**Purpose**

A safety plan allows event organizers to consider risks specific to their event and to plan to prevent unsafe situations. This includes considerations such as security, weather, fire, medical and other potential risks. This checklist is not all inclusive, but meant to serve as a guideline document to help you plan accordingly.

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| EVENT NAME: |  |
| ORGANIZATION: |  |
| PREPARED BY: |  |

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| **Event Information** | | | |
|  | Group Name: |  | |
| Main Contact: |  | |
| Phone Number &  Email: |  |  |
| Event Location: |  | |
| Location Contact Information: |  | |
| EST. Attendance: |  | |
|  | Spectator Management / Crowd Control   * What are the maximum numbers permitted as established by regulation for safety reasons? * What is the composition of the audience, including the age and gender mix? * For audiences with a high proportion of young children, what additional facilities might be required, e.g., nurseries, family bathrooms, rental strollers? * For events designed primarily for young children or senior citizens, are higher levels of health services or additional medical facilities required? * For rock concerts, in contrast to other types of concerts, what problems– e.g., drug and alcohol abuse, underage drinking, and, possibly, dangerous weapons– may present a safety/security risk? * For sports events, what safety precautions need to be considered? * For cultural events that may require special arrangements, what provisions need to be made, e.g., interpreter services, special food services, and multilingual signposting, brochures, and announcements? * For any outdoor events, what additional security personnel are needed for barrier management? | | |

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|  | Planning Committee  Major events may require a meeting with an event planning committee to discuss in greater detail safety, security, and risks (such as chain of command, communication procedures and emergency response). The committee may include representatives from:   * Municipal Departments – Parks & Recreation, Roads, etc. * Local Police, Fire, and EMS * Public Health * Emergency Management * Facilities Representative * Counseling Services * Communications and Marketing |
|  | Site diagram (can be attached as SEPARATE document)   * Locations of specific events/tents * Fire hydrants / connections or “No Parking” zones * Electrical plans * Event central: First Aid, communication, lost child * Parking and loading / unloading zones * Washrooms * Food service * Any specific or unique activities relevant to your event * Location of barricades if used |
|  | Permits   * Insurance * Parades * Fireworks * Road closures / barricades * Safe and consumption of alcohol and food items * Inspection for fire safety * Inspection for public health * On-site security * Other |

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| **Risk Mitigation** | | |
|  | Hazards and risk to consider | |
| * Abandoned vehicles * Lost child * Civil disturbance with demonstrations * Epidemic or other public health concerns * Food handling * Loss of utilities (water, sewer, communication) * Permitting * Weather * Assault * Fire * Waste disposal * Structural collapse | * Lost and found * Power failure * Traffic control * Bomb threat * Crowd control * Fire * Evacuation of area * Media relations * Security * Cancellation of event * Dignitary protection * Flood * Parking |
| * Lost Child Plan: | |
| * Fire Plan: | |
| * Evacuation Plan: | |
| * Tornado/Lightning/Wind Storm Plan: | |
| * Medical Emergencies Plan: | |
| * Theft/Assault Plan(s): | |
|  | Contact the local municipality and the local police department (non-emergency number) for event management details and security issues. **Call 911 for all emergencies.** | |
|  | Establish a **chain of command** so decisions can be relayed in a timely manner.  Event Commander main contact (name/phone): | |

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|  | Establish a **safety officer** to address safety issues and monitor weather conditions.  Safety officer main contact (name/phone): | |
|  | Establish a **communications officer** to work with the Event Commander to respond to media and to identify and train staff on public announcements using a PA or other communications system.  Safety officer main contact (name/phone): | |
|  | Establish a process to monitor the possibility of severe weather while on-site. There are several services that can be used to track weather conditions. Here are a few to consider: | |
|  | **Environment   Canada** | <https://weather.gc.ca/canada_e.html>  <https://weather.gc.ca/radar/index_e.html?id=WSO> |
|  | **Accuweather** | <https://twitter.com/accuweather> |
|  | **Weather Network** | <https://www.theweathernetwork.com/ca/weather/ontario/woodstock> |
|  | Establish a notification system to relay information quickly to event workers and volunteers. Consider using radios and/or cell phones. Document the contact numbers in your written communication plan/procedure. Ensure all staff and/or volunteers have a copy of the contact list. | |
|  | Consider the following:   * + Possible preformatted warning messages. Recommended messages for use and/or modification can be found at the end of this checklist.   + Evacuation locations/routes (pre-plan an evacuation route and discuss with event organizers/participants).   + Shelter-in-place locations (discuss possible locations with building managers).   Since there may be limited areas to shelter people, monitoring the weather conditions is imperative. The safety officer should track any approaching severe weather to allow ample time to notify event participants. Weather patterns that deserve serious consideration are tornados and thunderstorms with lightning. | |
|  | Coordinate shelter-in-place locations with impacted building managers to ensure they are available for use. Consider the following:   * + Size of location to meet the population need.   + Any building alarms.   + Key/swipe cards to open facility (if applicable).   + Process to inform event attendees of where to shelter. | |

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| **Safety** | |
|  | **Food Safety**   * Application submitted to Southwestern Public Health or local public health unit * Hand washing facilities are available at food vendor locations * Waste disposal * Water Supply * Infection control practices |
|  | **Road and Pedestrian Safety**   * Are you closing roadways to traffic? * What is your plan for pedestrian and vehicle safety? * Where is the default access route for emergency vehicles? * Who is assigned to meet the emergency response agencies at the gate or door? |
|  | **Medical Safety**   * What level of onsite medical care, if any, is required? * Will medical personnel operate in a facility to which injured persons must make  their way? * How will spectators identify the medical personnel onsite (uniforms, vests,  badges, etc.)? * How will medical personnel be notified that there are spectators requiring assistance? * What means of communication will be available to permit attending medical personnel to communicate with offsite medical personnel, event organizers, security, and other support personnel? |

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| **Communication Systems** | |
|  | * What communications systems will be enabled to provide messaging to different sections of the crowd, both inside and outside the event venue? * How will the stage sound system be muted or silenced if emergency personnel use a separate sound system? * At what volume level can announcements be heard over the spectator noise? * Will the audience easily understand announcements? * Are multiple-language announcements required? * What wording will lend the greatest credibility to the instructions provided? * What contingencies in communications routes will be in place? |

**Resources**

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| **Thunderstorm/ Lightning/ High winds** | |
| Thunder and lightning  Use the “30/30” rule to determine the proximity of lightning and safety actions to implement (see right).  Continue to monitor appropriate weather services for additional information. | 1. Count the seconds between lightning flashes and the sound of the thunder: if it is 30 seconds or less, the storm is close enough that lightning could strike your location at any moment. **Delay the event and get people to a safe location**.   If you hear it—clear it!   1. Do not resume outdoor activities until 30 minutes after the last clap of thunder. |
| High winds | Be vigilant of high winds and the impact the winds may have on high standing equipment, tents, stages, etc. Each of these equipment types have different wind standards based on size, anchoring, and type.  Event organizers should make every effort to understand the parameters of event equipment and, if the wind exceeds these parameters, immediately evacuate to a safe location. |

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| **Emergency Warning Notification Checklist** | |
| **On-Site Leader**  **responsibilities** | The On-Site Leader or designated representative provides emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This checklist should not be considered all-inclusive but should be used as a guide to plan accordingly: modify the checklist for your event as needed. |
| **SHELTER IN PLACE** | |
| Possible shelter-in-place incidents:   * Tornado warning * Lightning in the area * Civil disturbance * Hazardous materials release | |
| Be prepared to issue a notification to event participants if a shelter-in-place need occurs. The On-Site Leader should consider the following steps for a shelter-in-place incident (the most likely scenarios being a tornado warning or lightning in the area):   * Notify all event staff as per communication plan that a shelter-in-place protocol is in effect. Event staff should begin directing event participants to pre-designated shelter areas. *Note: Event staff should seek shelter if their safety is in immediate jeopardy.* * Consider event participants who have functional needs (e.g., mobility restrictions). * **Contact 911** **if emergency assistance is needed**. * Notify event staff when the shelter-in-place protocol has ended and event participants are safe to leave the shelter. If available, the event Public Address (PA) official could assist in giving instructions to event participants through an announcement. | |

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| **EVACUATION** | |
| Possible evacuation incidents:   * Fire alarm is activated * Hazardous material leak | |
| Be prepared to issue a notification to event participants if an evacuation is required even if an alarm has not been activated. The On-Site Leader should consider the following steps for an evacuation incident (the most likely evacuation scenario being activation of a building fire alarm system):   * The On-Site Leader should notify all event staff using the communication plan that an evacuation protocol is in place. Event staff should begin directing event participants to pre-designated evacuation areas (Emergency Assembly Areas). *Note: Event staff should evacuate if their safety is in immediate jeopardy.* * If required, use the attached pre-drafted notification messages (adjust as needed). * Consideration should be given to event participants who have functional needs (e.g., mobility restrictions). * **Contact 911** **if emergency assistance is needed**. * The On-Site Leader should notify event staff when the evacuation protocol is over and event participants are safe to leave the shelter. If available, the event Public Address (PA) official could assist in giving instructions to event participants through an announcement. | |

**Emergency Announcements**

Modify as needed to address specific emergency. Repeat announcement as needed during your emergency response.

***Evacuation***

May I have your attention, please. The “Name of Organization or Name of Emergency Response Agency (i.e., Police or Fire)” is asking everyone to evacuate, or exit, this site immediately due to a **[provide specific event, whether it is a fire, bomb threat, HAZMAT, etc.]**. PLEASE REMAIN CALM and immediately start making your way to **[give exact location(s) to exit the venue]**. At this time, do not enter the **[indicate area(s) or other prohibited vicinities]**. Any and ALL directions and instructions of public safety officials must be followed.

***Lightning in the area***

May I have your attention, please. There is a lightning approaching the area. At this time, we are asking everyone to make their way to **[building name/names]** to take shelter. Please enter through the **[give directions on where to enter]**. Please do not use cell phones, tablets or any other electronic/electrical devices at this time. Remain calm and proceed to **[shelter location]**.

***Tornado warning***

May I have your attention, please. A tornado warning has been issued for our area by [Environment Canada]. Everyone should seek shelter immediately in a building ***(if you have identified specific buildings on site identify them).*** Do not stand near doors and windows.

The following locations are available and open for shelter: **[list building names]**. They are located at **[provide concise building location directions]**. Please enter through   
**[provide directions on where to enter for each shelter-in-place location]** and move to the lowest level. If inside shelter is not available, lie flat in the nearest depression or low point, such as a ditch or ravine **[provide location for this if applicable]**.

***Heat advisory***

May I have your attention, please. A heat advisory has been issued for our area by the local public health unit. A heat advisory means that a period of hot temperatures and high humidity will combine to create a situation in which heat illnesses are possible. Please drink plenty of fluids and stay out of the sun as much as possible.

Misting stations have been set up at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to help you cool down. ***(If applicable)***

The First Aid Station is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if needed. ***(If set up)***