Tournament Emergency Response Plan Template

(Adapted from Rosetown Special Event Emergency Action Plan Template)

An Emergency Response Plan (ERP) clearly defines the processes to be followed in the event of an emergency occurring during a planned event. The template allows organizers to outline procedures that can be used to address any unanticipated emergencies.

1. EVENT DESCRIPTION

Event Name:

Event Date:

Location of Event:

Description of activities taking place at the event/venue and if food/alcohol is being served:

Expected number of attendees:

# of adults   # of children

Event operating dates and hours:

2. SCOPE

In addition to developing emergency response plans for the event, organizers must also familiarize themselves with any existing site emergency response plan(s), referencing and/or incorporating these into their plans.

Is there an existing site or association emergency response plan?

☐ Yes, available here _____

☐No

3. HAZARD IDENTIFICATION AND MITIGATION

Hazards and risks are identified based on the type or nature of event being held, venue and audience. Hazards and risks should always be mitigated to ensure the safety of public and protection of life, property and environment.

Organizers can use the following area to identify hazards specific to their event and plan for mitigation measures.

Examples: Weather incidents, violence, bomb threat, predatory behavior, injury, contagious illness, threatening individuals, lost child, lack of cellular coverage, remote emergency responders, fire or hazardous materials spill or exposure.

Hazard or Risk Identified:

Plans to Mitigate:

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Hazard or Risk Identified:

Plans to Mitigate:

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Hazard or Risk Identified:

Plans to Mitigate:

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4. **ROLES AND RESPONSIBILITIES**

It is important that roles and responsibilities be clearly outlined during an emergency. Event organizers should identify required roles, responsibilities and reporting relationships. Detail should be provided to ensure all critical activities are covered. Checklists and flowcharts may be used to condense information and outline decision making. Contact information should be provided for all key personnel. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders.

All key personnel should be knowledgeable of:

- The general information contained in this document;
- Other key personnel, their roles, responsibilities and contact info;
- Muster points or assembly area locations;
- Emergency exit locations;
- Medical and other emergency equipment locations, and
- Method(s) used for communication with other key personnel, volunteers, or patrons i.e. cell phone, radio, intercom, etc.

Emergency drills should include a pre-event walk through by the event organizer who will ensure that all personnel and/or volunteers are aware of any evacuation procedures in place.

Organizers may use the following roles and responsibilities template for their event. This area can be expanded and/or modified as necessary.

4.1 **EVENT ORGANIZER**

Full Name:

Contact number during event:

Responsibilities:

- Evaluate the need for evacuation as required
- Initiate evacuation if required
- Contact Emergency Services (Police, Fire, Ambulance) – i.e. 911 (as required)
- Account for all personnel and patrons in a designated event muster point/assembly area
- Liaise with Emergency Services
- Evaluate, in conjunction with Emergency Services, if building /area is safe prior to re-entry.

4.2 **SENIOR EVENT PERSONNEL**

Full Name:

Contact number during event:

Full Name:

Contact number during event:

Full Name:

Contact number during event:

Responsibilities:

- Receive directions from Event Organizer
- Ensure that all personnel have been alerted
- Clear all areas as required.

4.3 **FIRST AIDERS**

Full Name:

Contact number during event:

Full Name:

Contact number during event:

Responsibilities:

- Collect First Aid kit/supplies and proceed to assembly area
- Administer first aid as required.

4.4 ALL PERSONNEL/VOLUNTEERS

Responsibilities:

- Carry out tasks as instructed by the Event Organizer
- Proceed to assembly area advising all patrons to do the same
- Report their presence to the Event Organizer at the assembly area
- Not to leave assembly area unless advised by Event Organizer or Emergency Services personnel.

5. EMERGENCY RESPONSE PROCEDURES

Procedures are developed from the hazards identified in Section 3 and put in place to help event organizers anticipate and respond to potential emergencies. Procedures may be developed for first aid treatment, requesting of an emergency service (police, fire, ambulance), lost child, monitoring of inclement weather, evacuation of an area, etc.

5.1 EVACUATION

Evacuation may be required in specific emergency situations such as:

- Fire and explosion
- Medical emergency
- Hazardous materials spill/leak
- Crowd Control

The Event Organizer will take into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available.

Generic process of evacuation:

- Reason for evacuation realized
- Appropriate personnel assess situation
- Notification given to personnel and patrons to evacuate to assembly points
- Personnel renders assistance as required under direction of the Event Organizer
- Emergency Services notified of the emergency – call 911
- Personnel ensure venue is vacated including public areas, toliets, etc.
- Await Emergency Services assessment.

5.2 **FIRE AND EXPLOSION**

Should you discover smoke or fire:

- Assess the situation and potential for evacuation
- Remove anyone in the immediate vicinity if it is safe to do so
- Call 911 (Emergency Services)
- If trained – attempt to extinguish the fire with appropriate fire extinguisher
- Notify the Event Organize
- The Event Organizer will assess the situation and commence evacuation if deemed necessary
- Notify all patrons to leave the venue calmly and proceed to muster points or assembly areas(s)
- Notify all personnel and other operators of the emergency of the evacuation
- Identify injured persons (if present)
- Personnel to ensure that all patrons are moved to muster points or assembly areas
- Await arrival of Emergency Services and await further instruction
- Only re-enter the area/building when advised by Emergency Services or the Event Organizer that it is safe to do so.

5.2.1 **LOCATION OF FIRE EXTINGUISHERS**

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Fire extinguisher locations should also be shown of the Special Event site map.

5.3 **MEDICAL EMERGENCY**

Should a medical emergency occur:

- The first personnel on the scene should access the situation and if they do not have first aid training, immediately contact the Event Organizer and/or First Aid trained personnel
- Call Emergency Services – 911 and request an ambulance
- Administer first aid, as trained
- Organize personnel to meet the ambulance outside the venue and take them to the medical emergency location
- Remain with the injured person until Emergency Services personnel arrive
- Assist Emergency Services personnel as required
- Complete an Incident Report form as soon as possible after the event.

5.4 **HAZARDOUS MATERIAL SPILL/GAS LEAK**

Hazardous substances may consist of the following:

- Oils or Gas
- Disinfectant/sanitizer/cleaning products
- Fuel

The procedure to be carried out in case of a spill or leak as follows:

- Personnel who finds such a spill, or is notified by a patron of such a spill, is to notify the Event Organizer immediately
- At the direction of the Event Organizer evacuate the area/building immediately if required
- Identify the source and amount of released material and section off the area such that no one can gain entry
  - Contact Emergency Services – 911
  - Attempt to control any further spill or leak
  - Turn off electrical equipment/gas within area of the spill/leak
- Upon direction from Emergency Services, or through own processes, soak up the material using appropriate spill kits and arrange for disposal to an appropriate landfill facility.
- Complete an Incident Report.

5.5 **CROWD CONTROL**

Managing crowds involves significant risk. The extent, severity and exposure to risk will vary depending on:

- Controlling entry into venue or event
- Monitoring and communicating on crowd and individual behaviour
- Dealing with potentially aggressive, abusive or violent behaviour
- Physically managing aggressive, abusive or violent behaviour
- Coordinating emergency evacuation of the venue/area

- Controlling the flow of people into and out of a venue presents a variety of potential risks to the health, safety and welfare of those responsible for crowd control at entry and exit locations.
- Primary role of crowd controllers is to manage entry into venues to ensure potentially troublesome or intoxicated people don't enter and are safely managed at that point.
- Knowing the importance and training to defuse potentially violent situations is critical. Main objective is to calm the situation before physical intervention becomes inevitable.
- Call 911 – Emergency Services

6. **TOURNAMENT PLANNING COMMITTEE**

The Tournament Organizer and Organizing Committee will develop the Tournament Emergency Response Plan and evaluate emergency response procedures to emergency situations. The Emergency Response Plan will be updated and revised, as required.

The Tournament Planning Committee consists of the following personnel:

Full Name:

Contact number during the event:

Full Name:

Contact number during the event:

Full Name:

Contact number during the event:

7. **LIST OF EMERGENCY CONTROL PERSONNEL**

The following is a list of those personnel and/or volunteers at the event, i.e. Event Organizer, general personnel who will be required to take actions in the case of an emergency.

Full Name:

Contact number during event:

Full Name:

Contact number during event:

Full Name:

Contact number during event: