

Event Name
Emergency/Disaster Plan

Organization

Emergency Response Team

The emergency response team members are designated personnel within _____ who may or may not be required should an emergency/disaster occur. The team responds to an emergency incident and a team member is to assume Incident Command role (with designate assigned) which is communicated to all personnel involved. The members include the following individuals;

Emergency Response Team (includes a minimum 3 club members who are on site at all times)		
Name	Contact number	Role/Responsibility
Insert Event Staff 1		Command Role
Insert Event Staff 2		Back-up Command Role
Insert Event Staff 3		Communications
Head of Event Security		Clear Park or Affected Areas
Outside Security if involved		Clear Park or Affected Areas
On-Site First Aid & CPR		Emergency Response
Fire Department		Emergency Response
Police Representation		Emergency Response

The primary functions of the Emergency Response Team are:

- Protect persons and property during the emergency situation, work as a team to ensure an appropriate response to the emergency.
- Coordinate emergency responders; liaise with external emergency services personnel and direct ERT personnel.
- Set up and maintain the Emergency Operation Center
- Bring the emergency incident to a conclusion to allow normal activity to resume.
- Manage the emergency incident(s) or evacuation
- In the event of a disaster, It is the ERT’s primary role to allow all Professional Respondents take over the incident.

Incident Command Post and Emergency Operations Center

1. On-scene emergency response operations will be directed and controlled by the Incident Commander from an Incident Command Post (see attached document/operation post) located on the grounds at the event.
2. If a disaster situation renders and the command post is inoperable, than it will/may be established at another location designated prior to the event.
 - Back-up response location: _____
3. Information and warnings to the public that a threatening condition is imminent or exists can be accomplished through the use of the following:
 - Emergency Alert System (EAS): Incorporates the use of the broadcast media available at the event as directed by the ERT (i.e. stage microphone)
 - On-site EMT personnel to direction to evacuation areas
 - Police/Security control personnel in place for calming.

4. Within the Command post station a mobile phone is in place for the sole purpose of a 911 call. No other communication will take place on this line.
5. First-aid post is set up on the grounds and a nurse and other personnel trained in first-aid procedures will be on site.
6. A map has been drawn up and will be available on site in the operation/security for the purpose of emergency use.
7. The use of two-way radios is in place for directing and during any potential emergency.

****In the event of an emergency always call 911****

Emergency Evacuation:

In the event of an emergency or disaster it may be necessary to evacuate all or part of the event area in a calm and orderly execution.

It is the responsibility of the Incident Commander (or designate), to assess all emergency situations and to determine the need for and extent of the evacuation.

This assessment will take into account all such factors surrounding safety and the ability of emergency responders to operate effectively and level of control over the crowd.

If the emergency condition poses an immediate threat and the evacuation of the site will reduce the threat, the Incident Commander (or designate) will order an evacuation and implement the evacuation plan.

If the threat is not immediate and there is an opportunity to delay an evacuation, the Incident Commander (or designate) will advise the ERT of the threat and appropriate measures will follow.

Evacuation Plan

If it is determined by the Incident Commander (or designate) and ERT that an evacuation must take place the following plan will be used:

1. The Incident Commander (or designate) will advise all emergency response personnel that an evacuation has been ordered and specify the area involved.
2. Police, fire and emergency medical services, if not already aware or responding, will also be notified of the order and the extent of and reason for the evacuation.
3. A minimum of two entrances/exits will be indicated on the map for evacuation with the assistance of emergency personnel.
4. Emergency Evacuation Safe Location: _____

This plan is set in place to ensure that in case of an emergency all personnel are informed as to their roles and responsibilities.

Nearest Hospital

The nearest hospital is **Lakeridge Health Ajax Pickering**, 580 Harwood Ave, Ajax, ON L1S 2J4

Directions:

(Due to construction at the corner of Harwood Ave and Bayly Street)

- Get on the 401 East
- Continue on 401 East to Ajax. Exit at 404 – Salem Road.
- Turn right on Salem Road
- Continue onto Pickering Beach Road
- Turn right onto Emperor Street
- Cross Harwood Ave to enter into Hospital

After Hours Phone Number 905.683.7575