



## EVENT SAFETY AND EMERGENCY RESPONSE PLAN

### 1. Event Contact Information

Contact Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

### 2. Event Details

Event Name: \_\_\_\_\_

Event Type (concert, fund raiser, etc.): \_\_\_\_\_

Location: \_\_\_\_\_

Date and time: \_\_\_\_\_

This event is  Public  Private

Expected attendance: \_\_\_\_\_

Will food be served?  Yes  No

Will alcohol be served?  Yes\*  No

\*If yes, will guests have access to fresh or bottled water?  Yes  No

Has the Dean, Director or appropriate VP approved the event with alcohol?  Yes  No

Name and telephone number of the person the liquor license has been issued to:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### 3. Emergency Situations

Objectives: To prevent and control risks/hazards on the site and by general maintenance of the site to ensure the protection of all those present at the event.

#### FIRE

\_\_\_ I will call 911 if there is a fire during the event

#### MEDICAL EMERGENCIES

\_\_\_ I will call 911 (ambulance) or use basic first aid as appropriate to the situation.

\_\_\_ I will maintain calm around the situation and ensure that medical personnel have access to the injured person or people.



**BOMB THREAT**

- \_\_\_ On receiving notification of a bomb threat, I and my colleagues will treat it as a genuine emergency.
- \_\_\_ I will call 911 (fire and RCMP) and Campus Security (604.822.2222).
- \_\_\_ I and my group will cease all activities and sit calmly until instructed to act by emergency services.
- \_\_\_ If emergency services determine that evacuation is necessary, I will comply with instructions and cooperate to move attendees a safe distance from the site.

**EXTREME WEATHER**

- \_\_\_ In the case of extreme inclement weather, I will use the bull-horn to announce the need to end the event.

**POWER FAILIURE**

- \_\_\_ I will ensure that all of my attendees arrive safely outside, and will wait with them until power is restored or further instructions are given.

**EARTHQUAKE**

- \_\_\_ I will instruct attendees to find an open space away from wires or unstable structures.
- \_\_\_ I will ensure attendees remain in their safe spots until shaking stops.

**4. Occupant Load**

During your event, you may be asked for an accurate occupant-load count by a member of the Fire Department, Campus Security or RCMP. This count must be kept with a mechanical counter or appropriate electronic device. **How will you ensure that the maximum occupant load for your event venue is not exceeded?**

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**5. Safety Zone and Evacuation Plan (please provide maps as per 5.2)**

1. Identify the following:
  - a) The location where people will evacuate to in the event of an emergency: \_\_\_\_\_  
\_\_\_\_\_
  - b) The location where emergency services can access the site. \_\_\_\_\_  
\_\_\_\_\_
2. Attach a map showing evacuation routes, meeting point and emergency access points.



**6. Alcohol Plan (for events where alcohol will be served)**

How will you control and prevent access to alcohol by minors? \_\_\_\_\_

\_\_\_\_\_

What sizes and types of containers will be used to serve alcohol? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How many drinks can be purchased per transaction? \_\_\_\_\_

What is the price per serving of each drink? \_\_\_\_\_

\_\_\_\_\_

Detail your plan/procedure for dealing with guests who become intoxicated at your event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Detail your plan/procedure for dealing with guests who arrive intoxicated at your event.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Additional Information**

Are there washrooms at your event location?  Yes  No

Are there fire extinguishers on the premises, or will you supply your own?

Yes, there are fire extinguishers  No, we will supply our own

Are there trash and recycling bins available?  Yes  No

Will you provide emergency procedures and safety resources at your event?  Yes  No