

# SPECIAL EVENT PERMIT APPLICATION ERP

## EMERGENCY RESPONSE PLAN EXAMPLE #1

<b>Event Name: Centennial Celebration</b>		<b>Date of Event: August 10<sup>th</sup> to 12<sup>th</sup>, 2026</b>	
<b>Event Coordinator: John Doe</b>		<b>Location of Event: Centennial Park</b>	
<b>Identify Potential Risks</b>  <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		
	Power Failure		
	Health-related incidents among participants and spectators		
	Medical Emergencies such as heatstroke, injuries,		
	Structural Failures such as collapses of tent or stage.		
<b>Emergency Procedures</b>  <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 to notify attendees		
	Designated safety zones for shelter (Galloway Station Museum)		
	Evacuation Routes: Highway 16E and 16W		
	Alert Emergency Services in case of a medical emergency.		
	Muster Points and information booth located on Site Map		
	Provide clear paths for emergency vehicles and personnel.		
<b>Emergency Equipment and Locations</b>  <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 information booth and west of main stage.	
	Water Stations	Available at information booth	
	Barriers	To manage crowd flow and prevent overcrowding, especially near food areas.	
	Radios/Cell Phones	With event coordinators and at first aid stations.	
<b>Emergency Communications</b>  <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		
<b>Emergency Services</b>  <i>Provide a list of essential emergency numbers.</i>	RCMP	911	
	Fire Department	310-FIRE	
	EMS	911	
	Hospital	780-723-3331	

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.