

Event Risk Management – Emergency Action Plan (EAP)

*Use the Emergency Action Plan template to plan ahead for your event. The EAP helps identify important contact information, emergency procedures, and other valuable information that you can rely on mid-event, should you need to deal with any issues or emergencies. Please note that venue staff will **always** have priority over your internal group practices, so follow their instructions accordingly!*

EVENT DESCRIPTION

Event Name				
Student Group Name				
Date(s) of Event				
Event Operating Hours				
Location(s)				
Activities Taking Place				
Expected number of guests		# of Adults		# of Minors

NOTE: In the case of a serious incident, first follow the instructions of any venue or facility staff. Internally, follow your plan and any relevant procedures and call any emergency numbers first. Double check the status of your attendees and make sure they are accounted for. As soon as the situation is stable, call U of A Protective Services (780-492-5050) to notify them of what has happened and receive advice about what to do next. Then fill out the Incident Report Form at the end of this document.

SCOPE: In addition to developing emergency response plans for their event, organizers must also familiarize themselves with any existing site emergency response plan(s), referencing and/or incorporating these into their plans.

Add the venue’s plan to the appendix of this EAP or note them here:

EMERGENCY CONTACT INFORMATION

List any emergency contact numbers (i.e., emergency services, U of A Protective Services, student group event organizers etc.):

If you are facing a fire, medical emergency or active threat, call 911.

Then if you are able, call Protective Services at 780-492-5050.

Any Edmonton taxi: #TAXI on your cell phone

Role	Name	Phone Number
Primary Event Organizer		
Secondary Event Organizer		
Student Group Executive		
Student Group Executive		
Other		

HAZARD IDENTIFICATION AND MITIGATION

Hazards and risks are identified based on the type or nature of event being held, venue and audience. Hazards and risks should always be mitigated to ensure the safety of the public and protection of life, property and environment. Use your **Risk Assessment Plan** to fill in the following area which identifies hazards specific to the event and plan for mitigation measures. This area can be expanded as necessary or added separately as an appendix.

Hazard or Risk Identified	
Plans to Mitigate	

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ROLES AND RESPONSIBILITIES

It is important that roles and responsibilities be clearly outlined during an emergency. Event organizers should identify required roles, responsibilities and reporting relationships. Detail should be provided to ensure all critical activities are covered. Checklists and flowcharts may be used to condense information and outline decision making, this may be added separately as an appendix. Contact information should be provided for all key personnel. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders.

All key personnel should be knowledgeable of: The general information contained within this document; Other key personnel, their roles, responsibilities and contact info; Muster points or assembly area locations; Emergency exit locations; Medical and other emergency equipment locations, if provided; and Method(s) used for communication with other key personnel, volunteers, or patrons i.e. cell phone, radio, intercom, etc. Emergency drills should include a pre-event walk through by the event organizer who will ensure that all personnel and/or volunteers are aware of any evacuation procedures in place.

RESPONSIBILITIES

Primary Event Organizer (and Secondary Event Organizer)	
Responsibilities	Evaluate the need for evacuation as required Initiate evacuation if required
	Contact Emergency Services (Police, Fire, Ambulance) - i.e. 911 (as required)
	Account for all personnel and patrons in a designated event must point/assembly areas

	Liaise with area wardens and Emergency Services
	Evaluate, in conjunction with Emergency Services, if building/area is safe prior to re-entry
	Document the emergency situation inclusive of actions taken and outcomes

Area Supervision (Senior Event Volunteers/Staff)	
Responsibilities	Receive directions from PEO(or SEO)
	Ensure that all personnel have been alerted
	Clear all areas as required

All Other Personnel	
Responsibilities	Carry out tasks as instructions be PEO (or SEO)
	Proceed to assembly area advising all patrons to do the same
	Report their presence to the PEO (or SEO) at the assembly area
	Not to leave assembly areas unless advised by PEO (or SE) or Emergency Services personnel.

EXPERTISE NEEDS

Identify any expertise or training your event participants or leaders will need to have (i.e., first aid, sports training, Event Organizer Training, ProServe, Protect etc.).

Expertise	Name	Phone Number (during event)
First Aid		

EMERGENCY RESPONSE PROCEDURES

Outline any procedures you may need to use during your event (i.e., evacuation procedures, medical emergencies, etc.). ALWAYS follow instructions from venue staff – on or off campus. The facility staff are trained to deal with emergencies, and will instruct you and your group on how to safely handle the situation. Once the situation is clear and you have followed instruction from staff, you can follow your own internal processes, as outlined in this document.

EVACUATION

Evacuation may be required in specific emergency situations such as:

- Fire and explosion
- Medical emergency
- Hazardous materials spill/leak
- Active threat

The PEO (or SEO) will take the following into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

Generic process of evacuation is shown below:

- Reason for evacuation realized Appropriate personnel assess situation
- Notification given to personnel and patrons to evacuate to assembly points
- Personnel renders assistance as required under direction of the Chief Warden
- Emergency Services notified of the emergency –call 911
- Personnel ensure venue is vacated including public areas, toilets, etc.
- Await Emergency Services assessment

MEDICAL EMERGENCY

Should a medical emergency occur:

- The first personnel on the scene should assess the situation; if they do not have first aid training, immediately notify the PEO (or SEO) and/or First Aid Trained personnel.
- Administer first aid, as trained
- Call Emergency Services - 911 and request an ambulance (if required)
 - Organize personnel to meet the ambulance outside the venue and take them to the medical emergency location
 - Remain with the injured person until Emergency Services personnel arrive
 - Assist Emergency Services personnel as required
- Complete an Incident Report form as soon as possible after the event

IMPORTANT NOTES

List important information for people carrying out this plan to have (i.e., participant allergies or special needs, sensitivities around any guest speakers or event leaders, etc.).

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EQUIPMENT NEEDS

Outline any equipment you may need in the event of an emergency during your event (i.e., first aid kit, fire extinguishers, cell phone, tape, etc.) AND where it will be kept during your event.

FACILITY INFORMATION

Outline important information about your facility or location (i.e., nearest shelter, nearest hospital, fire exits, muster points, security tent, first aid tent, etc.); AND outline how participants would get to those locations (walking, transit, vehicle, etc.). For a list of muster points for buildings on campus as well as shelter locations for on campus, outdoor spaces, click [here](#).

***NOTE: Venue staff will provide direction to patrons in case of emergency. Please follow their instructions first!**

Venue Main Contact Name	
Venue Main Contact Phone Number	
Nearest Hospital	
Nearest Hospital Address	
Muster Point	

STUDENT EVENT INCIDENT REPORT FORM

Name of Group		Date Reported	
Subject's Name		Incident	
Subject Status (circle all that apply)	Student	Non-Student	Minor
Location		Date of Incident	
Time of Incident		Subject Phone #	

Full description of all circumstances prior to and including the incident or injury:

- Describe any injury (including whether on the left or right side of body)
- Provide detailed description of immediate events and surroundings (i.e., if outside, describe weather conditions)

What action was taken? (i.e., emergency medical procedures)

Who responded to the incident? (PEO, Venue Manager, Security, Police, etc.)

Names, addresses and phone numbers of witnesses:

General remarks:

Primary Event Organizer's Signature	
Date	

SUBMIT A COPY OF THIS REPORT TO THE OFFICE OF THE DEAN OF STUDENTS AS SOON AS POSSIBLE.