



EMERGENCY PLANNING PROTOCOL

It is a reasonable expectation that an Emergency Plan will be in place at all public events. Even small community events carry risks of emergencies involving participants, guests and spectators. Every event chairperson should plan for the need to deal with a range of scenarios from minor cuts and bruises to life-threatening injuries or illnesses that need require the immediate attention of emergency personnel.

When a large number of people are crowded into a public venue space, the event chairperson must plan for scenarios such as: a natural event, explosions, fire, fire-arm threats, and aggressive guests. Unfortunately some of these incidents are becoming all too common and unpredictable. When the unforeseen occurs the degree to which a disaster unfolds will depend on the skills and knowledge of persons in charge of the event on the day and their planned response actions to handle any particular emergency scenario in a calm and professional manner.

A number of volunteers should be appointed who have clear roles and responsibilities and know exactly what to do during an emergency. Suggested volunteer assignments may include:

- Emergency Coordinator
- EMT or Nurse located in a central location on site throughout the event
- Crowd Control Official (especially if planning for an extremely large event or concert)
- Point person to accelerate the resumption of normal operations once emergency has passed
- Media spokesperson

Knowing what to do in an emergency is a key factor that saves lives. For each type of scenario envisaged, there needs to be a planned set of actions (planned response actions) to be taken by all those who are allocated responsibility. These planned response actions include:

- Evacuation procedure (when to evacuate, how to evacuate, where to evacuate to)
- Opening entrance ways
- Use of emergency equipment e.g. fire extinguisher
- Sounding an alarm
- Calling 911 for ambulance, police or fire



Emergency management plans require volunteers and volunteers require training. The training needed by the team of volunteers in charge of an event on the day should include knowledge of emergency exit locations and paths, assembly point locations fire extinguishing equipment locations, and a list of phone numbers and other critical contact information for communication both with and outside the event site.