



EVENT SAFETY AND EMERGENCY RESPONSE PLAN

1. Contact and Organization Information

Contact Name: _____

Organization: _____

Email: _____

Address: _____

Contact Phone: _____

City: _____

Alternate Phone: _____

Province/State: _____ Postal Code: _____

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, has the Dean or appropriate VP approved the liquor license application? Yes No

*If yes, has the RCMP signed off on the liquor license application? 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?**

5. Safety Zone Location and Evacuation Plan (attachment required)

1. Please identify:

a) The location people will evacuate to in the event of an emergency: _____

b) The location where emergency services can access the site. _____

2. Please 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?

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

Please 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 guests have access to fresh or bottled water? Yes No

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