Emergency Management Plan for:

Event Name: _____

Event Date: _____

Event Site: _____

Event Address: _____
(*Postal address to Provide for 911 Emergencies*)

Onsite Contact: _____

Onsite Cell #: _____

Event Start Time: _____

Event End Time: _____

Anticipated Attendance: _____

Peak Times (estimate): _____

This document is provided as a template.
The document should be revised to suit the unique details and conditions of each individual event. Don't wait for an emergency to occur, remember to <u>practice</u> your plan.

In the event of an emergency, please use judgement and call 9-1-1 as appropriate.
Please maintain a complete copy of this document on site at the event.

Event Details

Has your event been advertised as Rain or Shine?   Y / N

Will an EMS Services will be on site? Which service? _____

Summary

Provide a brief summary of the event. What important parts should we know?

_____
_____
_____
_____
_____

Emergency Gathering Point

In case of an emergency, the following **ONSITE** gathering point has been communicated in advance to the necessary parties:

Onsite gathering point: _____

In case the event site has to be evacuated, the following **OFF-SITE** gathering point has been communicated in advance to the necessary parties:

Offsite gathering point: _____

Calling off the event

The decision to call off or end the event will be made by _____;
a member of the event's team.

In situations causing or anticipated to cause risk/harm to the public, the Town of Oakville and/or Halton Regional Police and/or Oakville Fire Services retains the authority to call off or end any event.

Communication at event

Please indicate how the members of your team will communicate at the event

_____

Please indicate how your team will communicate to the public at the event

_____

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Situations & Responses

(The following has been drafted as a preliminary outline of realistic situations and scenarios that could/might occur at a community event. Event organizers are responsible for revising this section and adding scenarios and responses in order to generate an Emergency Management Plan suitable for the dynamic of their event.)

Situation	Planned Response
Severe/ Inclement Weather	**Before event begins:** **During event:**
Personal injury	
Lost person /child	
Lost goods	
Security threat	
Other	

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Event Site Map

Add an image of your event site map here.

Tip: To insert a site map image here from another software (Paint, PowerPoint, Word, browser, etc.), open the file in the software desired. Hold the "Ctrl" + "Alt" + "Print Screen" buttons on your keyboard to take a copy of the map image. Then, press "Ctrl" + "V" to drop the image into this document.

Ensure your emergency exits are clearly marked on the site map drawing.

Example:

In the event of an emergency, please use judgement and call 9-1-1 as appropriate.
Please maintain a complete copy of this document on site at the event.