Emergency Management Office
City of Brampton

Event Safety Plan

Name of Event		Date		Time	
Location					
Contact Information		Type of Event			
Number of Participants		Age Group			

RESPONSE TEAM/VOLUNTEER RESPONSIBLE	FUNCTION	CONTACT INFORMATION

	COMMUNICATION	YES	NO
1.	Have you set up a reliable system of communication between key people?	☐	☐
2.	Have you set up a reliable system of communication with the audience/crowd?	☐	☐
3.	Has a control point been identified? Location:	☐	☐
4.	Have marketing materials been prepared? (signage at event and venue, materials before/during/after the event)	☐	☐
5.	Have important announcements been prepared?	☐	☐
6.	Have you set up a briefing with all the key event members to assign their responsibilities?	☐	☐
7.	Have you set up a briefing with security staff to inform them about their responsibilities and safety aspects for the event?	☐	☐
8.	Will there be any media coverage of the event? If yes, what kind? ☐ Live ☐ TV ☐ Radio ☐ Paper ☐ Social ☐ Local ☐ National ☐ International	☐	☐
9.	Is there a list of media representatives and do they require authorization?	☐	☐
10.	Are there any restrictions regarding audio and/or video taping of the event? If yes, elaborate.	☐	☐
11.	Is there adequate parking, working space, and equipment and/or power supply for the media?	☐	☐
12.	Is a media kit provided with appropriate event information and instructions that will facilitate activities?	☐	☐
13.	Are there sponsors for the event? If yes, list.	☐	☐
14.	Have your sponsors been involved in any public controversies here or abroad? If yes, explain	☐	☐

STAFF REQUIREMENTS		YES	NO
1.	Have the following key personnel been identified? (event organizer, safety manager, chief steward, stewards)	☐	☐
2.	Do you know how many volunteers are required for a secure and safe event? If yes, what is the number?	☐	☐
3.	Do your volunteers fit the age requirements of the event?	☐	☐
4.	Do your volunteers represent the public that will be present during the event?	☐	☐
5.	Are your volunteers covered by insurance?	☐	☐
6.	Have you conducted background checks on your volunteers?	☐	☐
7.	Do your volunteers have the right qualifications to assist during this event?	☐	☐
8.	Will your volunteers be equipped with radios and cell phones throughout the event?	☐	☐
9.	Will your volunteers be easily identifiable among the crowd? If Yes, Describe.	☐	☐
10.	Have the volunteers been informed of the event's policy and regulation guidelines beforehand?	☐	☐
11.	Are your volunteers going to be trained on the details of the event?	☐	☐
12.	Have your volunteers been trained on filling out an incident report?	☐	☐
13.	Have your volunteers been assigned roles and responsibilities that specify exactly what to do and when?	☐	☐
14.	Are the volunteers assigned to supervisors that have ability and experience to manage these resources?	☐	☐
15.	Have you established contingencies for the continuance of the event if key staff cannot be there?	☐	☐
16.	Have your volunteers been informed of the event's policy and regulation guidelines beforehand?	☐	☐
17.	Do your volunteers have First Aid training?	☐	☐
18.	Have your volunteers been trained on WHMIS?	☐	☐
19.	Are your volunteers trained in money handling?	☐	☐
20.	Is your Fleet aware of the important routes connected to the event?	☐	☐
21.	Have your volunteers been trained to operate gators or golf carts?	☐	☐
22.	Do you have backups in case there are volunteers that do not show up on the day of the event?	☐	☐

EMERGENCY ASSISTANCE		YES	NO
1.	Have you ensured that you have all the necessary health and safety measures in place?	☐	☐
2.	Have you decided who should be responsible for health and safety at your event? If yes, list	☐	☐
3.	Do you need the presence of Police, Fire and Emergency Services during your event?	☐	☐
4.	Are emergency plans in place and have these been agreed with emergency service? If yes, list emergency services used.	☐	☐
5.	Can emergency vehicles get on and off the site easily?	☐	☐
6.	Do you have effective fire control measures?	☐	☐
7.	Do you have adequate dedicated medical space? If yes, list location.	☐	☐
8.	Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, parking?	☐	☐
9.	Do you have appropriate First Aid Equipment?	☐	☐

VENUES			
1.	Do you have permission from the landowner?	☐	☐
2.	Is the site suitable for your event?	☐	☐
3.	Is there a more suitable site for your event?	☐	☐
4.	Have you prepared maps, site plans details of gas/electricity installations and an outline programme of events?	☐	☐
5.	Are you selling tickets or raffles? If yes, do you have the additional permits required?	☐ ☐	☐ ☐
6.	Do you know the profile of the participants you are expecting? Elaborate.	☐	☐
7.	Do you know where the entrances and exits on your site are?	☐	☐
8.	Are the entrances and exits controlled and stewarded?	☐	☐
9.	Are the entrances and exits suitable for baby strollers and wheelchairs and are they appropriately signed?	☐	☐
10.	Have you met the needs of people with disabilities? (viewing area, parking, sanitation, assistance)	☐	☐
11.	Are crowd control barriers necessary?	☐	☐
12.	Do you have adequate first aid facilities?	☐	☐
13.	Do you have a specific service for lost children?	☐	☐

POLITICAL ATTENDEES *(IF APPLICABLE)*		YES	NO
1.	Are any political figures attending your event If yes please list:	☐	☐
2.	Are additional private protection services required for special guests?	☐	☐
3.	Do they require special parking privileges?	☐	☐
4.	Is a media area/podium/staging required?	☐	☐
5.	Is an AV system required?	☐	☐

Lost / Found children staff must have no other role than this during the event. The following details must be completed in full.

		POLICE CHECK DONE	
		YES	NO

WEATHER REQUIREMENTS		YES	NO
1.	Have you checked the expected weather conditions on the day(s) of your event?	☐	☐
2.	Do you know the average and record high and low on the day(s) of the event? *Consult with the Weather Network/Environment Canada to get daily and hourly weather updates.*	☐	☐
3.	Have there been any injuries, deaths, and /or property damage due to weather conditions?	☐	☐
4.	Will the facility protect people from expected weather conditions?	☐	☐
5.	Are there any weather related perils that could affect your event? If yes, what are the most likely perils?	☐	☐

6.	Has the event ever been cancelled due to weather conditions? If yes, explain the procedures that took place	☐	☐
7.	Is there an adequate supply of drinkable water for the event?	☐	☐
8.	Are there any reservoirs that need to be secured and guarded so that they cannot be contaminated?	☐	☐
9.	Will people be endangered by old or weak buildings?	☐	☐
10.	Have you required the expert opinion of a building engineer to answer the two questions mentioned above?	☐	☐
11.	Do you have policies in place in case of rain? If yes, explain.	☐	☐
12.	Are alternate weather resistant sites available? If yes, where?	☐	☐
13.	Are there established procedures for event postponement or cancellation? If yes, explain.	☐	☐
14.	Is someone in charge of making the decision to cancel or postpone the event? If yes, list.	☐	☐
15.	Do you have communications messages ready in case the events gets postponed or cancelled? If yes, how is the decision communicated to event personnel, those in route or those already present?	☐	☐
16.	Will tickets be refunded? If yes, how and when is this to be done?	☐	☐

ENTERTAINMENT		**YES**	**NO**
1.	Are you providing entertainment? If yes, list.	☐	☐
2.	Is an approval or permit for public entertainment license required from the Council?	☐	☐
3.	Have all permits and safety licenses been obtained for the amusement devices used: amusement rides, fireworks, floats, etc.?	☐	☐
4.	Are additional private protection services required for special guests (VIP)?	☐	☐
5.	Have you controlled the safety procedures for stage set up and take down?	☐	☐
6.	Will a Kid's Zone be required?	☐	☐
7.	Have you ensured the safety and security of sound, light and special effect materials and equipment?	☐	☐
8.	Are all activities covered by adequate insurance?	☐	☐

VENDORS (*IF APPLICABLE*)		**YES**	**NO**
1.	Have you identified critical steps in food preparation or handling and put in place control measures?	☐	☐
2.	Have you establish ways for monitoring these control measures?	☐	☐
3.	Have the caterers provided you with this important information?	☐	☐
4.	Do you have insurance coverage?	☐	☐
5.	Have you fulfilled all the documentation requirements?	☐	☐
6.	Have you procured a Food Handling Permit?	☐	☐
7.	Do you require/Have you procured a Propane Permit?	☐	☐
8.	Have you timed your Set Up and Take Down process?	☐	☐