

**Festivals and Events**

**Organizer Emergency Response Plan**

**2022 Edition**

**2022**

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## Introduction

Events registered with the City of Calgary are obligated to prepare an emergency response plan (ERP). Such plans need to be created to prepare for and respond to potential emergencies such as:

- Fire
- Flooding
- Severe weather (i.e. high winds, snow)
- Bomb threat
- Medical emergency
- Power outage
- Violence/Unruly Patrons
- Other threats

This ERP events guideline includes an event description; plan scope and administration; hazard identification and mitigation; roles and responsibilities; external resources; site plan; medical, safety and security plans; communication plan, activation and response; VIP list and coordination plan; vehicle and pedestrian traffic plan; and education and training.

The purpose of this guide is to;

- Aid event organizers in developing comprehensive and consistent emergency response plans
- Emphasize the importance of preparing for an emergency before an incident occurs
- Increase the safety of citizens during special events

These guidelines have been developed with reference to the Alberta Emergency Management Agency's *Emergency Response and Planning for Mass Gatherings*, the Canadian Standards Association's *Emergency Management and Business Continuity Programs (CSA- Z1600)* and *Emergency Preparedness and Response (CSA- Z731)*.

## Plan Contents

### 1. Event Description

Event Name	East Village Street Fair
Organization	East Village Neighbourhood Association (EVNA)
Location(s)	8 <sup>th</sup> avenue SE between 4 <sup>th</sup> Street SE & 6 <sup>th</sup> Street SE, 5 <sup>th</sup> Street SE between 9 <sup>th</sup> avenue and 7 <sup>th</sup> avenue SE
Event Date(s)	July 1 2023
Event Time(s)	11am-9pm
Set-up Date(s) & Time	6am
Take-down Date(s) & Time	10pm
Total Peak Attendance Numbers	2,000
Total Expected Attendance Numbers Per Day	25,000-50,000
Demographic of Attendees (e.g. Family, All ages, Aged 18+)	All ages
Parking/Shuttle Details	Parking is available at 6 CPA parking lots or parkades at 3 privately owned parking lots within a 5 minute walk of the event, and 5 minutes from City Hall c-train station.
Type of Food Provided (e.g. vendor tents or food trucks):	Food trucks and vendors providing non-perishable pre-packaged foods
Alcohol Served (Yes/No)	Yes
Cannabis Consumption Area (Yes/No)	No

## 2. Plan Scope and Administration

Name of person responsible for maintaining and/or updating the ERP: Vicroria Lepa
ERP distribution list (who will receive the ERP document): All vendors, volunteers, all service providers including security, medical and waste removal, representatives from the City of Calgary & CMLC

*Note: If there is an existing site ERP, this plan must also be referenced and/or incorporated.*

## 3. Hazard Identification, Risk and Emergency Response Plan

Control Objective
<ul style="list-style-type: none"> <li>Identify risks and hazards associated with the event and what prevention and risk strategies have been identified to address the risk and hazards.</li> <li>Identify physical risks and hazards.</li> </ul>

*\* Note: Other risks may be associated with your event, please include any additional risks in the below chart.*

Hazard/Risk	Potential Harm or Loss	Probability	Impact	Prevention/Risk Reduction Strategy	Emergency Response Plan
E.g. Extreme Weather (i.e. high winds, extreme cold or heat, hail and lightning)	Infrastructure compromised, blowing debris, injury from hail or site evacuation due to lightning	High	High	Event staff member, primarily Event Coordinator will monitor weather reports and call evacuation or delay as needed.	<p>Attention all vendors and attendees of the East Village Street Fair! This is an urgent weather emergency announcement. Due to severe weather conditions, we are requesting that all vendors and attendees immediately evacuate the area. For your safety, vehicles will not be allowed access to the road.</p> <p>All vendors are requested to proceed to the designated weather emergency muster point until the storm passes. Please do not attempt to remove any of your belongings until it is safe to do so. Our dedicated volunteers</p>

					<p>and security personnel will be on hand to assist you with any needs you may have.</p> <p>We understand that this may be an inconvenience, but the safety of all attendees and vendors is our top priority. Please stay calm and follow all instructions from the event staff. We will keep you informed of any updates regarding the event's reopening.</p> <p>Thank you for your cooperation and stay safe.</p>
<p>Flooding</p>	<p>Unsanitary conditions due to sewer water back up.</p> <p>Damage to property</p> <p>Physical harm to patrons, including electrocution</p>	<p>High</p>	<p>High</p>	<p>In the event of high water prior to the event the situation will be monitored by the event coordinator, in the event the risk of overland flooding exists the event will be cancelled.</p> <p>In the event of flash flooding due to a storm, immediately prior to the event, the event will be cancelled. Electricity will not be provided or required for individual vendors.</p>	<p>In an emergency situation volunteers will direct the crowd from the street onto the sidewalk behind the vendor booths. They will also direct the crowd to not move until directed to. At that time, volunteers will hold guests on the sidewalk until instructed to move the crowd to a designated safe area. If further evacuation is required guests will be asked to walk calmly along the sidewalk to the egress locations identified. Guests will be informed via mega phone, the public address system or via word of mouth from the event volunteers</p>

				<p>Electricity may be required in our beer garden location, event coordinator and committee will monitor weather and identify if there is an extreme weather/flood risk, and which point electricity will be disconnected.</p>	<p>The emergency evacuation plan is to have the public exist via the safest/closest path, either toward Fort Calgary to the east or downtown to the west. Limited egress is also available to the north to River Walk or St.Patricks Island or the south via 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Street towards the stampede grounds. This will free up the area for EMS vehicles as well as provide a safe location for our guests.</p> <p>No onsite alarm system or muster points for the general public exist. For event volunteers the muster point will be the First On Colour parking area. We will defer to the local authorities (Police, Fire, and EMS) to increase the degree/extent of areas to be evacuated as the situation warrants. Please refer to our site maps for details.</p>
Fire	Food truck fire, fire caused by lightening, nearby building fire.	Medium	Medium	<p>All participating foodtrucks will be following AHS guidelines, no propane, or gel fuel pots will be used during this event for cooking or</p>	<p>In the event of a fire event coordinators and volunteers will defer to the fire department, CPS and EMS.</p> <p>See flood plan for evacuation/crowd control ERP</p>

				warming food.	
Violence / Riot / Unruly Person	In the event of a fire event coordinators and volunteers will defer to the fire department, CPS and EMS.  See flood plan for evacuation/crowd control ERP	High	High	Hired, well trained security will be on site at the place of highest risk – the beer garden. Volunteers will assist in monitoring patrons and informing security of concerning behaviour/intoxication. Serving staff will be Proserve certified and follow all alcohol service rules and guidelines. Minors will not be permitted to enter the beer garden.  Calgary Police Services will be nearby and monitoring road closures and will have a presence at the event.	In the event of a fight or altercation security or event staff/volunteers will call 911 and dispatch police, and encourage nearby guests to move away, deferring to police to mitigate the violence.
Active Threats (e.g. bomb threats or protest)	Threat to human life, property	Low	Low	In the event of an active threat situation, the event coordinator will follow the lead of local authorities and communicate recommended	the ERP will be activated by the EVNA Event Chair or acting EVNA Event Chair should the Chair be unable or unavailable. the City of Calgary Emergency Responders will take an incident command role and the



				<p>evacuation procedures to guests, staff and volunteers.</p>	<p>incident commander upon arrival will direct emergency response efforts.</p> <p>The ERP Checklist:</p> <ul style="list-style-type: none"> <li>• Identify the nature of the emergency or incident and ascertain if there are casualties</li> <li>• Locate the source, the area or person(s) of immediate risk and the potential escalation</li> <li>• Raise the alarm, alert emergency services and activate the appropriate warning system</li> <li>• Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions</li> <li>• Arrange to account for personnel and to log events</li> <li>• Activate emergency communication plan</li> <li>• Liaise with emergency services personnel, and cooperate as required</li> <li>• Call for further emergency assistance as may be necessary</li> <li>• Monitor developments and ensure that the means of giving and receiving information, advice, and assistance are functioning effectively, including that related to public relations</li> <li>• Deactivation of the</li> </ul>
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					plan
Hazardous Materials Containment Breach (Gas/Propane /other chemical leak/spill )	Inhalation, caustic burns, fire, exposure to long term effects, property damage	Medium	Medium	No hazardous materials will be brought to the event by food trucks/vendors/ volunteers and staff with the exception of routine cleaning products used under the rules and regulations set out by AHS.	<p>the ERP will be activated by the EVNA Event Chair or acting EVNA Event Chair should the Chair be unable or unavailable. If an emergency occurs the City of Calgary Emergency Responders will take an incident command role and the incident commander upon arrival will direct emergency response efforts.</p> <p>The ERP Checklist:</p> <ul style="list-style-type: none"> <li>• Identify the nature of the emergency or incident and ascertain if there are casualties</li> <li>• Locate the source, the area or person(s) of immediate risk and the potential escalation</li> <li>• Raise the alarm, alert emergency services and activate the appropriate warning system</li> <li>• Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions</li> <li>• Arrange to account for personnel and to log events</li> <li>• Activate emergency communication plan</li> <li>• Liaise with emergency services personnel, and cooperate as required</li> </ul>

					<ul style="list-style-type: none"> <li>• Call for further emergency assistance as may be necessary</li> <li>• Monitor developments and ensure that the means of giving and receiving information, advice, and assistance are functioning effectively, including that related to public relations</li> <li>• Deactivation of the plan</li> </ul>
Lost Persons	Risk to the lost individual, physical harm, confusion, environmental exposure.	High	High	The first aid/information booth indicated on the map will be used as a lost persons area and will be identified as such on maps provided to volunteers/guests, and via signage.	Lost Persons/Child Abduction Procedure at the bottom of this form will be followed.
Child Abduction	Risk of physical harm/neglect/trauma to the child and their family	Low	Low	Lost persons areas, volunteers, staff and event coordinators will be easily identified for reporting a child abduction if one occurs.	Lost Persons/Child Abduction Procedure at the bottom of this form will be followed.
Major Injury / Illness/ Mass Casualty Plan	Risk of harm or loss of life to large number of event attendees.	Low	Low	Monitoring of social media accounts, use of roaming security guards to be on alert throughout all aspects of the event and	the ERP will be activated by the EVNA Event Chair or acting EVNA Event Chair should the Chair be unable or unavailable. the City of Calgary Emergency Responders will take an incident

				<p>awareness, closure of major roads by CPS</p>	<p>command role and the incident commander upon arrival will direct emergency response efforts.</p> <p>The ERP Checklist:</p> <ul style="list-style-type: none"> <li>• Identify the nature of the emergency or incident and ascertain if there are casualties</li> <li>• Locate the source, the area or person(s) of immediate risk and the potential escalation</li> <li>• Raise the alarm, alert emergency services and activate the appropriate warning system</li> <li>• Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions</li> <li>• Arrange to account for personnel and to log events</li> <li>• Activate emergency communication plan</li> <li>• Liaise with emergency services personnel, and cooperate as required</li> <li>• Call for further emergency assistance as may be necessary</li> <li>• Monitor developments and ensure that the means of giving and receiving information, advice, and assistance are functioning effectively, including that related to public relations</li> </ul>
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					<ul style="list-style-type: none"> <li>• Deactivation of the plan</li> </ul>
Uncontrolled Animals	Bites, scratches, tackling/trampling. Disease.	High	High	Volunteers/Security staff will contact emergency services/animal services and clear area in the event an uncontrolled animal is identified.	<p>the ERP will be activated by the EVNA Event Chair or acting EVNA Event Chair should the Chair be unable or unavailable. If an emergency occurs the City of Calgary Emergency Responders will take an incident command role and the incident commander upon arrival will direct emergency response efforts.</p> <p>The ERP Checklist:</p> <ul style="list-style-type: none"> <li>• Identify the nature of the emergency or incident and ascertain if there are casualties</li> <li>• Locate the source, the area or person(s) of immediate risk and the potential escalation</li> <li>• Raise the alarm, alert emergency services and activate the appropriate warning system</li> <li>• Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions</li> <li>• Arrange to account for personnel and to log events</li> <li>• Activate emergency communication plan</li> <li>• Liaise with emergency services personnel, and cooperate as required</li> </ul>

					<ul style="list-style-type: none"> <li>• Call for further emergency assistance as may be necessary</li> <li>• Monitor developments and ensure that the means of giving and receiving information, advice, and assistance are functioning effectively, including that related to public relations</li> <li>• Deactivation of the plan</li> </ul>
Discovery of hypodermic needle, Blood or Body fluids	Disease, physical injury.	High	High	Event guests will be encouraged to report any out of place item or risk to event volunteers.	Area will be barricaded off and appropriate hazard services will be called to attend.
Drug or Alcohol Use	Physical risk to persons using drugs or alcohol, aggression toward other guests/staff and volunteers, incorrect disposal of needles, heat stroke/dehydration.	High	High	<p>At designated alcohol consumption area (beer garden) security staff and servers will be monitoring for signs of intoxication and drug use.</p> <p>On street fair grounds volunteers will continue to monitor guests for signs of intoxication/distress. Guests will know they can report to event volunteers suspicious activities</p>	<p>Intoxicated guests at the beer gardens will no longer be served alcohol and will be escorted to a safe place to have a taxi called for them in the event they do not have a safe way home.</p> <p>If an intoxicated person is determined to be a risk to themselves or others security or event coordinators will contact CPS/EMS or the DOAP team, whichever is appropriate.</p>

<p>Crowd Density</p>	<p>Heat stroke, Emergency Vehicle Access, Trampling, Pushing, Shoving, Lost Persons</p>	<p>High</p>	<p>High</p>	<p>Volunteers will be stationed at key intersections to encourage people to keep moving throughout the event.</p> <p>EVNA event staff and volunteers will ensure unimpeded access for emergency services at all times into the event venue area to maintain emergency access while providing support services for the East Village Street Fair event. Access to neighbouring residential buildings and businesses will be unobstructed. Along 8th ave SE, a 6 metre (20 foot) clearance will be implemented to ensure emergency vehicles can access the roadway during the event in case of</p>	<p>In an emergency situation volunteers will direct the crowd from the street onto the sidewalk behind the vendor booths. They will also direct the crowd to not move until directed to. At that time, volunteers will hold guests on the sidewalk until instructed to move the crowd to a designated safe area. If further evacuation is required guests will be asked to walk calmly along the sidewalk to the egress locations identified. Guests will be informed via mega phone, the public address system or via word of mouth from the event volunteers</p> <p>The emergency evacuation plan is to have the public exist via the safest/closest path, either toward Fort Calgary to the east or downtown to the west. Limited egress is also available to the north to River Walk or St.Patricks Island or the south via 4<sup>th</sup>, 5<sup>th</sup> and 6th Street towards the stampede grounds. This will free up the area for EMS vehicles as well as provide a safe location for our guests.</p>
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				emergency.	No onsite alarm system or muster points for the general public exist. For event volunteers the muster point will be the First On Colour parking area. We will defer to the local authorities (Police, Fire, and EMS) to increase the degree/extent of areas to be evacuated as the situation warrants. Please refer to our site maps for details.
<b>Other Risks:</b>					

#### 4. Roles and Responsibilities

Roles and responsibilities during an emergency or disaster should be clearly outlined.

<b>Name</b>	<b>Telephone Number</b>	<b>Role &amp; Responsibility</b>
Victoria Lepa	587-226-8781	Lead Event Coordinator, responsible person for activating ERP for incidences along 8 <sup>th</sup> avenue SE and 5 <sup>th</sup> Street SE outside of the 5 <sup>th</sup> Street Square Beer Garden.
Dale Ewing	587-777-3149	Lead Beer Garden Coordinator, responsible for activating the ERP within the 5 <sup>th</sup> Street Square Beer Garden
TBD	TBD	Secondary Volunteer responsible for activating the ERP along 8 <sup>th</sup> avenue if Victoria is unavailable
Cindy Stegmeier	403-829-4239	Beer Garden Coordinator,



		Secondary person responsible for activating the ERP within the 5 <sup>th</sup> Street Square Beer Garden if Dale is unavailable
Jenn Machin	403-710-2117	Social Media Coordinator, In the event that emergencies need to be announced through our social media accounts, Jenn will let folks who may be in the area or planning to attend the area that an emergency is in progress.
Volunteer Event Coordinators		Responsible for responding to ERP activation based on the emergency and their location at the event
Security Staff		Responsible for responding to ERP activation depending on the emergency as outlined in the ERP
How will emergency responders communicate with each other (i.e. 2-way radio, cell phone) 2-way radio		

## 5. External Resources

Name	Telephone Number	Email Address
City of Calgary Event Liaison	403.816.0125	<a href="mailto:Jonathan.radomski@calgary.ca">Jonathan.radomski@calgary.ca</a>
Name	Telephone Number	
Fire, Police & EMS	9-1-1	
Police Non-Emergency	(403) 266-1234	
City of Calgary Bylaw	311	
Weather Information Service		
News Media		
Tent Provider	Vendors will be providing their own tents, EVNA provides their own tents for the event.	
Porta Potty Provider	TBD	
Electrician	n/a	
<b>Please add any other services</b>		
Craig Lennon – CMLC Event Liaison	403.978.3503	CLennon@calgarymlc.ca
Colin Macoun – Security Service Provider President	<a href="tel:403.860.5631">403.860.5631</a>	<a href="mailto:colin@truenorthsecurity.ca">colin@truenorthsecurity.ca</a>

<b>Note: Please do not include phone numbers for hospitals</b>		
Hospital	Address	
Sheldon Chumir Urgent Care	1213 4 st SW	
Peter Lougheed Medical Centre	3500 26 Ave NE	

## 6. Medical, Safety and Security Plans

### Medical Plan

Contact information of Emergency Medical Service provider(s)	Name: Stephani Liang Telephone Number: 403-835-0166
Number of trained staff onsite and level of certification.	3 – Paramedics
Where are you providing this medical service area (e.g. fixed site or mobile)?	Fixed site, mobile if required.
What time will medical services be available at your event?	11am
Identified access/egress location for EMS at your event (Shown on Map).	Yes.
List of emergency equipment	2 Wheelchairs, 2 cots, 1 wheeled cot, Trauma bag, Airway Bag, AED

### Security Plan

Contact information of Security Service provider(s)	Name: True North Security Telephone Number:
Number of security staff/volunteers assigned each event day(s)	10
Indicate if Calgary Police Service / Pay Duty staff are requested	Yes for road closures
Where are you providing this security service area (e.g. fixed site or mobile)?	2 mobile, 8 fixed site.
What time will security services be available at your event?	9am-9pm

## 7. Communication Plan

In an emergency, information must be communicated quickly and accurately. The purpose of the communications plan is to establish an effective emergency communication network and a procedure for the prompt notification of individuals and agencies involved in an emergency response.

<p>Event Organizer</p> <ul style="list-style-type: none"> <li>- Personnel responsible to facilitate initial and subsequent communications with internal personnel and attendees.</li> </ul>	<p>Contact Information: Victoria Lepa 587-226-8781 events@yycevna.org</p>
<p>Response Personnel</p> <ul style="list-style-type: none"> <li>- Who will be first point of contact for First Responders?</li> </ul>	<p>Contact Information: Victoria Lepa 587-226-8781 events@yycevna.org</p>
<p><b>Communication Plan – Continued</b></p>	
<p>Spokesperson</p> <ul style="list-style-type: none"> <li>- Who will manage media relations?</li> </ul>	<p>Contact Information: Ken Peach 403-837-4524 <a href="mailto:president@yycevna.org">president@yycevna.org</a></p>
<p>Identify what public communication systems will be used during an emergency and how emergency communications will be made to event attendees (including developing pre-planned messages for staff and public in the event of an emergency):</p> <p>Volunteer event coordinators will have 2 way radios to alert volunteers in all areas of the event to the emergency.</p> <p>Volunteer coordinators will make announcements via mega phone for crowds on site for emergencies requiring announcements and quick evacuations.</p> <p>Jenn will make required announcements on Social Media to advise folks coming to the event or in the area.</p> <p><b>Evacuation Script:</b></p> <p>Hello everyone, attention please! This is an emergency announcement for all attendees of the East Village Street Fair. Due to an emergency situation, we are initiating an immediate evacuation of the fairgrounds.</p> <p>We request that all attendees immediately proceed to the nearest exit point in an orderly and calm manner. Please follow the directions of our staff members and security personnel who will be guiding you to safety.</p> <p>If you are in a booth or a store, please close it immediately and evacuate the area. Leave all belongings behind and exit the Street Fair to the designated Emergency Muster Point for event Volunteers &amp; Vendors.</p> <p>Once you have reached a safe distance from the fairgrounds, please wait for further instructions from the emergency services personnel. We will keep you updated with any new information as soon as we</p>	

receive it.

Please remain calm and cooperate with volunteers and emergency services personnel to ensure a safe and orderly evacuation. Your safety is our top priority.

Thank you for your cooperation.

**Evacuation Social Media Post:**

"Attention all! Due to unforeseen circumstances, the East Village Street Fair event has been evacuated. For your safety, we kindly request that you do not come down to the Street Fair event at this time. Stay tuned for further updates. Thank you for your understanding." #EastVillageStreetFair #SafetyFirst #StaySafe

**Crowd Density Announcement:**

Attention all attendees of the East Village Street Fair,

We would like to inform you that we have noticed a high crowd density in certain areas of the fair. In order to ensure the safety of all attendees, we kindly ask that you remain where you are and wait for our volunteers and security staff to direct you to a safe egress location.

We understand that this may cause some inconvenience, but the safety of our attendees is our top priority. By cooperating with us and following our instructions, we can reduce the crowd density and avoid any potential injuries.

We appreciate your understanding and cooperation in this matter. If you have any questions or concerns, please do not hesitate to approach our volunteers and security staff for assistance.

Thank you for your cooperation and enjoy the rest of the East Village Street Fair.

**Weather Emergency Announcement**

Attention all vendors and attendees of the East Village Street Fair! This is an urgent weather emergency announcement. Due to severe weather conditions, we are requesting that all vendors and attendees immediately evacuate the area. For your safety, vehicles will not be allowed access to the road.

All vendors are requested to proceed to the designated weather emergency muster point until the storm passes. Please do not attempt to remove any of your belongings until it is safe to do so. Our dedicated volunteers and security personnel will be on hand to assist you with any needs you may have.

We understand that this may be an inconvenience, but the safety of all attendees and vendors is our top priority. Please stay calm and follow all instructions from the event staff. We will keep you informed of any updates regarding the event's reopening.

Thank you for your cooperation and stay safe.

### 8. VIP List and Coordination Plan

*Note: If there are security risks to any VIPs, this matter will have to be coordinated directly with Calgary Police Service.*

VIP's have been invited however not confirmed, will update as needed.

### 9. Vehicle and Pedestrian Traffic Plan

#### **Vehicle Management:**

Traffic is blocked at key intersections by uniformed police officers. Where traffic flows near the event barricades and vehicles will be between patrons and vehicles. Security staff will be present at the local traffic only areas to ensure that vehicles only move through if they are living in the buildings we are allowing access to.

#### **Pedestrian Traffic Plan:**

1. **Assess the layout of the event:** Before the event, assess the layout of the event to identify potential safety hazards. Consider the location of the stages, vendor booths, and other attractions, as well as the location of nearby intersections, crosswalks, and parking lots.
2. **Set up barriers:** Place barriers or fencing along the perimeter of the event to keep pedestrians safe from vehicle traffic. Use visible and clear signage to indicate where the barriers begin and end.
3. **Create clear pedestrian walkways:** Establish clear and visible pedestrian walkways throughout the event. This will help attendees navigate the event safely and avoid tripping hazards. Use temporary markings, such as cones or tape, to mark off the designated pedestrian areas.
4. **Manage vehicle traffic:** Designate specific loading and unloading zones for vendors and service vehicles. Establish a clear flow of traffic for these vehicles and ensure that they are not crossing pedestrian areas.
5. **Increase signage and visibility:** Place visible and clear signage throughout the event to help attendees navigate the event safely. Use large, easy-to-read signs to indicate the location of the restrooms, emergency exits, and other important areas.

#### **Transit Plan: Will shuttles be used for your event, is Transit part of your event?**

Folks will be encouraged to use Calgary Transit to access the event, but no shuttles will be used.

#### **Shuttle Plan:**

n/a

*Note: Will Taxis or Uber Stands be present at the event? If so, please provide location(s).*

## 10. Education and Training

How and when will staff/volunteers will be trained on ERP procedures:

All staff and volunteers will be sent a copy of the ERP and it will be reviewed at one of our final Street Fair team meetings, and during our pre-event training the week of the event.

## 11. Lost Child/Person Procedure

The City of Calgary and Calgary Police Service endorsed Lost Persons Plan:

There is a clearly marked Lost Persons Tent on **5<sup>th</sup> Street SE just south of 8<sup>th</sup> Ave in front of Murdoch Manor.**

In the event of a lost child/person (with special consideration for children), the Onsite Coordinator at the 'Lost Person' tent shall inform **Victoria Lepa @ 587-226-8781** These staff members shall determine the appropriate course of action, based on one of two scenarios:

A lost child/person with no apparent abduction would normally be an alert to staff and monitoring exits.

A call to CPS non-emergency would be made with description of child/person.

An apparent abduction or suspected foul play would be a 911 call and active searching for the child with full monitoring of exits.

For a **Lost Person** reported by a guardian and activate **Lost Person ERP**, call **911 or 403-266-1234**

For a **Found Person** missing guardian activate **Found Person ERP**, call **403-266-1234**.

### Lost Person ERP

In the case of a missing child/person, search efforts will commence led by the Site Manager who will provide direction to security, additional staff and volunteers. This communication shall occur according to the communications chart below. Staff, security and volunteers shall be assigned by the Site Manager to ensure no individuals leave the site, and other staff members may be assigned to monitor the perimeter of the site to ensure that the lost person, does not leave. This action shall continue until the lost party has been located, or the parent/guardian or Site Manager has determined it appropriate to contact the Calgary Police Service.

### Found Person ERP

In the case of a found child/person, gather information from the person and look to see if guardians can be located before moving the person. After an initial scan of the area escort the found child/person with minimum of two volunteers or staff to the Information/Lost Person tent. Announcements and every effort will be made until child/person and guardian are reunited.

## LOST PERSON REPORT

**Category:**

Lost and reported by parent/guardian

Found and brought to area

<b>Time of Report:</b>	
<b>Lost Person's Name:</b>	
<b>Parent or Guardian Name:</b>	
<b>Phone Number:</b>	
<b>Location Last Together:</b>	
<b>Physical Description:</b>  Age:  Sex:  Hair colour and length:  Height:  Clothing:  Other:	
<b>Time Reunited:</b>	
<b>Identification Requested:</b>	

**LOST PERSON TRACKING REPORT**

<b>Event Name:</b>	<b>Date:</b>
--------------------	--------------

CATEGORY	TIME REPORTED	NAME OF PERSON	NAME OF PARENT/GUARDIAN	TIME REUNITED
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				



## 12. Site Plan

Include a site/facility map(s) identifying the following:

- All temporary infrastructure(s) (tents, porta potties, fencing etc.)
- Emergency Exits
- Clearly labeled activity locations (Children's Area, Food Trucks, Stage, Beer Gardens, Cannabis Consumption Area, etc.)
- Directional North Arrow
- Include existing roads, rivers, pathways and/or buildings on site map.
- First Aid/Lost Persons Tent/Information Tent
- Muster Point(s) for staff/volunteers
- Security Location(s)
- Fence Line(s)
- Include a map legend

## Definitions / Glossary of Terms

**Alberta Emergency Alert:** Disaster can occur anywhere, at any time. It is your responsibility to ensure you are prepared if a disaster occurs. Alberta Emergency Alerts are issued to assist you—providing you with critical information about an immediate disaster, where it is occurring and what action you need to take. Alerts are distributed to the public through various outlets including: Radio and television, Internet, RSS Feed, Social Media (Facebook, Twitter, etc.) and road signage.

**Disaster:** An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.

**Emergency Response Plan (ERP):** A formal planning document that outlines roles, responsibilities, contacts, planned actions, and procedures to be followed in the event of a Major emergency or disaster at an event (planned or un-planned).

**Environment Canada Weather Office:** Provides up to date weather conditions and forecasts including Weather Watches and Warnings. Go to website: <http://www.weatheroffice.gc.ca>

**Event:** A scheduled non-emergency activity (e.g., sporting event, concert, parade).

**Hazard:** A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

**Hazard Analysis:** Identifies potential hazards, estimates how serious they are and establishes planning priorities. Provides a factual basis for planning, and the necessary documentation for planning and response efforts.

**Incident:** An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operation and is responsible for the management of all incident operations and the incident site.

**Mass Gathering:** A congregation of people at an event or activity, which has the potential to place exceptional demands on, or impact to, the community and its services and resources. These events can be pre-planned or spontaneous attracting a relatively large number of people in a confined area either indoors or outdoors.

**Mitigation Strategy:** The Canadian Standards Association (CSA) Z1600-08 document defines mitigation as “actions taken to reduce the risks and impacts posed by hazards” and provides examples of mitigation strategies including: adopting current building codes in development proposals, recognizing, removing or reducing the potential consequences of the hazard and reallocating resources to deal with these strategies. It is recommended that the event emergency planning group incorporate mitigating strategies including: up to date site plans, defined access and egress routes, mutual aid agreements and multi-agency response coordination plans.

**Municipal Emergency Plan (MEP) - (Also known as MEMP, Municipal Emergency Management Program):** The formal emergency response plan required by legislation of all local governments that includes activation, notification, roles and responsibilities in the event of a major emergency or disaster that typically requires the declaration of a State of Local Emergency (SOLE) and/or a coordinated response by a number of emergency management agencies.

**Risk:** A measure of the probability and severity of adverse effects that result from an exposure to a hazard.

**Threat:** The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional.