SPECIAL EVENT EMERGENCY PLAN (SEEP)

This template is provided to assist event organizers in planning safe events. It will be reviewed by the Grande Prairie Fire Department to ensure Safety Codes Act and Alberta. Fire Code compliance requirements have been met. Once reviewed, any additional conditions of event hosting/operation will be shared with the organizer.

Attach supporting documents and addendums as needed for each section.

Note: not all parts of the template may be relevant for every event.

Section 1: Event Overview

Event Name:	
Date(s) & Times:	
Audience Profile:	The event's audience profile is essential when planning for risks and ensuring that appropriate control measures and facilities are in place for the event. Include previous history, entertainment type, and ticket sales to help in indicating the audience profile.
Organization Chart	Attach your graphical representation of the organization along with who is responsible for what and give further details in the 'Roles and Responsibilities' section below.

Roles and Responsibilities

Role Title	Brief Explanation of Responsibilities

Section 1: Event Overview

Contacts

Name:		Mobile:	
Role:		Email:	
Name:		Mobile:	
Role:		Email:	
Name:		Mobile:	
Role:		Email:	
Name:		Mobile:	
Role:		Email:	
Name:		Mobile:	
Role:		Email:	

Section 2: Crowd Management

Security and Crowd Management Staffing:
The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons.

Crowd Management Staffing Provider / Company:			
Number of Volunteers:		Number of Paid Staff:	

Describe method of identifying security staffing and levels.

Provide details of the training received by security and crowd management personnel.

Section 3: Crowd Management Awareness

Security and Crowd Management Awareness

Efforts should be made to minimize pinch points or areas where a crowd of people can be trapped or crushed in a panic situation. Entrances and exits should be well marked, unobstructed and staffed where appropriate.

Considerations:

- Is the event site open or fenced in? If fenced in, where are the entrances and exits?
- Does the event site plan allow for free flow of people? Or are adjustments required?
- Review your site plan to identify possible pinch points for pedestrians to adjust set-up or manage appropriately.
- Will security be required to control the flow of people before, during and after the event?
- What is the capacity of the event site?
- What actions will be taken if capacity is reached?
- Will line control be required? If yes, where, and how will it be set up?
- How will staff be briefed on strategies or concerns regarding crowd management?

Management of Attendee Numbers

Provide details of how the number of attendees at the event are to be monitored and controlled:

Section 4: Communications

PA System

Detail any PA systems in use at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency.

Radio Communication

Describe who will have radios for communication and which channels will be allocated for what activity.

Section 4: Communications

Loud Hailers

Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.

Telephone

List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.

Signage and Public Information

Provide details and location of any signage or public information facilities being used to direct persons around the site including first aid locations, lost children, and lost and found.

5. Medical and First Aid

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.

5. Medical and First Aid

Total Number of First Aid Stations at Event:	

Identify where each medical facility / first aid point is located on your site plan. Refer to and attach maps as needed and include additional description details for clarification below.

6. Fire Risk Assessment

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

Fire Extinguishers

Provide details of the type, number, and location of fire extinguishers to be provided at the event.

Pyrotechnics and Special Effects

List any pyrotechnics or special effects used during the event. For any performances including fire, an additional application and approval may be required along with a detailed fire safety plan.

Section 7: Risk Management

Based on the type of event, the venue and audience identify hazards, risks and threats and develop a mitigation plan for the protection of life, property, and the environment. Potential risks could include:

- Extreme weather (storms, lightning, high winds, precipitation, temperature)
- Mechanical, Structural or Technical Failures (loss of power, infrastructure collapse, etc.)
- Alcohol Related (impaired driving risk, intoxications, sexual assault risk, etc.)
- Medical Emergencies
- Environmental Spills
- Crime Related Emergencies

Hazard Risk Identification

Hazard, Risk,or Threat	Mitigation Plan

8. Incident Management

Notifications

Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria) Identify preparation and actions performed to ensure safe response to the change in conditions.

Section 7: Risk Management

Emergency Vehicle Access

Special Event Permits require a 6m (20ft) fire lane for emergency vehicle access. Detail any routes or locations on the site plan that may be used for emergency vehicles and add additional info below.

Pedestrian Traffic Plan

Attach a pedestrian traffic plan when the movement of people in and around the event poses a possible risk to public safety. This plan should also predict what ingress and egress will look like at the beginning and end of the event when people are arriving/leaving at the same time.

Evacuation

Attach site plan including emergency evacuation for event attendees, volunteers, and contractors. Include additional details here that may not be included in the map.

9. Lost Children / Vulnerable Persons

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with care persons, parents, or guardians. Identify the location on the site map.

10. Debrief and Event Review

A post-event debrief may be required by the Special Events Office or from the Grande Prairie Fire Department Safety Codes Officer if follow up is required.

11. Signature of Acknowledgment

Signature:

☐ I agree to the terms of submission below

TERMS OF SUBMISSION: I have read the above, have understood each area of the SEEP submission above, I have submitted all relevant information to the event to the best of my knowledge. I acknowledge that the Safety Codes Officer will exercise authorities pursuant to Part 4: Section 47 of the Alberta Safety Codes Act if they deem that there is a failure to ensure fire and life safety requirements are in place.

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