

Municipality of Amherstburg Special Events Emergency Planning Guide

Some Emergency Planning Considerations

Consider Items below and use the attached Special Event Emergency Planning Checklist to assist you.

Event Organizer(s)

- Contact information

Event Staff/Credentials

- Staffs working the event need to be in a uniform or otherwise quickly identifiable to attendees during an emergency. Credentials identify specific individuals who require access to a venue to perform an operational role or function.

Staff Responsibilities

- Who is responsible at all levels of staffing and for what.

Monitoring Weather

- Who will monitor for weather events that could impact your event, such as severe weather, flooding, snow and heat or cold? Be sure plans take into account weather impacts.

Evacuation and Shelter Locations

- Be sure to identify how to evacuate attendees and where to direct them to for shelter if needed. Make sure staff are aware of these procedures and locations.
- Do you have an Evacuation center, is it close by and do you have permission and access?

Event Cancellation or Postponement

- An event may need to be canceled, postponed, or interrupted. If a crowd has already gathered, these actions have the potential to create dangerous crowd reactions. Have plans in place to manage an angry crowd appropriately and to address the possible readmission of patrons to the venue. Decide with the planning team ahead of time who has the authority to cancel or postpone an event and under what conditions.

Security and Safety

- Fencing
- manned gates
- Monitor number of attendees

Medical Personnel/First Aid

- Have you considered having on site medical/first aid personnel including ambulances for the event? (this may not be needed if under 500 people are expected) Be sure to notify local ambulance providers of the event

Maintain Access

- Have you ensured the event has proper access for people to enter and exit the venue site including maintaining aisle-ways and keeping areas in front of the event and emergency exits clear?
- Staff for maintaining access equipped with proper PPE to direct traffic.

Event Maps/ Signage

- A universal map for the entire event footprint should be developed in advance for all attendees and event staff (including public safety personnel) to allow for the rapid identification of event-specific facilities and other locations in an emergency.

Emergency Notification of Crowd

- Do you have a way to quickly communicate with the attendees to the event in case of an emergency, disruption or other problem? Examples include access to a public address system, portable bullhorn, Disc Jockeys, Bands or other capabilities
- Planned messaging

Emergency Plan

- All key staff should have a basic emergency plan which contains key items such as how to report an emergency, what kind of emergencies could happen at the event and actions that should be taken, evacuation instructions and shelter locations. Ideally this document should also contain key contact information for various individuals and departments, a timeline for the event and specific event maps. This plan should be distributed to and reviewed with key staff before the event

In Case of Emergency (Who will meet emergency responders)

- **Medical Emergency** – notify EMS at 911 and your supervisor
- **Missing Person** – notify Organizer person in charge, Police if needed
- **Fire** –Evacuate area - direct visitors to exits - alert officials to people who may need assistance
Contact Fire at 911 give details and location

Pre-Event Briefing – Conduct a briefing just prior to the event of all involved staff and volunteers to be sure everyone is aware of plans, policies, last minute updates and especially what to do in case of emergency.

Others Agencies Who may be able to assist

There are numerous departments who might be able to assist you further with specific issues:

- **Police** – Security, Crowd Control,
- **Fire** – Emergency Planning, Evacuation, special events (Fireworks application)
- **Facilities** – Space/Site Considerations, Utilities, Sanitation/Cleaning/Trash Removal, etc
- **Parking and Transportation** – Parking, Transportation/Shuttles, Traffic/Road Impacts

SPECIAL-EVENT EMERGENCY PLANNING CHECKLIST

Name of Event & Date:

Type of Event (Sporting, Festival, Live Performance/Music/Concert, Other):

Expected Attendance:

Emergency Plan/

- Objectives
- Schedule of Events/Detailed Timeline
- Assignments and Contact Lists
- Emergency Communications
- Policy and Emergency Procedures (based upon risks below)
- Maps

Risk/Hazard Analysis

- Police response
- Fire response
- Medical emergencies
 - First aid
 - Heat/cold exposures
 - Trauma
 - Mass Casualty
- Crowd rush
- Lost or missing persons/children
- Crowd dispersal
- Public notification process
- Access control
- Evacuation routes
- Shelter Locations

Demobilization Plan

- Traffic or pedestrian egress from site
- Venue Cleanup/Sanitation removal
- Contractual evaluation
- Organizer commitments
- Other public or private contracts

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- **Missing Person** – notify Organizer person in charge, Police if needed
- **Fire** –Evacuate area - direct visitors to exits - alert officials to people who may need assistance
Contact Fire at 911 give details and location

- **Severe Weather** – Weather changes may happen quickly, monitor weather conditions prior to and during your event. - if instructed, direct visitors to indoor shelter locations (see below) - stay away from windows and doors – report any injuries or damage

- **Emergency Evacuation – Staff** know exit locations ahead of time - direct and assist visitors to exit in a calm and orderly fashion – visitors should use nearest exit – alert official to people who may need assistance
- **If Told to Shelter in Place** - Get indoors immediately (shelter locations listed below) - Shut all doors and windows and stay away from windows and doors - Stay inside until informed it is safe to go outside - Follow instructions of emergency personnel.

Event Contact List

Agency	Contact Person	Title	Cellular	Radio
Event Organizer				
Emergency Contact				
Director				
Director				
Director				
Event Staff				
Security				
Admissions				
First Aid				
Communications				
Food Services				
Venue Manager				
Gates				
Municipal Responders				
Police				
Fire				
EMS				
Public Works				
Public Information				