

Emergency Management Plan Template

Event Organizer To Do List:

- Attendance expected to be under 100 people are not required but are highly encouraged to complete the first part of this template.
- Attendance expected to be under 1000 people—Complete Part A through C of this template.
- Attendance expected to be over 1000 people—Complete all parts of this template.
- Submit your emergency management plan to the Booking and Events Coordinator at least four (4) weeks prior to the event.
- Review emergency management plan with volunteers, vendors, exhibitors, performers, security, first aid personnel or anyone else involved in the event.
- Report any accident, medical incident or injury that required First Aid or Emergency Service response that took place on City owned or leased property during the event (including set up and take down).

Part A – General Information

Event Details

Event Name:

Event Location (s):

Command Post (Location where staff/volunteer in charge is located):

Event Description (include planned and anticipated activities:

Event Dates and Hours of Operation

Event Dates:

Hours on Site:

Set up Dates:

Hours on Site:

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SPECIAL EVENTS



Tear Down Dates:

Hours on Site:

Key On Site Contacts

Event staff and volunteers must know who is in charge in case an emergency decision is required. The person in charge should be available at all times either through a communication device, or by ensuring that he/she can be located at the event control centre. If you are working in shifts, please identify the date/time frame for each contact. If more space is required, please attach a separate sheet.

Name	Day of Event	Contact Number	Date/Location	Hours on Site
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Name	Day of Event	Contact Number	Date/Location	Hours on Site
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Part B – Event Details

Total attendance expected per day:

Peak attendance time:

Venue Capacity:

Will you have a road closure or parade? Yes No

Road Closure Location(s):

Road Closure Hour(s):

Parade Formation Hour(s):

Parade Dispersal Location(s):

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Parade Dispersal Hour(s):

Parking Location/Plan:

Bylaws

Have you been granted an exemption to any by-laws? Yes No

If yes, please list which by-laws:

Will alcohol be served? Yes No

Will you be using police services on-site? If so, how many? Yes No

Will you be using private security on-site? If so, how many? Yes No

Will you be using volunteer marshals? Yes No

Is the event free? Yes No

Is this a ticketed event? Yes No

Will there be any hazardous materials on site? Yes No

Licensed On Site Security Yes No

Name	Day of Event	Contact Number	Dates	Hours on Site
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First Aid Services On Site Yes No

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Name Day of Event Contact Number Dates Hours on Site

Has this event ever been held in Guelph before? Yes No

Is the proposed event expected to be the same as previous? Yes No

Do you know of any past emergency incidents, issues? Yes No

If yes, please provide details below:

Was a debrief conducted following your past event to address and resolve any past emergency incidents, issues or concerns? Yes No

If yes, please provide details below:

Part C – Event Map

Attach a map with the following:	Included in map?		Comments
Location of organizer	Yes	No	
Location of emergency command	Yes	No	
Event structures	Yes	No	
Hazards	Yes	No	
First aid station	Yes	No	

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Missing person areas	Yes	No
Vendors	Yes	No
Designated areas serving alcohol	Yes	No
Pyrotechnics	Yes	No
Transit routes	Yes	No
Event emergency access route	Yes	No
Designated event parking areas	Yes	No
Designated public parking areas	Yes	No
Public access entrances and exits	Yes	No
Marshaling/staging area	Yes	No
Barricades	Yes	No
Flow of traffic	Yes	No
Security locations	Yes	No
First responder parking/access	Yes	No

The following sections are to be completed for all events that are expected to exceed an attendance of over 1000 people. Events that are not expected to exceed 1000 are encouraged but not required to complete the following sections. Completing these sections will help you plan and prepare for potential hazards.

Part D – Hazard Identification and Risk Assessment

Identify risks and hazards associated with your event and prevention/risk reduction methods using the risk matrix below. Some common hazards include but are not

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limited to: severe weather, food preparation, alcohol, traffic and crowd violence.
When rating probability and impact, consider 1 to be low and 5 to be high.

Hazard/Risk	Potential Harm or Loss	Probability (Rate 1-5)	Impact (Rate 1-5)	Prevention/Risk Reduction Actions	Is Risk Managed? Next Steps
Example: Over crowding	Responder and public safety jeopardized	1	4	Fencing around event and counters to monitor capacity, drone monitor pinch points	Yes
Example: Severe Weather	Injury to participants, damages to tent and equipment	2	4	Joe is assigned to monitor weather on the day of the event and make the call to start event at 7 a.m., ongoing	Yes – Joe has been trained and knows he oversees this safety item

Part E – Emergency Response Plan(s)

Please identify and submit your emergency response plans for any which could be utilized for any:

- Medical Emergencies—if the medical emergency is outside the area of expertise for First Aid Service on site, what actions will be taken?
- Fire Emergencies—for outdoor events, organizers should follow the Fire Watch protocol as outlined by Ontario Fire Code
- Safety Zone and Evacuation Plan
- Missing Person/Child
- Extreme Weather
- Downed Power Lines
- Children, elderly adults, persons with disability or medical illness
- Or other high ranking hazards identified in your Hazard Identification and Risk Assessment

A security plan, safety plan, communications plan, event continuity plan and severe weather plan are all mandatory.

Procedure/Plan Attached at the end of this document

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Security Plan	Yes
Safety Plan	Yes
Communications Plan	Yes
Event Continuity Plan	Yes

Should you need examples of how to complete the above plans, refer to the Emergency Management Planning Guidelines. These guidelines outline in detail what information is required within each plan and provides examples.

Disclaimer: The review of the Emergency Management Plan submitted by your organization, and any information provided respecting the plan, is meant to assist your organization to prepare a plan that will serve it well in carrying out the event. The Corporation of the City of Guelph disclaims any responsibility for the review of the plan as to the quality, appropriateness or suitability of any aspect of the plan or its compliance with any laws and will not be liable for any damages whatsoever to your organization or any other person arising from or related to the use or implementation of the plan. In the event of an emergency, The Corporation of the City of Guelph, Guelph Police Service, Guelph Fire Department and Guelph Wellington Paramedic Service will respond to such emergency according to their respective procedures and will work in collaboration with your organization as deemed appropriate or necessary in the circumstance.

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