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SE-001-25

Original Date:
05/29/25

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1. Purpose

This document outlines the required procedures and responsibilities for emergency preparedness and response at special events within the Township of Tiny. It ensures public safety, supports emergency services, and promotes effective response and recovery operations.

2. Event Overview

Required Information:

- **Event Name & Description:**
[Provide full event name and a brief summary of activities involved]
- **Event Dates and Times:**
[List each day and start/end times]
- **Event Location(s):**
[Specify addresses, parks, or municipal venues]
- **Expected Attendance:**
[Estimate number of participants and spectators]
- **Event Organizer Contact Information:**
[Name, phone number, email]
- **Applicable Permits & Approvals:**
 - AGCO/SOP Permit(s)
 - Smart Serve Certification List (names and certificate numbers)
 - Electrical Safety Authority (ESA) Certificate
 - Engineering or Structural Certifications

3. Site Layout & Infrastructure

Submission Requirements:

- **Event Site Map** (including):
 - Entry/exit points
 - Emergency access routes
 - First aid station locations
 - Emergency assembly areas
- **Parking Plan**
- **Power & Utilities Layout**
- **Temporary Structures Setup Plan**
- **Sanitation and Waste Disposal Plan**
- **Security Post Locations**



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4. Emergency Response Roles and Responsibilities

Define assigned roles and duties for all involved personnel during emergencies.

Required Roles:

- **Event Organizers:**
 - *List by name and role*
 - *Include emergency responsibilities*
- **Security Personnel:**
 - Crowd control, threat monitoring, assist with evacuation
- **Municipal Liaison(s):**
 - Coordinate between event staff and Township departments
- **Weather Monitor:**
 - Track weather conditions, communicate alerts
- **Emergency Services:**
 - Police, Fire, EMS contact roles and responsibilities

5. Communication Plan

Emergency Communication Components:

- **Contact List:**
 - All emergency contacts, including event staff, emergency services, municipal officials
- **Communication Tools:**
 - Radios
 - Mobile Phones
 - Public Address (PA) systems
- **Public Notification Methods:**
 - On-site signage
 - Social media or Township alert systems
 - Evacuation or weather-related announcements

6. Evacuation Plan

Plan Requirements:

- Evacuation Triggers (e.g., fire, weather event)



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- Primary and Secondary Evacuation Routes
- Transportation Assistance and Parking Lot Control
- Designated Assembly Points
- Accessibility Measures for Persons with Disabilities

7. Medical & First Aid Response

Medical Requirements:

- On-Site Medical Provider Information (company or volunteers)
- First Aid Station Locations
- Ambulance Access Routes
- AED Unit Locations
- Local Hospital Coordination Contact(s)

8. Fire Safety Plan

Fire Prevention Measures:

- Location and availability of Fire Extinguishers
- Open Flame/Fireworks Permits (if applicable)
- Smoking is prohibited on Township property – enforce designated smoking policy
- Coordination Plan with Tiny Fire Department

9. Security Plan

Security Guidelines:

- Crowd Management Strategy
- Lost Child/Person Protocol
- Suspicious Activity Reporting Protocol
- Police Liaison Contact Info and Support Plan

10. Weather & Environmental Preparedness

Environmental Safety Planning:

- Designated Weather Monitor
- Lightning/Storm Hold & Shelter Procedures
- Contingency Plans for Weather-Related Cancellations
- Plans for Extreme Heat or Other Environmental Risks



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11. Accessibility & Equity

Accessible Emergency Planning:

- Clearly marked Accessible Emergency Routes
- Plans to assist persons with disabilities during an emergency
- Staff trained in AODA compliance

12. Recovery & Demobilization

Event Close-out Procedures:

- Controlled Shutdown of Services
- Debriefing with Municipal Staff and Emergency Services
- Incident Report Completion
- Clean-Up Operations Plan

13. Documentation and Compliance

Compliance Checklist:

- Accessibility for Ontarians with Disabilities Act (AODA)
- Ontario Fire Code and Building Code
- ESA and Engineering Sign-offs
- Other applicable municipal, provincial, or federal requirements

14. Appendices

Attach the following to the final plan:

- Site Maps and Infrastructure Diagrams
- Emergency Contact Lists
- Security Rosters
- Medical Provider Licenses and Permits
- Copies of Permits and Certifications