EVENTS EMERGENCY PLAN for

{name of group/organization}

DATE:

ADDRESS:

***CALL 911 EMERGENCY for POLICE, FIRE, and AMBULANCE if onsite services are not available***

|  |  |
| --- | --- |
|  |  |
|  |  |

# EMERGENCY CONTACTS

|  |  |
| --- | --- |
| **EVENT ORGANIZER(S)** |  |
| NAME | ROLE | PHONE |
|  | Person In-Charge/Site Commander |  |
|  | Alternate Person In-Charge/Commander  |  |
|  | Security Officer |  |
|  | Radio Announcements |  |
|  | Gates & Admissions |  |
|  | Medical Response Team |  |
|  | Communications |  |
|  | Food and Venue Manager |  |
|  | Volunteer Fire |  |
|  | Parking |  |
|  |
| **AGENCY** | **CONTACT PERSON** |  |
| EMERGENCY | POLICE – FIRE – PARAMEDICS | 911 |
| Environmental Spill Reporting |  |  |
|  Police Service (non-emergency) |  |  |
| Local Fire Department (non-emergency) |   |  |
| Municipal Parks & Recreation Contact |  |  |
| Oxford County Paramedics Services (Non-emergency) |  |  |
| Municipal or County Community Emergency Management Coordinator |  |  |
| Oxford County Public Works Contact(S) (i.e. roads, water, etc.) |  |  |
| Southwestern Public Health  |  |  |
| Poison Control |  | 800-268-9017  |
| Woodstock General Hospital – General Administration |  | 519-421-4211  |
| Woodstock General Hospital – Emergency |  | 519-421-4222  |
| Hydro One 24 Hour outages and emergencies |  | 800-265-8307 |
| Other suppliers (i.e. Electrician, food vendors, etc.) |  |  |
| **WEATHER ALERTS** |
| The Weather Network Severe Weather Storm Line  | <https://www.theweathernetwork.com/ca/weather/ontario/woodstock> | 800-463-9463  |
| Accuweather  | <https://twitter.com/accuweather?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor> |
| Government of Canada  | <https://weather.gc.ca/canada_e.html> |

# **STATEMENT OF PURPOSE**

This plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions that may endanger the audiences and/or participants during the (name of event) and to quickly and efficiently respond in order to prevent or minimize any loss of life or property.

**PRIMARY CONTACT**

The (name of event) has identified **(name of person)** as the primary contact for all incidents regarding the event

# **COMMUNICATIONS AND MEDIA**

Heart FM Woodstock 104.7

Tillsonburg 103.1

Identify individuals who have the authority to speak to the media i.e. President of organization, police, fire, paramedic services

**EMERGENCY REPORTING AND PROCEDURES**

Types of emergencies to be reported by site personnel are:

* MEDICAL
* FIRE
* SEVERE WEATHER
* BOMB THREAT
* CHEMICAL SPILL
* STRUCTURE CLIMBING/DESCENDING
* EXTENDED POWER LOSS
* OTHER (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(e.g., terrorist attack/hostage taking)

Emergency Notification

In the event of an emergency, notification of the emergency will be through 911.The caller should have the following information available: nature of emergency, location, and contact person with callback number.

We will have the following personnel on-site with portable radios:

* + Emergency Commander:
	+ Security Officer:
	+ Volunteer Fire:
	+ First Aid Responders -

## **SITE RADIOS**

Event volunteers will be provided with a portable radio to stay in contact with event officials and the medical response team. Please sign out your radio at the main office upon arrival and monitor communications throughout your shift.

## **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 (see map).

## Crowd control will be managed by on-site Security

* Parking for vendor and volunteer vehicles will be designated by parking volunteers upon arrival. Admission and parking for attendee vehicles will be accessed off of the 11th Line.

## **In the event the grounds must be evacuated, all gates will be opened and the evacuation process will be coordinated by the Security Officer.**

## **SEVERE WEATHER**

## Weather forecasts and current conditions will be monitored through The Weather Network Severe Weather Storm Line <https://www.theweathernetwork.com/ca/weather/ontario/woodstock> and Accuweather. <https://twitter.com/accuweather?ref_src=twsrc%5Egoogle%7Ctwcamp%5Eserp%7Ctwgr%5Eauthor>

**Before the event** – If severe weather is predicted prior to the event, the Emergency Commander will evaluate the conditions and determine if the event will remain scheduled. The Emergency Commander or his/her designate will be identified as such and will be responsible to monitor the weather conditions before and during the event.

**During the event** – If severe weather occurs during the event, the Emergency Commander or his/her designate will make notification through the PA system that a hazardous weather condition exists and provide appropriate safety instructions to the public.

There are very limited provisions for sheltering participants at the site. In most cases, participants will be directed back to their vehicles for safety.

This event will follow the 30-30 rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

## **MEDICAL EMERGENCY**

There are provisions for on-site medical response at this event.

Should an incident occur that requires medical treatment, contact the on-site Medical Response Team by radio to request this resource. The event volunteer will have the following information available to the on-site Medical Response Team; the nature of emergency, precise location, and contact person with callback number.

Calls for an ambulance are to be made only by the Medical Response Team, Security or the Emergency Commander, ***unless serious injury or death is imminent***.

**Than call 911 immediately and request an ambulance.**

Provide the following information:

* Nature of medical emergency
* Location of the emergency: **identify access gate and location of patient on the site**
* Your name and phone number from which you are calling
* Radio the Site Office and request someone meet the ambulance at the appropriate gate.
* Do not move victim unless absolutely necessary.

## **FIRE EMERGENCY**

Upon Discovery of Fire:

1. Alert others around you by yelling “FIRE!”
2. Leave fire area immediately
3. Call Fire Department at 9-1-1

Remain Calm

Only those persons who are trained and familiar with extinguisher operation may attempt to fight the fire.

Suggested Operation of Portable Fire Extinguishers:

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)

Staff Volunteer: Radio or phone the **Fire Coordinator, Bruce Holst 519-703-6054** to advise of the situation and request someone meet the Fire Department at the appropriate gate.

## **LOST CHILD**

If you found a lost child, radio the main office immediately to inform them you have a lost child and bring the child to the main office. This way if the parent(s) come to the main office they can be told their child is with a volunteer and is on their way to the office.

For a Missing Child – The **Code Adam** Program identifies a 6 step process. These steps are as follows:

1. If an individual reports that a child is missing, take the parent(s)/caregiver to the main office immediately and obtain a detailed and accurate description of the child.
	* 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.
2. 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}

Ensure you 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.

1. Call Police at **911 to report.**
2. If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian. Contact Police to advise them the child has been reunited with their family.
3. 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. Police should be notified and provided with detailed description of the person accompanying the child.
4. Conclude the incident by saying “**Code Adam Cancelled**” on the PA system.

## **EVACUATION & SHELTER-IN-PLACE**

**\* If this order is given, all activity must cease. All exit gates must be opened fully.\***

The order to evacuate all or part of an area should only be given after careful consideration of all the factors involved, and with life safety being paramount. The hazard and situation is the primary indicator when making the decision to evacuate. In some cases clear and obvious risks will indicate the need for evacuation; in other cases a precautionary evacuation may be justified to avoid an anticipated impact or threat.

n the event of an emergency in which evacuation or shelter is necessary, the following should occur:

1. Emergency Commander and other event officials identify a location to meet to assess situation (e.g. Main Office).
2. Announcement made advising everyone to leave the grounds in an orderly fashion as soon as possible or seek shelter.
3. If on site shelter is required, everyone will be advised to seek shelter in the nearest, safe facility. The Safest facilities include: (list locations)
4. Grounds Volunteers will assist attendees in leaving the grounds in a safe and orderly manner as directed by the Emergency Commander.

# **Assembly Area**

Assembly areas are 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. The Assembly Area has been identified at the (identify location).

## **PUBLIC ANNOUNCEMENTS**

**EVACUATION ANNOUNCEMENT**

“May I have your attention please? {Name of Event} 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: (list locations). If unable to get inside, move away from trees and tents and lie flat in a ditch or hollow and cover your head.

**SEVERE LIGHTING ANNOUNCEMENT:**

“May I have your attention please? There is a severe lighting storm approaching the area. At this time, if you can get to your vehicles immediately please do so. If this is not an option we need you to take shelter. The safest facilities include: (list locations). Please refrain from utilizing telephones, cellular phones, or any other electronic devices.”

**The following information needs to be given to the local Police prior to the event**

Event name:

Location:

Approximate number of attendees:

Coordinator name and contact number:

Secondary on site contact name and number:

As the coordinator of the event, I acknowledge and understand the Event Emergency Plan.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Signature

Figure 1 Site Map