

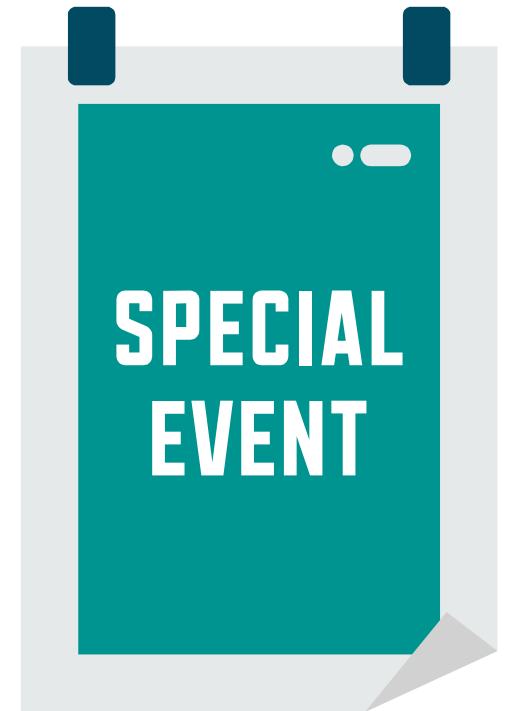
Keep it fun. Keep it safe.

Developing Emergency Plans for your community event

What is a Special Event?

A SPECIAL EVENT:

- Is non-routine
- Places a strain on community resources
- May involve a large number of people
- Requires special permits or additional planning, preparation, and mitigation
- Each community's resources and laws and permitting process are different. Be sure to review your Municipality's special event regulations and permitting process to get specific information.



Examples of Special Events

- Fairs
- Fireworks displays
- Parades
- Trade Shows
- Concerts
- Festivals
- Motorized events
- Political rallies
- Sporting events



Positive experience

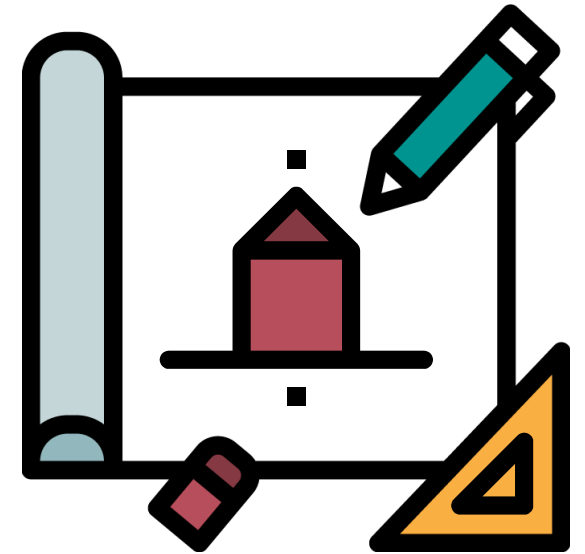
DUTY OF CARE

- This means taking reasonable steps to prevent harm coming to anyone involved in your event and making plans in case of any emergency situations that could arise.



The Importance of Planning

- Planning for the **potential risks** and **hazards** associated with large public events is critical to public safety and the success of any such event.
- A multidisciplinary planning team should be assembled which includes the promoter or sponsor and all agencies that might have a stake in the event, such as: Police, Fire, Public Works/Utilities, Public Health, Paramedic Services



Advantages of a Team Approach

A team approach to planning offers many advantages, including:

- **A Sense of Ownership.** The plan is more likely to be used and followed if the tasked organizations have a sense that the plan is “theirs.”
- **Greater Access to Resources.** Greater knowledge and expertise are brought to bear on the planning effort when more people are involved.
- **Teamwork** promotes successful and safe events.



The Initial Planning Team Meeting

- All involved agencies need to participate on the planning team from the outset to ensure a successful and safe event.
- **At its initial meeting, the planning team should:**
 - ✓ Develop a mission statement.
 - ✓ Develop event objectives.
 - ✓ Determine the necessary components of the public safety plan.
 - ✓ Consider risks (including crowds, staffing, food and shelter, parking, transportation, medical facilities)
 - ✓ Identify previous event concerns
 - ✓ Discuss local/current concerns
 - ✓ Community impact

Elements of emergency planning

- Scope of the event
- Site Assessment
- Identification of event risks, hazards & threats
- Impact on the community
- Emergency support required
- Safety & security
- Food Safety
- Infection Control, Infectious/Contagious Diseases
- Weather Monitoring
- Communications
- Training of event personnel, first responders and staff

Permitting

Many communities require event promoters or sponsors to obtain permits before holding an event. **Permits help the planning process by:**

- Notifying the community formally of the intent to hold an event.
- Providing details about the event, such as venue, anticipated audience characteristics, and the intent to sell food or merchandise.
- Reviewing information on the permit request can provide the planning team with a head start on event preparedness.
- Public Health Application for special events

Assess the suitability of your venue

- Identify all the activities that will take place including parking requirements
- Estimate the size of the audience and demographic
(i.e., children, the elderly or disabled will have different needs)
- Identify nearby infrastructure
(overhead power lines, seniors homes, schools, etc.)
- Identify all venue entry points so you can actively monitor entrances and exits.
- Create a diagram to share to give the team a visual understanding.
- If the venue is outdoors, establish boundaries where the event perimeter begins and ends. Consider the use of temporary fencing and barricades.

Assess the suitability of your venue



**site
diagram**



**locations of
events/tents**



**fire hydrants/
connectors &
no-park zones**



**electrical
plans**



**event central -
first aid, lost
child, comms**



**parking &
loading zones**



washrooms



food service



**unique
activities**



**location of
barricades**

Temporary Structures

Many events require easily constructed temporary structures, like:

The stage platform

Towers to house speakers and lighting

Temporary seating

Dance and viewing platforms

Roofs, towers, and masts

Marquees and large tents

Decorative items, such as archways, signs,
and sideshows

A building codes inspector should supervise the erection of temporary structures and ensure that they conform to building and engineering specifications.

Risk Assessment

Step 1 - Write down all possible risks and who is at risk – be it attendees, crew, members of the public, or the venue itself.

Step 2 - Write down how you will mitigate and manage each risk. This does not need to mean reams of paperwork, just note the basic measures, such as having a first-aider on site and accident report book. Place extra focus on your most severe risks, which must be prioritised and timetabled to reduce risk to an acceptable level.

Step 3 – Ensure all staff and volunteers are familiar with the mitigation and response procedures

Hazards and risks to consider

Abandoned vehicles	Assault	Bomb threat	Cancellation of event
Civil disturbance with demonstrations	Communications	Crowd control	Dignitary protection
Epidemic or other public health concern	Fire	Fire aid	Flood
Food handling	Waste disposal	Evacuation of area	Lost child
Loss of utilities (water, sewer, communication)	Lost and found	Media relations	Parking
Permitting	Power failure	Security	Structural collapse
Weather	Traffic control		

Event planning checklist

- Create a **step-by-step safety checklist** for execution during on-site setup, and another safety checklist for the day of the event. (see handout)
- Identify a **go-to decision maker** ahead of time. Should something happen on the day of your event, you'll want to know who the decision maker is so everyone can communicate with them, and know who has the final call.



Public Health



Public Health promotes and protects the health and safety of all people through the delivery of quality public health services and the promotion of health care standards at a Special Event.

Items included for consideration by public health at special events includes:

- Food Safety
- Safe Food Handling
- Waste Disposal
- Water Supply
- Infection Control Practices

Food Safety

- When food is offered to the public, it must be safety prepared and the requirements of the **Ontario Food Premises Regulation** (O. Reg 493/17) must be met)
- Food vendors are responsible for making sure all requirements are met
- Organizers must contact the health unit at least **2 weeks** before an event and provide information on the date and location of the event and information about the food vendors



Food Vendors

- Must ensure they follow the requirements in the **Ontario Food Premises Regulation**
- Vendors must read and understand all the special events requirements
- Read **handwashing requirements** and ensure handwashing station will be in place
- Ensure a **certified food handler** is available on-site for the event
- Call the health unit to ask any questions needing clarification
- **Expect an inspection during the event!**

Safe Food Handling

- Ensuring food is from an approved source
- Following proper cooking temps. by having a **probe thermometer** on site
- Enough **coolers/refrigerators** to store hazardous foods
- Safe storage of food to prevent contamination
- Proper use, storage and cleaning/ sanitizing of equipment and utensils
- Supply to hot and cold (or mixture of warm) **potable water**
- Access to a dedicated **hand washing station**
- A prepared approved **surface sanitizer** in labelled bottles or buckets

Waste Disposal

- Remove waste frequently
- All waste water must be disposed of in a clean manner
- Ensure enough garbage bins / bags are provided
- Dispose of garbage in a clean manner
- Follow municipal by-laws for garbage disposal and recycling



Water Supply

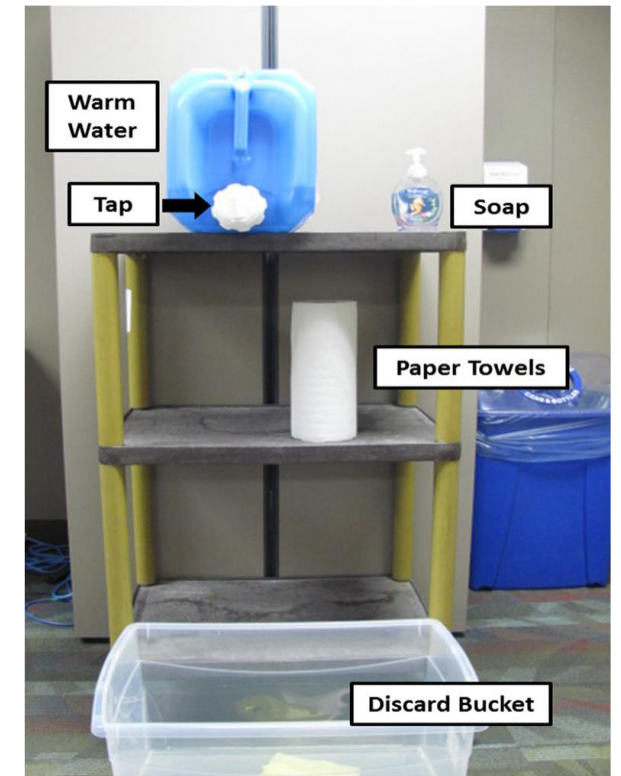
- All water used by food vendors at a special event must be potable
- If water is from a well or non-municipal source, water must be tested and proven to be safe for consumption prior to event date
- Waste water must be disposed of properly



Hand Washing

- **Hand washing station** must be ready to use prior to beginning food preparation or food service
- Most food trucks or trailers are plumbed as equipped to have pumped hot and cold running water however there are alternative, temporary ways if there is no plumbed system:

Coffee urn, camp jug etc. with waste water collection



Hand Washing

- Hot and cold or mixed warm must be available
- Garden hoses, pouring water over hands or dipping hands in container / standing water are not acceptable for a water supply for hand washing
- Soap in a dispenser must be available as well as single use paper towels
- Handwashing must occur whenever hands are visible solid or when moving from one task to another (i.e. collecting money to handling food)
 - No smoking at booth, don't work when ill, cover cuts/sores



Safety

The safety of staff and the public is an important consideration.

Inspectors must be aware of occupational health and safety standards, including those related to:

- Loose power leads
- Trip hazards
- Inadequate refuse disposal
- Inappropriate positioning of equipment
- Poor ventilation and extreme temperatures in the work environment
- Poorly stacked supplies
- Unguarded equipment

Health Promotion

Consider the opportunities to promote **health messages** at public events and to encourage event organizers and service providers, such as food vendors, to participate. Examples include:

- Sun safety
- Non-Smoking / Vaping
- Healthy menu options
- Infection control

Security Plan

- Providing **security services** is vital to public safety.
- Contract with police or private security companies, especially when there's alcohol involved.
- Determine crowd size.
- Use security to ensure guests don't stray into staff-only areas or areas reserved for VIP.
- Assess guest risk.



Pre-Event Briefing of Security Personnel

To enable security personnel to perform effectively, they should be briefed prior to the event. **The pre-event briefing should cover:**

- Details of the venue, including entrances, exits, medical aid locations, and potential hazards.
- Clear direction on unacceptable behavior.
- Basic information about the event.
- Details of emergency and evacuation plans.
- Instructions for operation of onsite emergency equipment.
- Details of the incident communications plan.

Emergency response procedures

Develop specific procedures to deal with:

- a missing person
- fire or explosion
- injury
- terrorism
- evacuation or shelter-in-place
- severe weather

Providing Lost-Child and “Meet Me” Locations

- Depending on the size of the event and the number of spectators, children may become separated from their adult supervisors. Planners should designate a place for lost children to be reunited with their adult companions and develop a way to allow information to be disseminated quickly and accurately.
- One useful way of handling lost children is to provide “meet me” locations. These are well-marked, designated locations throughout the site. Patrons can plan to meet at these locations if they become separated.

Code Adam



- For a Missing Child – The **Code Adam** Program identifies a 6 step process. These steps are as follows:
- If a child is missing, take the parent(s)/caregiver to the main office immediately to get a detailed and accurate description of the child, including:
 - Name, age, gender, and race
 - Weight, height, hair and eye colour
 - Describe what the child is wearing, specifically the colour and type of clothing
 - Ask if they have taken any pictures of the child that day.
The purpose of this is that it will provide Police with the clothing that the child is currently wearing and the best possible description.



- The radio communications staff announces the **Code Adam alert** on the PA system and will describe the child's physical features and clothing.
- **The child's name is never announced.**
The alert will indicate to the event volunteers to lock down the entire property including the parking lots while other volunteers begin looking for the child on the site grounds.

e.g., "Code Adam Alert. Code Adam Alert. {Give a description of the child over the PA system after announcing the alert}"



- Designate volunteers to respond immediately to the exits when the alert is sounded. Do not allow any vehicles to leave the parking lot until the child has been found or until police take over the incident.
- **Call Woodstock Police at 911 to report.**
- If the child is found and appears to have been merely lost, reunite the child with their parent/guardian. Contact Woodstock Police to advise them the child has been reunited with their family.
- If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. Woodstock Police should be notified and provided with detailed description of the person accompanying the child.
- Conclude the incident by saying "**Code Adam Cancelled**" on the PA system.

Entrances and Exits

The primary function of entrances is to provide:

For supervision, marshaling and directing crowds.

Access for emergency services.

Egress and evacuation routes.

Initial surveillance and inspection of attendees (i.e., magnetometers).

Entrances should also:

Be clearly signposted.

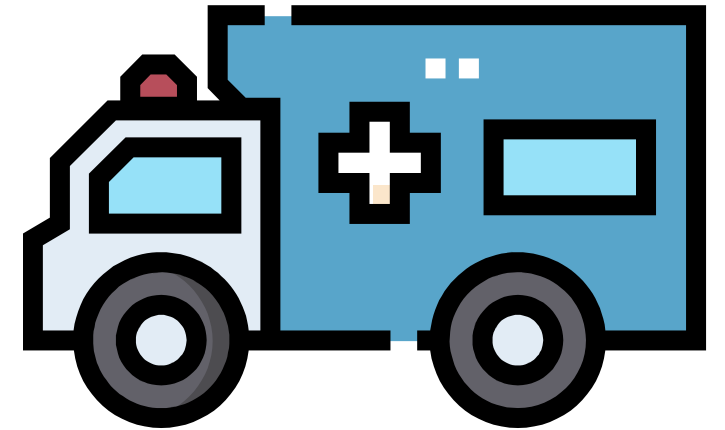
Be in working order.

Be compliant with the Ontario Accessibilities Act; and

Provide for separation of pedestrian and vehicular traffic.

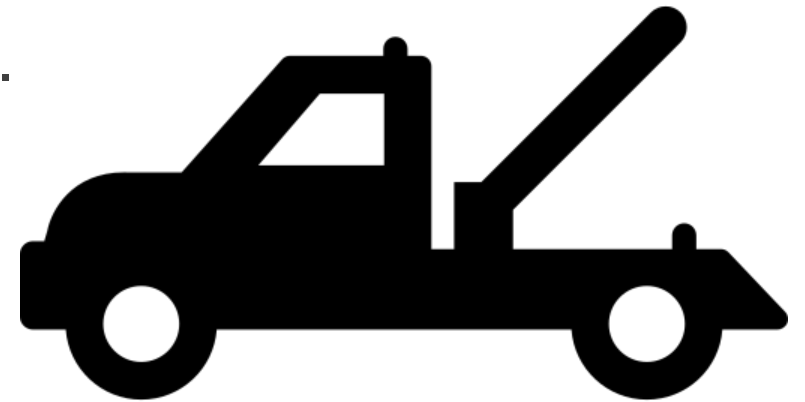
Emergency vehicle access

- Access for Emergency Vehicles will be maintained at all times.
- **Fire lanes** will not be obstructed.
- Participants and spectators will be directed to park in approved areas.
- **Crowd control** will be managed by on-site Security
- Parking for vendor and volunteer vehicles will be designated by parking volunteers upon arrival.



Other Transportation Issues to consider

- The **towing policy** for disabled vehicles.
- Vehicle **pre-screening** for vendors and event vehicles.
- Parking and parking control.
- Auxiliary parking lots and shuttles.
- **Accessibility** for persons with disabilities.
- Event planners should work closely with the promoter and public safety personnel to ensure that all transportation-related concerns are identified and addressed.



Medical Response

Experience from other events has shown most casualties are from:

- Heat stroke, dehydration.
- Cuts from broken glass and drink-can ring pulls.
- Injuries from missiles, usually bottles and cans.
- Fainting and exhaustion from a combination of hysteria, heat and alcohol.
- Trampling or crushing from crowd pressure.
- Illicit drug and alcohol abuse.
- Respiratory problems (asthma and emphysema).
- Epilepsy attacks brought about from strobe lighting.
- Age-related illness.

Medical Response Plan

- Create a **medical plan**
- **On-site** medical response (Paramedics, St. John's, trained first aiders)
- Develop **specific procedures** for medical response
- **Use 911** – ensure the address/location of the event is readily available to the call maker
- Have someone meet the ambulance at the main gate/entrance
- Do not move victim unless absolutely necessary
- Ensure 'person-in-charge' is made aware of the incident



Fire Emergency

- Alert others around you by yelling “**FIRE**”
- Leave fire area immediately
- Call the Fire Department at **9-1-1**
- Identify persons who are trained and familiar with extinguisher operation



PASS

REMEMBER THE (PASS)

- P - Pull the safety pin
- A - Aim the nozzle
- S - Squeeze the trigger handle
- S - Sweep from side to side (watch for fire restarting)



Severe Weather



- Assign an individual to **monitor the weather** throughout the event
- If severe weather occurs during the event, ensure procedures for providing **safety instructions** to attendees are in place (PA system)
- For outdoor events with limited spaces to take cover, attendees should be directed back to their vehicles for safety
- Follow the **30-30 rule for lightning**.
- The Weather Network / Accuweather / Government of Canada websites

Evacuation Plan

- Have evacuation plan discussions.
- Communicate the plan to all vendors.
- Emergency Commander and other officials identify a location to meet to assess situation (e.g. Main Office).
- Announcement made advising everyone to leave the grounds in an orderly fashion as soon as possible or seek shelter.
- If on site shelter is required, everyone will be advised to seek shelter in the nearest, safe facility.
- Grounds Volunteers will assist attendees in leaving the grounds in a safe and orderly manner as directed by the Person-In-Charge.

Assembly Area

- Designated areas which are to be used in the case of **emergency situations**.
- They are intended to provide a **safe area** for individuals to congregate while either waiting for emergency personnel to respond or to receive information and further instructions for the evacuation.
- This location should be **highly visible** and away from the event activities.



Communications plan

- Create an **emergency contact list** and include it in your plan
- Identify **roles & responsibilities** (i.e. Site Commander, Security Officer, Medical Response, Communications, etc.)
- Identify a **spokesperson** for the event
- Identify types of emergencies to be reported by site personnel



Examples of prepared announcements

EVACUATION ANNOUNCEMENT

“May I have your attention please? Embro Highland Games Organizer’s require you to evacuate the event site immediately due to (provide specific details, weather, bomb threat, etc.) At this time, we ask that you remain calm and immediately proceed to the closest exit.”

TORNADO ANNOUNCEMENT:

“May I have your attention please? A tornado warning has been issued for our area. Everyone should seek shelter immediately.

The safest facilities include: (identify facilities). If unable to get inside, move away from trees and tents and lie flat in a ditch or hollow and cover your head.