

SPECIAL EVENT PERMIT APPLICATION ERP

EMERGENCY RESPONSE PLAN EXAMPLE #1

Event Name: Parade		Date of Event: July 1st, 2026
Event Coordinator: Jane Doe		Location of Event: 6th Avenue from 56th Steet to 43rd Street
Identify Potential Risks <i>List any potential emergencies – fire, extended power loss, and natural disasters – especially those that may require rescue.</i>	Excessive heat, thunderstorms, lightning, heavy rain, high winds	
	Lost or Missing Person	
	Animal Incidents	
	Health-related incidents among participants and spectators	
	Traffic Accidents- collisions of floats/vehicles, with pedestrians	
Emergency Procedures <i>List and assign steps to be taken including who sounds the alarm, evacuation routes and muster points.</i>	Event Coordinator to monitor Environment Canada Weather Office – will sound alarm using loudspeaker	
	If the weather forecast isn't favorable, the parade will be canceled/postponed to a later date.	
	Evacuation Routes: Streets to the South to Highway 16 West	
	Alert Emergency Services in case of a medical emergency.	
	Volunteers to guide parade participants and spectators to the designated muster points. Muster Point A: Griffiths Park Centre Parking Lot Muster Point B: Kinsmen Park	
	If the weather forecast isn't favorable, the parade will be canceled/postponed to a later date.	
	Barricades will be strategically placed along the parade route to control crowd movement and control the flow of traffic	
	Provide clear paths for emergency vehicles and personnel.	
Emergency Equipment and Locations <i>Specify the types of emergency equipment and their respective locations.</i>	Fire Extinguisher	Placed in areas where fire hazards might be present, near food trucks and tents with electrical equipment.
	First Aid Kit & AED	Placed at regular intervals along the parade route, near high-traffic areas such as the start, middle, and end of the route.
	Water Stations	Regular intervals along the parade route, especially in areas where crowds are expected to gather, and near first aid stations.
	Barriers	To manage crowd flow and prevent overcrowding, especially near food areas.
	Radios/Cell Phones	With event coordinators and at first aid stations.
Emergency Communications <i>Describe your plan for communicating emergencies to attendees and outline the methods used for communication. (Example: PA System, cell phones, 2-way radios)</i>	Utilize public address systems to broadcast emergency announcements.	
	Use official event social media accounts and websites to provide real-time updates on the situation, evacuation procedures, and safety instructions.	
	Event Staff equipped with cell phones for communication	

This template serves as a guideline for your emergency response plan. Customize this document to match your specific event requirements. Please remember to share this information with your event volunteers.

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Emergency Services <i>Provide a list of essential emergency numbers.</i>	RCMP	911
	Fire Department	310-FIRE
	EMS	911
	Hospital	780-723-3331

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