

3.3 Hazard or Risk Identified : Weather

Plans to Mitigate: If lightning is present or in the forecast event will be 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:

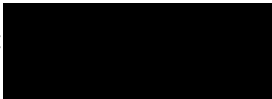
- The general information contained within this document.
- Other key personnel, their roles, responsibilities and contact information.
- Medical and other emergency equipment locations, if provided.
- Method(s) used for communication with other key personnel, volunteers, or patrons i.e. cell phone, 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: Norm Smith

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
- Liaise with area volunteers and Emergency Services.
- Evaluate, in conjunction with Emergency Services
- Document the emergency situation inclusive of actions taken and outcomes.

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

