

2014



The City of Greater Sudbury Special Events Checklist



SPECIAL EVENT CHECKLIST

Administrative:

- ☐ Signed Facility Agreement
- ☐ Contract paid in full
- ☐ Certificate of Insurance (min. \$2,000,000 liability coverage with the CGS listed as an Additional Insurer)

Alcohol Sales:

- ☐ Provide Copy of Special Occasion Permit or Caterer's Endorsement
- ☐ Provide Copy of Notification Letters
- ☐ Review of Alcohol Risk Management Policy
- ☐ License Area Review
 - ☐ Fencing
 - ☐ Signage
 - ☐ Location
 - ☐ Hours of Service
 - ☐ Security
 - ☐ ID - Acceptable forms and Verification
 - ☐ Alcohol being served – alcohol content and method of service (cups only)
 - ☐ Power/ Utilities requirements
 - ☐ Tent Review
 - ☐ Equipment Requirements
- ☐ Provide list of servers and Smart Serve Numbers

Emergency Management Plan:

- ☐ Provide copy of First Aid/ Emergency Services Contract
- ☐ Provide copy of Notification to EMS
- ☐ Review Fire and Evacuation Plan, Pre-show announcements
- ☐ Review Inclement Weather Plan
- ☐ Provide List of Organizers and Primary Volunteers with Contact Information
- ☐ Provide copy of Site Plan

Food Service/ Vendors:

- ☐ Provide Copy of Special Occasion Food Permit - SDHU
- ☐ Provide List of Vendors including:
 - ☐ Full Business Name
 - ☐ Primary Contact with address and phone numbers
 - ☐ Size Requirements and shelter type (tent, trailer, bus etc.)
 - ☐ Electrical Requirements
 - ☐ Licensing and Insurance
 - ☐ Equipment Requirements
 - ☐ Menu or Product Information
- ☐ Review Fire Code Regulations
- ☐ Review Vendor Location

Live Entertainment/ Stage Production:

- ☐ Provide Copy of Itinerary including:
 - ☐ Concert Times
 - ☐ Load-In Times
 - ☐ Sound-Check Times
 - ☐ Back of House Set-Up/ Production Vehicle Parking
 - ☐ Man Lift Requirements
 - ☐ Technical Requirements – Additional Lights – follow spot, special effects
 - ☐ Artist Rider Requirements
- ☐ Provide Copy of Notification Letter and Noise By-Law Exemption Letter (if applicable)
- ☐ Review Sound Technician Role and Schedule
- ☐ ESA Inspection (if applicable), Electrician on stand-by
- ☐ Provide Copy of Fall Arrest Certificates (if applicable)

Security:

- ☐ Provide Copy of Greater Sudbury Police Service Paid Duty Contract
- ☐ Provide Copy of Paid Security Contract
- ☐ Review Security Plan/ Event Controls
 - ☐ Coverage of main gate, entry and exit points
 - ☐ Egress (EMS Routes)
 - ☐ Front of Stage and Back of House(if applicable)
 - ☐ Parking (if applicable)
 - ☐ Duties (volunteers, security, police)

- ☐ Security Orientation (Pre-Show)

Staff Schedule:

- ☐ Review Staff Schedule and Contact Information

Tickets:

- ☐ Review Will Call Location and Procedures
- ☐ Assigned Seating / General Admission
- ☐ Review Re-Entry Policies
- ☐ Review Refund/ Cancellation Policies
- ☐ Review Accessible Seating

Waste Management:

- ☐ Recycling
- ☐ Additional Washrooms (if required)
- ☐ Site Clean-up

Additional Resources Available:

- ☐ Municipal Alcohol Policy
- ☐ Amended Parks By-Law
- ☐ Sample Notification Letter
- ☐ Other:

Emergency Management Plan

(Event/Organization Name)

(Date of Event)

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CITY OF GREATER SUDBURY LIAISONS

Name

Title, Department

Office Number

Cell Number

- Or -

Name

Title, Department

Office Number

Cell Number

Title/Role	Name	Phone (P) Cell (C)	Day of Event Contact # (If different than previous)
Main Organizer			
Secondary Organizer			
Special Occasion Area			
Equipment Manager			
Volunteer Manager			
Vendor/Food Manager			
Wind/Weather Monitor			
Security			
First Aid			
Other:			

LIFE THREATENING EMERGENCIES**DIAL 9-1-1****WHEN YOU MAKE AN EMERGENCY CALL**

- Give your name, location (including field number), and telephone number.
- Describe what has happened.
- Do not hang up until asked to do so.
- Assign someone in parking lot to direct emergency personnel.
- **Notify your city liaison**

AFTER ANY EMERGENCY

- Remain calm and follow instructions from your city liaison

EMERGENCY SITUATIONS

<u>MEDICAL</u> <ul style="list-style-type: none"> - Designate someone to call 911. - Do not attempt to move a seriously injured person. - Try to make the victim comfortable. - If you are trained in First Aid or CPR you may assist as needed. - Gather as much information as you can about the person. (injury/symptoms/complaints of the victim) - <u>Notify your city liaison</u> 	<u>FIRE</u> <ul style="list-style-type: none"> - If you see a fire, pull the nearest alarm. - Call 911 - Use an extinguisher only if you know how to use it and it is safe to do so. - Help guests exit the facility quickly and calmly. - Close any doors on way out. - <u>Notify your city liaison</u>
<u>CRIMINAL ACTIVITY/HOSTILE INTRUDER</u> <ul style="list-style-type: none"> - Call 911 - Notice as much detail as possible. - Do not approach. - <u>Notify City Liaison</u> 	<u>BOMB THREAT</u> <ul style="list-style-type: none"> - Call 911 - Follow directions of emergency personnel on scene. - Help evacuate facility to assigned safe zones. - <u>Notify your city liaison</u>

INCLEMENT WEATHER PLAN

LIGHTENING THREATS OR OTHER SEVERE WEATHER THREATS

lightening is visually observed or a lightening meter detects it in the area, a lightening threat exists.

severe weather threat (i.e. tornado) exists either when a severe warning has been issued covering the site, or, at the discretion of the on-site event organizer, in accordance with a City Staff member.

- All activities/events on-site are to be put on hold when a lightening threat is presented.
- The lightening threat will continue to exist until the site is **visually free of lightening for a period of 30 minutes**.
- If, during the existence of a lightening threat, lightening is seen in the sky or in the visible area, a new 30 minute period will begin.
- If no lightening has been seen visually for 30 consecutive minutes or if the severe weather warning/watch has been lifted, the on-site director will contact all venues and may continue with events/activities

PROCEDURE DURING LIGHTENING THREAT/SEVERE WEATHER THREAT

- Monitor and Communicate.

- A weather radio and appropriate measurement tools should be present on-site for continuous monitoring of severe weather throughout the event. Equipment is to be used in the event of uncertainty with regards to abnormal climatic conditions.
- Contact information for local weather monitoring systems must be present on-site in order to confirm inclement weather threats.
- When the event is located at multiple locations, communication is to be made between locations in order to inform other sites of current conditions.
- After a lightening/severe weather threat has been issued, all involved in the event will be notified and activities shall immediately stop.
- All participants will be encouraged to leave the premises and seek appropriate shelter.
 - No place outside is safe during a lightening/severe weather threat. The best place to seek shelter is in a large, fully enclosed substantially constructed building. If a building cannot be quickly located, a vehicle with a solid metal roof and metal sides is a reasonable second choice.
 - Attendees should avoid the most dangerous locations, including higher elevations, wide open spaces (like soccer fields), tall isolated objects such as trees, poles, or lights posts, unprotected open buildings, rain shelters, metal fences, and metal bleachers.

MONITORING WEATHER CONDITIONS

EMERGENCY ALERT NOTIFICATIONS

Visit the following websites and register to receive the latest emergency alerts as they are issued.

- 1) **Emergency Management Ontario** - Subscribe to Red Alerts and Emergency Information Advisories
www.emergencymanagementontario.ca/english/stayconnected/stayconnected.html
- 2) **The Weather Network** – Subscribe to WarningsDirect to get the latest weather warnings issued by Environment Canada
www.theweathernetwork.com/email/

CAUTION: ALWAYS PAY ATTENTION TO THE WEATHER REPORTS

Check the weather reports prior to your event. Extra anchoring for your tents may be required when strong winds are forecast. If severe winds are expected, you may have to postpone your event to ensure everyone's safety. The effects of wind at various velocities are listed below:

WARNING ZONE

20 - 28 km/h	Dust and loose paper are raised. Small branches begin to move.
29 - 38 km/h	Branches of a moderate size move. Small trees begin to sway.

DANGER ZONE

39 - 49 km/h	Large branches begin to move. Whistling is heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over.
50 - 61 km/h	Whole trees are in motion. Effort needed to walk against the wind.

EXTREME DANGER ZONE

62 km/h and above.	Some branches break off trees. Construction/temporary signs and barricades blow over.
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MONITORING WEATHER CONDITIONS

HEAT GUIDELINES

Know the signs and symptoms of heat-related illness. They include rapid breathing, weakness or fainting, more tiredness than usual, headache and confusion. If you or someone in your care experiences these symptoms, contact a health care professional, friend or family member for help. **IN EMERGENCIES, CALL 9-1-1.**

Advisory	Conditions	Guidelines
No Advisory	Environmental conditions do not currently exist that create a heat stress hazard to the majority of the population	Modifications only for people who develop signs and symptoms of heat stress. Very little danger from heat.
Heat Advisory	Environmental conditions will exist through the balance of the daylight hours that may require some degree of protective actions for the majority of the population. (Humidex of 36 for at least 2 consecutive days (48 hrs))	Outdoor activities should be modified to include rest, shade and water breaks. People with health risks should be discouraged from participating in prolonged outdoor activities. Encourage frequent water breaks.
Heat Alert	Environmental conditions will exist through the balance of the daylight hours which place a majority of the population at risk of some heat stress complications. (Humidex of 40 for at least 2 consecutive days (48 hrs) OR Forecasted Humidex of 36 for at least 2 consecutive days (48 hrs) with Smog Alert)	All prolonged outdoor activities (20 minutes or more) should occur during the cooler times in the day such as before 11:00 am and after 8:00 pm. Rest, shade and water precautions should occur at all times. Make water coolers available at each location. Limit amount of time at activities.
Extreme Heat Alert	Environmental conditions exist that place all persons at risk of heat stress complications (Forecasted Humidex of 45 for at least 2 consecutive days (48 hrs) OR Forecasted Humidex of 40 for at least 2 consecutive days (48 hrs) with Smog Alert)	Outdoor activities should be canceled. Rest and water precautions should occur at all times. Activities cancelled.

EVENT SPECIFIC CANCELLATION POLICY

The event should create a policy for the cancellation of the event and/or the disassembly of the tents, including specific criteria, and for implementing one of the planned contingency measures. The plan should outline but should not be limited to:

1. The circumstances under which an event is suspended or cancelled and/or tents are dismantled (lightning, rain, wind, weather watch, weather warning, weather alert, etc.);
2. Who in management has the authority to make such a decision?
3. How long you continue in severe weather;
4. A notification process for staff and patrons.

The cancellation policy should be posted in a designated area that is available to all workers.

This event will be suspended if/when:

The event will resume if/when:

The event will be cancelled if/when:

Which member of the organizing committee will help make this decision?

Patrons/ Guests will be notified by:

LOST CHILD PROCEDURES

NOTIFY YOUR CITY LIAISON

If child is reported lost or missing, advise parent/guardian we have a procedure in place to help assist with situations such as this. Get information below and escort parent/guardian to control center.

BASIC QUESTIONS

How long ago was child last seen? _____
 Where was the last place the child was seen? _____
 Has the area where they were last seen already been checked? _____

DESCRIPTION OF CHILD

Name	_____	Gender	_____	A
Hair color	_____	Eye color	_____	ge
Approx. height	_____	Approx. weight	_____	
Type of pants	_____	Color of pants	_____	
Type of shirt	_____	Color of shirt	_____	
Type of shoes	_____	Color of shoes	_____	

CITY LIAISON WILL MAKE THE FOLLOWING ANNOUNCEMENT OVER PA SYSTEM OR LOUD SPEAKER:

Attention, may I have your attention please. We have a lost girl/boy named _____, age _____, with _____ hair and _____ eyes. Approximate weight and height of _____ and was last seen wearing _____ pants, _____ shirt, and _____ shoes. If you have any information, please report to the _____.

DUTIES

1. Assign staff members/volunteers to all exits and equip with description of child.
2. Assign staff members and volunteers to perform a quick search of buildings and grounds.
3. Ask parent/guardian to call known relatives and friends to see if child is with them.
4. If child is found with someone other than parent/guardian, use reasonable efforts to delay the departure of person with child.
5. If child is not located within 10 minutes, call 911.
6. Let police take control of situation when they arrive.