporting structure?
3. Policy decision - Can anyone contact 911 or must this be channeled through Command?

6. Venue Layout

Identify roadways around the venue and general overview of grounds.

Identify primary and secondary points of entry and exit (routing where applicable). Identify major points within the venue (e.g., stage, washrooms, camping area).

Locations where security and first aid will be located.

Locations where equipment such as fire extinguishers or AED's are located. Define areas for patient pick up and transfer to EMS if applicable.

Define areas that may be “dead zones” for radio transmission.

7. Communications

Within response organizations:

- 2-way radio frequencies that will be used during the event by each agency (who will provide radios)
- Cell phone contact list should be developed as a backup to a loss of 2-way communication

With the public:

- Main method of communications (Public address, bull horn etc.)

With event suppliers:

- Provide contact list of all commercial suppliers to notify in event of an emergency

8. Evacuation Planning

Define method of communication with attendees. Will event staff be notified ahead of time and by what method? Information will include area to be evacuated and when evacuation will begin so resources can be allocated to this area will maintaining the remaining business operations.

Define preferred egress route and review with staff prior to event. Keep in mind First Responders will need to get in at the same time so define alternate ingress so Security can maintain public direction.

Mark evacuation routes clearly and review during event to ensure they remain clear at all times.

Security should be aware of zones of responsibility to ensure public safety is maintained. During an evacuation security should sweep an area in order to report an area clear of public members.

9. Local Emergency Response Organizations

Provide information for contact purposes and number to call for both emergency and non-emergency events where applicable.

	Emergency contact Information	Non-Emergency contact information
Local Fire Department		
Ontario Provincial Police		
Perth County EMS		
Security Provider		
First Aid Provider		
Municipal Contacts		

Public Health		
Event Staff in Charge		

10. Staff Training

How is this plan to be rolled out to on site services? Timing of the training (the training can be the same day as event for “boots on ground” but should be in advance for Supervisor and above. Is there any special circumstances they should be aware of such as the 911 policy? What is the reporting mechanism for all incidents? Are there any reports the organizer will need at the end of the event in order to satisfy insurance requirements or general organizational requirements. How will feedback be recorded and received from staff? Maintain an attendance of staff at the training sessions as a matter of event record.

11. Emergency Response Planning Team

Identify the members of the emergency planning team:

Name	Functional Area

12. Required Plans (Where Applicable)

The following Plans must be submitted in this template (inserted into this Plan under each applicable heading below):

- a) Site Plan
- b) Food and Beverage Plan
- c) Advertising and Promotion Plan
- d) Structural Plan
- e) Fire Safety Plan
- f) Emergency Plan
- g) Security Plan
- h) Traffic Management Plan
- i) Waste Management Plan
- j) Community Impact/Communication Plan
- k) Written plans if any of the following are proposed to be used during the Special Event:
 - a. Generators, propane appliances or any other specialized equipment, including the type of fuel used to operate the special equipment
 - b. Exotic pets/animals

- c. Sound equipment
- d. Helicopters, hot air balloons, aircraft, trains or watercraft
- e. Aerial drones
- f. Carnival or amusement-style equipment or devices

13. Review Agencies

This plan shall be reviewed by each of the applicable services/organizations so that they are aware of the event, its scale, and possible risks associated with the event. Comments by the approvers should be directed to the submitter and the plan supervisor shall add the comments/suggestions/directives into the plan to improve it and re-submit for approval upon completion.

Once reviewed, each applicable agency shall sign off that they have been made aware of and/or approve the plan by placing their initials in the appropriate column.

Reviewing Agency	Representatives Name	Date	Initials
Ontario Provincial Police			
North Perth Fire Department			
Perth County EMS			
CEMC, Municipality of North Perth			
Manager of Operations, Municipality of North Perth			
Manager of Recreation, Municipality of North Perth			
Clerk, Municipality of North Perth			
CAO, Municipality of North Perth			
Perth County Public Health Services			