

## **CONTACTS**

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### **Event Description**

The East Village Neighbourhood Association (EVNA) was formed in 2011 to make downtown East Village a healthy, safe, and vibrant place in the heart of Calgary and is incorporated under the Societies Act. As a neighbourhood association, EVNA champions that development of Downtown East Village as thriving neighbourhood community. It works in partnership with a wide range of public and voluntary sector agencies to improve services and facilities for local people. East Village Neighbourhood Association promotes and supports community vitality and partnerships between residents, businesses and services providers.

The East Village Street Fair an event hosted by EVNA. The East Village Street Fair provides market opportunity for local businesses, artists, and makers to strengthen Calgary's economy. This event will also attract Calgarians and tourists to discover the new developments and historical sites in the Downtown East Village Community.

The East Village Street Fair has historically attracted attendance of approximately eighteen thousand (18,000) patrons. It is anticipated to have similar attendance as in previous years of attendees of all ages, including Calgary locals, residents of Alberta, as well as tourists from the rest of Canada that are discover Calgary and the Downtown East Village. The East Village Street Fair provides a variety of food trucks, food vendors, artisan markets, walking entertainment, buskers, magicians, face painters, and other family friendly entertainment.

Public transportation via the LRT is the easiest way to reach the venue. Passengers disembark at City Hall Station and walk east toward the event venues. Should visitors choose to drive there are several Parking Lots and limited of street parking available in proximity to the venue. The Downtown East Village is connected to the regional pathway and therefore nearby downtown and neighbouring residences of Bridgeland, Ramsay, and Inglewood can bike to the venue. Bike parking is available at various locations in proximity to the venue.

### **Plan Scope and Administration**

This Emergency Response Plan (ERP) is for the East Village Street Fair event planned for July 1<sup>st</sup>. The East Village Street Fair ERP is maintained by the EVNA event committee under the guidance of the President of EVNA. The volunteers on the EVNA event committee will provide updates and communicate/distributes this ERP plan to the City Liaison assigned to this event after approval of the ERP from the EVNA Event Committee Chair who may also seek approval from the EVNA Board.

### **Hazard Identification and Mitigation**

At this event food trucks and food vendors will be serving or selling food, following Alberta Health Service guidelines to ensure that public safety is maintained to the highest level possible in the preparation and distribution of food served at the event. Propane or gel fuel pots will be used by food trucks and food vendors for cooking or warming food at the event. No onsite chemicals or other hazards are to be used during East Village Street Fair.

Barricades and volunteers will be utilized to direct traffic and ensure clear and safe paths are provided between the event area and the public walkways. We will have designated specific locations to accommodate

activities that may draw a crowd and volunteers will also be used to direct attendees to provide sufficient space for the activities to be conducted safely. All entertainment will follow City and Community guidelines.

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

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> Street towards the stampede grounds. This will free up the area for EMS vehicles as well as provide a safe location for our guests.

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. Lost Child or Person procedure will follow the guidelines established by the EVNA Event Committee. Visitor maps will have the Lost Child/Information/First Aid Booth highlighted. A "lost child/person" sign will be posted at the Info booth tent location located on the corner of 7<sup>th</sup> Avenue and 6<sup>th</sup> Street SE.

In the case of extreme weather conditions impacting the event, all weather cancellations calls will be made by the EVNA Event Committee Chair and then the information will be dispatched to the EVNA Event Committee Members who are then responsible for notifying the EVNA Board, CMLC, City Liaison, Event partners, vendors, and specific volunteers, and the public at large via online and through social media methods. If the event is already underway when weather cancellation occurs EVNA Event Committee Members on site or volunteer leaders via Mega Phone will make announcements to the public. Volunteers will be asked to notify vendors and direct guests to the exits. Public announcements will also be made online through social media and if we have media partners through their media platforms as well.

### **Roles and Responsibilities & External Resources & Communication Plan**

The EVNA Event Chair will be the key decision maker and representative during an emergency or disaster. We can engage EMS, Fire and/or Police via 911. The EVNA Event Chair on site of an emergency will assign one or two ENVA Event Committee members on site at the event to be a direct liaison with the agency in command of the incident (Fire, Police, EMS etc.). The chain of command will flow down and out through the one or two EVNA Event Committee members selected to be liaisons for critical incidents. Each EVNA Event Committee Liaison will in turn report/direct the other EVNA event Committee members or pass information on to volunteer base. In the event that any individual in the chain is unable or unavailable the next ranking person will step up and take over the vacant position and assign a volunteer to backfill their vacated spot. Please refer to the contact list below for all key ENVA Event Committee Members and external group contacts. All media enquiries can be directed to the East Village Neighbourhood Association public relations personnel.

### **Medical, Safety, and Security Plans**

St. John Ambulance is planned to be on site during main operating event hours. Event Security will be provided by clearly identified EVNA volunteers. The Calgary Police Service has been requested to provide general security throughout the day.

## **Plan Activation and Response**

Under any emergency conditions, such as bomb threat, gas leak etc., 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.

### **The ERP Checklist:**

- Identify the nature of the emergency or incident and ascertain if there are casualties
- Locate the source, the area or person(s) of immediate risk and the potential escalation
- Raise the alarm, alert emergency services and activate the appropriate warning system
- Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid and remedial actions
- Arrange to account for personnel and to log events
- Activate emergency communication plan
- Liaise with emergency services personnel, and cooperate as required
- Call for further emergency assistance as may be necessary
- Monitor developments and ensure that the means of giving and receiving information, advice, and assistance are functioning effectively, including that related to public relations
- Deactivation of the plan

## **Vehicle and Pedestrian Traffic Plan**

EVNA Event Committee and volunteers will monitor and control traffic at the following locations

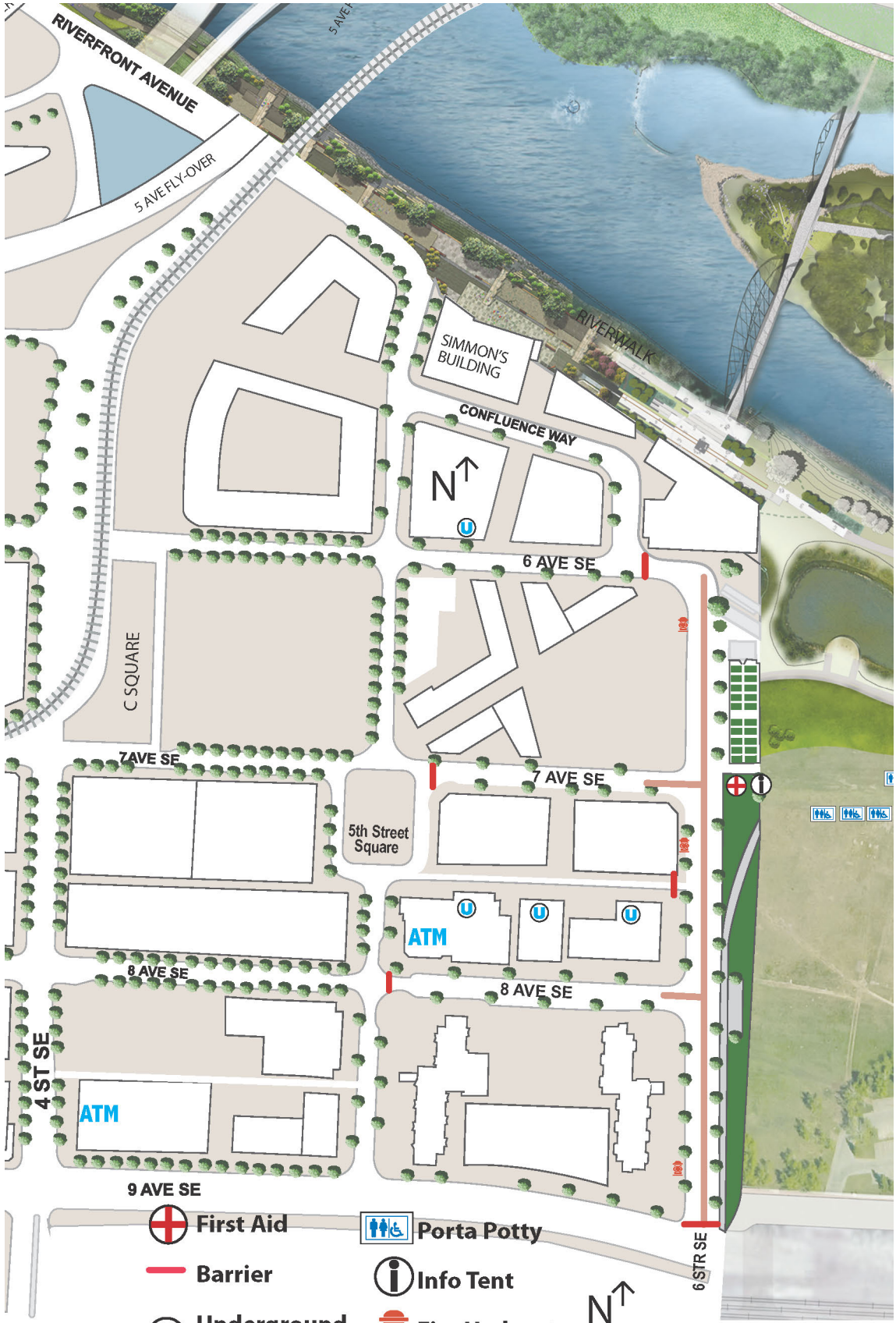
- 6<sup>th</sup> street SE at 9<sup>th</sup> avenue SE
- 6<sup>th</sup> street SE at 6<sup>th</sup> avenue SE
- 5<sup>th</sup> Street at 8<sup>th</sup> avenue SE
- 5<sup>th</sup> Street at 7<sup>th</sup> avenue SE

Volunteers throughout the event venue will also guide attendee traffic. 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 6<sup>th</sup> street SE, a 6 metre (20 foot) clearance will be implemented to ensure emergency vehicles can access the roadway during the event in case of emergency.

## **Education and Training**

Competency in responding to emergency incidents requires a complete understanding of the roles and duties as highlighted in this ERP plan. Review will take place at the EVNA Event Committee meetings and volunteer orientation. EVNA Event Committee members and volunteer leaders will be assigned specific roles and responsibilities and will review the basics of the ERP and highlight key areas that directly impact them with their direct reports. The purpose of this document is to familiarize all EVNA volunteers with their responsibilities, and through practical discussion at EVNA Event Committee meetings, evaluate the practicality of the East Village Street Fair ERP and adjust and update the document with best practices as the event planning evolves.



 First Aid

 Porta Potty

 Barrier

 Info Tent

 Underground Parkade

 Fire Hydrant

