

## **EVENT EMERGENCY PLAN FOR-**

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<b>1. INTRODUCTION - Include:</b> What type of event	<b>DATE:</b>
	<b>START TIME:</b>
	<b>END:</b>
<b>2. COMMAND &amp; CONTROL</b>	
a. <b>Event Manager/Chief Organizer (Person who had overall responsibility): Include</b> - Name: How contacted during event: Where located during event	
b. <b>Safety Officer: Include</b> - Name: How contacted during event: Where located during event	
c. <b>First Aid Coordinator: Include</b> - Name: How contacted during event: Where located during event	

d. **Police (if present at the event): Include** - How contacted during event: Where located during event

**3. RESPONSIBILITY OF INDIVIDUAL AGENCIES/GROUPS**

List the responsibilities and numbers of personnel in a simple “bullet point” format. All responsibilities must be DISCUSSED and AGREED with each individual/agency/group prior to the event. Organizations to be considered may include: **Police: Fire Service: Health: St. John Ambulance: Red Cross: Security Organization**

**4. ALLOCATION OF RESOURCES:** List any equipment to be used for public safety during the event or in the event of an incident e.g. hand held radios, fire extinguishers, etc.

**5. COMMUNICATIONS - Briefly explain:**

- How the event control/organizers will communicate with the event staff/marshals and vice/versa.
- How the event control/organizers will communicate with the public.
- Include a list of persons who will have radios and what channel they can be contacted on.
- Include a list of persons who at the event location will have access to a phone and their contact telephone numbers.

**6. EVENT SIGNAGE (to the event and around the event site) Who is erecting the signage to the event:  
When will it be in position?**

**7. Contingency Plans - What steps will be taken to respond to risks that cannot be completely eliminated?**

Add additional pages to this document if you need more space.