

Community Event Emergency Plan



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1. IMPORTANCE OF AN EVENT EMERGENCY RESPONSE PLAN (ERP)

Why This Plan Is Essential

A well-prepared Event Emergency Response Plan (ERP) is critical to ensuring the safety of attendees, staff, vendors, and emergency responders, while minimizing disruptions to the event. This plan outlines essential procedures for identifying, responding to, and recovering from emergencies such as medical incidents, fires, severe weather, hazardous materials releases, and security threats.

Key Benefits of an ERP

1. Protects Public Safety – Reduces risks and ensures a coordinated, timely emergency response.
2. Ensures Legal and Regulatory Compliance – Meets municipal and provincial safety requirements, including fire code and emergency management legislation.
3. Enhances Coordination – Defines clear roles, responsibilities, and communication pathways between event organizers, security, and emergency services.
4. Minimizes Legal and Financial Liability – Supports due diligence and helps mitigate potential legal claims or penalties.
5. Supports Business Continuity – Includes recovery measures to help resume or safely conclude the event following an incident.

Guidance Note: This plan must be reviewed, communicated, and accessible to all event staff, volunteers, security personnel, and emergency services to ensure effective implementation and preparedness.

Emergency Plan Requirements for Large-Scale Events

Planning Thresholds

An Emergency Response Plan is mandatory for all community events where:

1. Attendance is expected to exceed 200 people, or
2. One or more of the following risk factors are present:
 - High-risk activities (e.g., fireworks, alcohol, amusement rides, or open flames)
 - Temporary structures (e.g., tents exceeding 60 m², stages, bleachers, or grandstands)
 - Restricted access or limited egress that could hinder evacuation
 - Outdoor venues exposed to severe or rapidly changing weather conditions

Minimum Contents of an Emergency Response Plan

1. Event site map, clearly identifying:
 - Emergency exits and assembly areas
 - Access routes for emergency vehicles
 - Fire extinguisher and first aid station locations
2. Contact information for:
 - Event organizers and safety officers
 - On-site medical personnel
 - Emergency services liaison(s)
3. Written procedures for:
 - Evacuation and crowd control
 - Lost or missing persons
 - Medical emergencies and first aid
 - Severe weather events (e.g., lightning, high winds, tornado warnings)
 - Fire, hazardous material release, or utility failure
4. Incident Command Post (ICP) location and roles
5. Communications plan, including:
 - Primary and backup methods for contacting event teams and emergency services
 - Messaging templates for public address systems and alerts
6. Pre-event coordination with local emergency services, bylaw, fire department, and municipal emergency management staff

Justification and Legal Authority

The requirement for Emergency Plans is based on legal obligations and risk management principles. These plans are supported by:

1. *Alberta Emergency Management Act*
2. *Occupational Health and Safety Act (Alberta)*

3. Best practices from Public Safety Canada and the Canadian Centre for Emergency Preparedness (CCEP)

Duty of Care

Event organizers have a legal and moral duty of care to provide a safe environment for all participants, including attendees, staff, volunteers, and vendors. By proactively planning and complying with fire codes, emergency standards, and public safety practices, event planners support the municipality's efforts to deliver safe, successful events and minimize exposure to liability or reputational harm.

2. INTRODUCTION

Guidance: Provide an overview of the event and the purpose of the emergency plan.

Event Name & Description

Event Organizer Information

Plan Objectives

Authority & Compliance

3. EVENT RISK ASSESSMENT & HAZARD IDENTIFICATION

Guidance: Identify potential risks associated with the event. Use Hazard Identification and Risk Assessment (HIRA) principles.

RISK	ACTION PLAN	KEY PERSONNEL

COMMUNITY EVENT EMERGENCY PLAN

RISK	ACTION PLAN	KEY PERSONNEL

4. EMERGENCY MANAGEMENT STRUCTURE & ROLES

Guidance: Define the emergency command structure for the event. Use ICS-based roles for coordination.

Incident Command Post (ICP) Location

Event Emergency Operations Centre (EOC) (if applicable)

Key Personnel & Responsibilities

Role	Name	Phone #
Event Coordinator		
Volunteer Coordinator		
Muster Point Lead(s)		
First Aid Onsite Contact		
Security Onsite Contact		

5. COMMUNICATION PLAN

Guidance: *Outline how emergency communications will be handled during the event.*

Primary Communication Methods

Backup Communication Methods

Public Information & Warnings

Coordination with Municipal Emergency Services

6. EVACUATION & SHELTER-IN-PLACE PROCEDURES

Guidance: Provide a clear process for evacuation and emergency sheltering.

Evacuation Triggers & Decision-Making Authority

Evacuation Routes & Assembly Points

Shelter-in-Place Procedures

Special Considerations

7. EMERGENCY MEDICAL & FIRST AID RESPONSE

Guidance: Detail how medical emergencies will be managed.

On-Site Medical Services

Medical Emergency Procedures

Hospital & Healthcare Contacts

Mass Casualty Incident (MCI) Planning

8. FIRE SAFETY & HAZARDOUS MATERIALS

Guidance: *Identify fire risks and hazardous material handling protocols.*

Fire Prevention Measures

Fire Suppression Resources

Hazardous Materials Management

Fire Evacuation Plan

9. SEVERE WEATHER CONTINGENCY PLAN

Guidance: Define response measures for adverse weather events.

Weather Monitoring Procedures

Severe Weather Action Triggers

Emergency Sheltering for Extreme Weather

10. SECURITY & CROWD MANAGEMENT

Guidance: Address security threats and large crowd control strategies.

Security Personnel & Roles

Access Control & Screening Procedures

Threat & Suspicious Package Reporting

Active Shooter/Violence Response Plan

11. TRAFFIC, TRANSPORTATION & PARKING PLAN

Guidance: *Ensure smooth transportation logistics for emergency response.*

Traffic Flow & Road Closures

Emergency Vehicle Access Routes

Public Transit & Shuttle Services

Accessible Parking & Drop-Off Areas

12. RECOVERY & BUSINESS CONTINUITY PLANNING

Guidance: Outline steps for post-incident recovery and event resumption.

Event Continuation Triggers

The following items must be in place prior to resuming the event after an incident:

- ✓ **Public & Staff Safety:** No immediate threats, emergency services clearance, and sufficient medical support.
- ✓ **Structural & Site Safety:** Venue infrastructure has been assessed and deemed safe, with no environmental hazards.
- ✓ **Security & Crowd Control:** Any security threats have been managed, crowd behavior is stable, and security personnel are in place.
- ✓ **Operational Readiness:** Essential services (electricity, water, communication) are functional, and event staff are ready.
- ✓ **Public Communication:** Attendees and stakeholders have been informed of the next steps and any modifications to the event.

Damage Assessment & Reporting

Event Cancellation & Refund Policies

Insurance & Liability Considerations

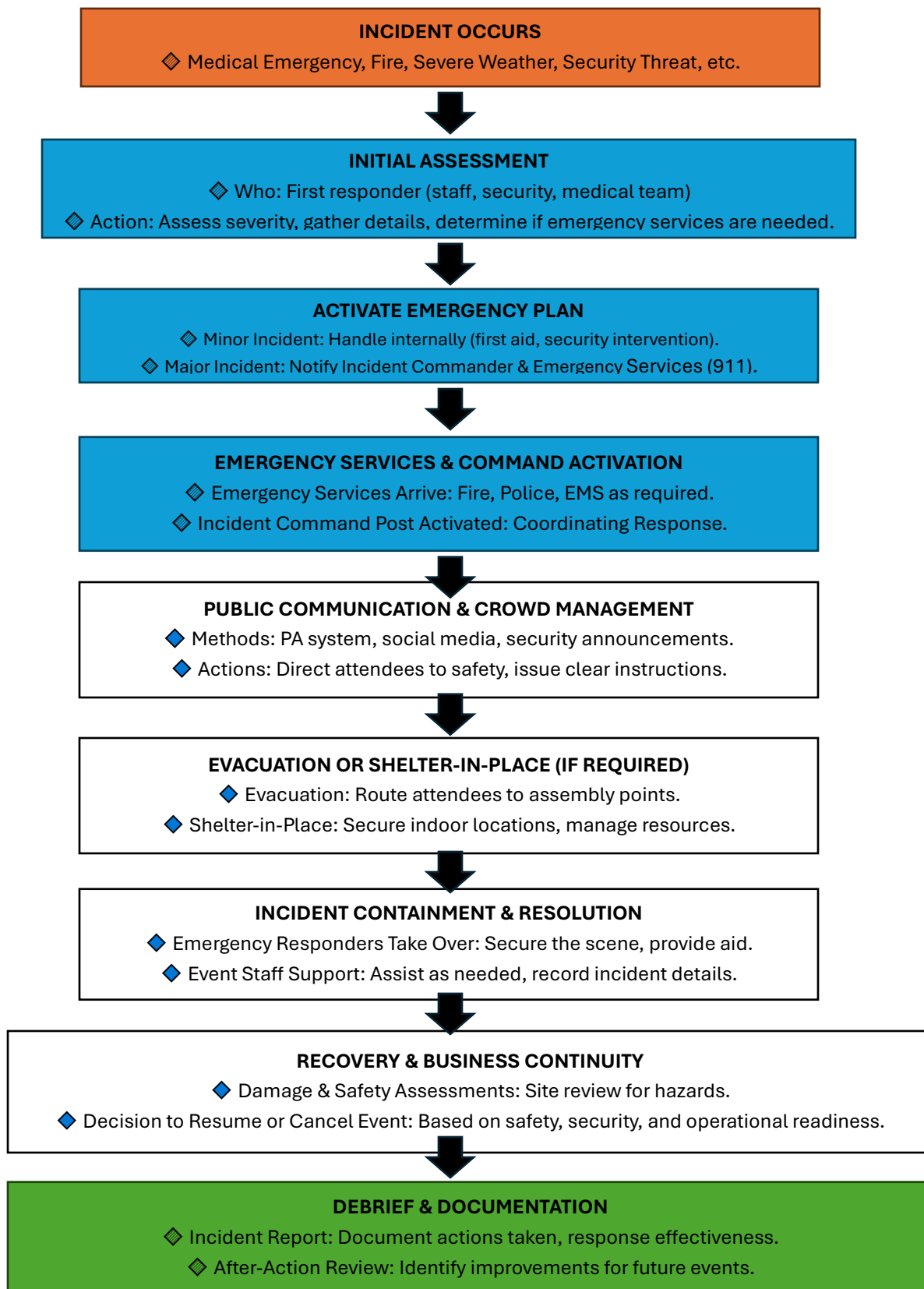
Debrief & After-Action Report

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APPENDIX A - EMERGENCY CONTACT LIST

Agency	Contact #
Police/EMS/FIRE (emergency)	911
RCMP (non-emergency)	780-349-4492
Alberta Health Services, Environmental Public Health (Food/beverage)	780-735-1800
Town of Westlock	780-349-4444
Apex Utilities	1-866-222-2067 1-866-222-2068 (Emrgencies)
Fortis	310-9473
Poison Control	1-800-332-1414
Westlock Hospital	780-349-3301
Environment Canada (weather)	1-900-565-5555
Hazardous Waste Spills (contact)	1-800 222-6514
Canadian Mental Health Association (social services)	211
Alberta Health Services (general health inquiries)	811

APPENDIX B - EMERGENCY RESPONSE FLOWCHART



APPENDIX C – FIRE SAFETY AND EMERGENCY PLANNING REQUIREMENTS FOR TEMPORARY CAMPGROUNDS & FOOD VENDORS

Temporary Campgrounds (RVs and Tents) – NFPA Requirements

In accordance with *NFPA 1 (Uniform Fire Code)*, *NFPA 1194 (Recreational Vehicle Parks and Campgrounds)*, and *Alberta Fire Code* provisions, all temporary campgrounds established for events must meet the following minimum fire safety standards:

Spacing and Access:

1. Minimum spacing between individual RVs or tents must be 3 metres (10 feet).
2. Roadways and fire lanes must be minimum 6 metres wide to allow emergency vehicle access.
3. Campground layouts must provide unobstructed access to all camping units and avoid dead-end lanes longer than 150 metres without a turnaround.

Fire Safety Provisions:

1. Fire extinguishers (minimum 2A:10BC) must be accessible within 30 metres of every tent or RV cluster.
2. Open flames and campfires are only permitted in designated, approved fire pits or receptacles, and must comply with municipal fire bans or restrictions.
3. Propane cylinders must be stored upright, at least 3 metres from any ignition source or structure, and must not be stored indoors or within tents.
4. Generators must be positioned at least 3 metres from any tent or RV and have appropriate clearance from combustible materials.
5. No smoking signage should be posted near fueling stations and tented areas.

Fire Safety Requirements for Food Trucks and Mobile Cooking Operations

As per *NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations)* and the *Alberta Fire Code*:

Location and Setup:

1. Cooking vehicles must be positioned with a minimum of 3 metres clearance from buildings, tents, canopies, and other food trucks.
2. Food trucks using LPG (propane) must have propane cylinders secured and protected from tampering or vehicle impact.
3. A 3-metre separation must be maintained between the exhaust outlet and any openings or intakes into adjacent structures.

Equipment and Suppression Requirements:

Units must be equipped with:

1. A **Class K** fire extinguisher for grease fires.
2. A **2A:10BC** extinguisher for general use.
3. An automatic suppression system (if deep frying or high-heat cooking is involved).
4. Cooking hoods and filters must be clean and maintained regularly to prevent grease build-up.
5. All food vendors must have staff trained in basic fire extinguisher use and emergency shutdown procedures.

Inspection and Compliance:

1. All mobile food units must be inspected by the local fire department or designated fire safety officer prior to operation.
2. Electrical hookups and fuel lines must be verified as code-compliant and free from defects or hazards.

APPENDIX D – FIRE CODE REQUIREMENTS FOR TENTS, CANOPIES, AND TEMPORARY STRUCTURES

(Based on the Alberta Fire Code 2019, Division B, Section 2.9 and related standards)

Temporary tents, air-supported structures, and canopies used at community events must comply with the Alberta Fire Code to ensure life safety and fire protection. The following minimum requirements apply:

Permitting and Notification

1. Any tent or group of tents with a combined floor area exceeding **60 m² (645 ft²)** requires:
 - **Fire department notification**
 - **Permit approval** from the Town of Westlock (*Alberta Building Code 2019 (ABC), Division B, Section 3.1.1.1. & Article 3.1.2.1.*)
2. Tents must be erected in accordance with manufacturer specifications and local regulations.

Flame Resistance

1. All tents, tarps, and sidewalls must be made of **flame-resistant materials** conforming to **CAN/ULC-S109**, and a certificate of compliance must be available on-site for inspection.
2. Open flame devices (e.g., torches, stoves, heaters) must be **prohibited inside or within 3 metres** of any tent unless specifically permitted and properly controlled.

Site Layout and Separation Distances

1. A **minimum separation of 3 metres** must be maintained between:
 - Individual tents or temporary structures
 - Tents and any permanent buildings
 - Cooking or heating appliances and combustible materials
2. A minimum **6-metre fire lane** must be maintained around tent groupings to provide emergency vehicle access.

Occupant Safety and Exiting

1. Tents intended to accommodate more than **30 people** must have:
 - **At least two separate exits**, located on different sides of the tent

- Clearly marked **exit signage**, which must be visible and illuminated if used at night
 - Exit paths that are **unobstructed and at least 1.1 metres wide**
2. Occupant load must be calculated and **posted at each entry point** to the structure.

Fire Protection Measures

1. Fire extinguishers:
 - Minimum **2A:10BC** extinguisher required per tent
 - Must be **mounted and accessible within 15 metres** of any location inside the tent
2. No smoking signage must be prominently displayed inside and around all tents.
3. Generators and fuel storage must be **located at least 3 metres** from the tent and protected from tampering or contact.

Heating and Cooking Appliances

1. Portable heaters must be **CSA/ULC certified** and used per manufacturer specifications.
2. **Cooking inside tents is not permitted**, unless in a designated, ventilated, flame-resistant cooking tent.
3. Cooking appliances must be separated from public access and attended at all times.
4. Propane and fuel containers must be stored and used in accordance with **CSA B149.1** (Natural Gas and Propane Installation Code).

Inspection and Compliance

All tents and temporary structures are **subject to inspection by the municipal fire department or Safety Codes Officer** prior to or during the event. Structures not meeting the Alberta Fire Code may be ordered to be removed, altered, or taken out of service.

APPENDIX E – FIRE AND BUILDING CODE REQUIREMENTS FOR TEMPORARY BLEACHERS

Temporary bleachers—whether rented, assembled, or constructed for a specific event—must comply with both the **Alberta Building Code (ABC) 2023** and the **Alberta Fire Code (AFC) 2023** to ensure structural integrity and occupant safety.

Permitting Requirements

According to the **Alberta Building Code**:

1. A **building permit is required** for any temporary bleacher or grandstand that:
 - Accommodates **more than 60 persons, or**
 - Has a height of **more than 600 mm (2 feet)** above ground.
2. Bleachers are considered **public assembly structures** and must be designed and approved by a **professional engineer** licensed in Alberta, with stamped plans provided to the authority having jurisdiction (AHJ).
3. The **duration** of the structure must be specified (e.g., one-day or multi-day event), as temporary structures are subject to time-limited use conditions under the ABC.

Design and Structural Safety

All temporary bleachers must:

1. Be constructed in accordance with **CAN/CSA-S367 – “Strength Design in Aluminum”** or equivalent for aluminum bleachers, or other relevant structural design standards.
2. Include **guardrails** and **handrails** on elevated platforms and stairs.
3. Have a **safe load capacity**, which must be posted on-site and not exceeded during use.
4. Include **non-slip walking surfaces** and **stable footings** appropriate for the ground surface.

Note: Professional design must account for wind loads, crowd movement, and uneven ground conditions.

Means of Egress and Fire Safety (*Alberta Fire Code 2023*)

Under **Section 2.7 (Assembly Occupancies)** and **Section 2.9 (Temporary Structures)** of the AFC:

1. Temporary bleachers must be arranged so that **egress routes are unobstructed**, with **clearly marked exits**.
2. Bleacher rows must allow people to reach an exit **without passing more than 15 seats**.
3. **Exit aisles** must be provided on both sides if the row exceeds 30 seats.
4. **Illuminated exit signage** and **emergency lighting** may be required if the event occurs during low-light conditions or after dark.
5. **Fire extinguishers** must be available nearby, typically within 15–30 metres of the structure.
6. No combustible materials may be stored under or around bleachers unless approved by the AHJ.

Accessibility and Crowd Management

1. Where bleachers are provided for public use, at least **one accessible viewing area** must be included for individuals with disabilities, as per **Barrier-Free Design** requirements in the *Alberta Building Code*.
2. The event emergency plan should include **bleacher evacuation procedures**, especially for large or elevated units.

APPENDIX F - EVENT SITE MAP WITH KEY EMERGENCY LOCATIONS