

CALGARY CRANKMASTERS CYCLING CLUB

Wednesday Night Series

Emergency Response Plan (ERP)

An Emergency Response Plan (ERP) clearly defines the processes to be followed in the event of an emergency occurring during a planned Special Event.

1. **Event Description**

Event Name: Red Deer Road Race

Event Date: May 28, June 18, Aug 13

Location of Event: 226 Ave and 80th St W

Set up Time: 6:00 PM

Event Operating Hours: 3.5

Expected number of attendees: # of Adults 40 # of Volunteers 4

4

Description of activities taking place at the event
Cycling Road Race, three Groups starting different times

2. **Scope**

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

3. **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 public and protection of life, property, and environment.

3.1 **Hazard or Risk Identified:** Road Debris

Plans to Mitigate: Sweep all Corners

3.2 **Hazard or Risk Identified:** Traffic

Plans to Mitigate: Corner Marshalls and Signage

3.3 **Hazard or Risk Identified : Weather**

Plans to Mitigate :If lightning is present or in the forcast event is cancelled

4. **Roles and Responsibilities**

It is important that roles and responsibilities be clearly outlined during an emergency. Event organizers should identify required roles, responsibilities, and report 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 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 information.
- Medical and other emergency equipment locations, if provided.
- 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.

Organizers may use the following roles and responsibilities template for their event. This area can be expanded and/or modified as necessary or may be added separately as an appendix to the template.

4.1 **Chief Volunteer (Normally Event Organizer)**

Full Name: Mike Vance

Contact # during event:



Responsibilities:

- Evaluate the need for evacuation as required.
- Initiate evacuation if required.
- Contact Emergency Services (Police, Fire, Ambulance) (as required)
- Account for all personnel and patrons
- Liase with area volunteers and Emergency Services.
- Evaluate, in conjunction with Emergency Services

- Document the emergency situation inclusive of actions taken and outcomes.

4.2 **Area Volunteer (Normally Senior Personnel)**

| | | |
|-----------------------------|-------------------------|------------|
| Full name:Mike vance | Contact # during event: | [REDACTED] |
| Full name: Peter Heinemeyer | Contact # during event: | [REDACTED] |
| Full name:Norm Smith | Contact # during event: | [REDACTED] |

Responsibilities:

- Receive directions from the Chief Volunteer
- Ensure that all personnel have been alerted
- Clear all areas as required

4.3 **First Aiders**

| | | |
|---------------------------|-------------------------|------------|
| Full name:Mike vance | Contact # during event: | [REDACTED] |
| Full name:Norm Smith | Contact # during event: | [REDACTED] |
| Full name:Dawn Heinemeyer | Contact # during event: | [REDACTED] |

Responsibilities:

- Collect First Aid kit/supplies and proceed to assembly area
- Administer first aid as required

4.4 **All Personnel**

Responsibilities:

- Carry out tasks as instructed by the Chief Volunteer
- Proceed to assembly area advising all patrons to do the same
- Report their presence to the Chief Volunteer
- Not to leave assembly area unless advised by the Chief Volunteer or Emergency Services personnel

5. **Emergency Response Procedures**

Procedures are developed from the hazards identified in Section 3 and put in place to help event organizers anticipate and respond to potential emergencies.

Procedures may be developed for first aid treatment, request of an emergency service (police, fire, and ambulance), monitoring of inclement weather, evacuation of an area, etc.

Organizers can use the following information, and/or expand upon or replace this with their own information separately as an appendix to the template.

5.1 **Evacuation**

Evacuation may be required in specific emergency situations such as:

- Weather event
- Medical emergency
- Active threat

The Chief Volunteer 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 Volunteer
- Emergency Services notified of the emergency – call 911
- Personnel ensure venue is vacated including public areas, toilets, etc.
- Await emergency Services assessment

5.1.2 **Location of Fire Extinguisher(s) Peter Heinemeyer Vehicle**

5.2 **Medical Emergency**

Should a medical emergency occur:

- The first personnel on the scene should assess the situation and if they do not have first aid training, immediately notify the Chief Volunteer and/or First Aid trained personnel
- Call Emergency Services – 911 and request an ambulance
- Administer first aid, as trained
- 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

5.2.1 **Nearest Hospital**

- Name: South Health Campus
- Address :4448 Front St SE Calgary
- Main Phone number: 403 956 1111 OR 911

5.3 **Active Threat**

- Evacuate the event / area
- Call 911 and ask for Police assistance

Important issues to remember when dealing with an active threat

- Keep calm
- Keep the caller on the telephone for as long as possible
- Let the caller speak and endeavor to record as much detail as possible

6. **Emergency Planning Committee**

The Event Organizer and/or Emergency Planning Committee will develop the Special Event Emergency Response Plan and evaluate emergency response procedures to the emergency situations. The Emergency Action Response Plan will be updated and revised, as required.

The Emergency Planning Committee consists of the following personnel (recommend 2 – 6 people, depending on the size of the event)

| | |
|-----------------------------|------------------------------------|
| Full name: Mike vance | Contact # during event: [REDACTED] |
| Full name: Peter Heinemeyer | Contact # during event: [REDACTED] |
| Full name: Dawn Heinemeyer | Contact # during event: [REDACTED] |

7. **LIST OF EMERGENCY CONTROL PERSONNEL**

The following is a list of those personnel and/or volunteers at the event

| | |
|-----------------------------|------------------------------------|
| Full name: Mike vance | Contact # during event: [REDACTED] |
| Full name: Peter Heinemeyer | Contact # during event: [REDACTED] |
| Full name: Norm Smith | Contact # during event: [REDACTED] |

