



Township of Huron-Kinloss  
Special Event  
Emergency Planning Guideline

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# Township of Huron-Kinloss

## Special Event Emergency Planning Guideline

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#### 1. Special Event Permit and Notification Process:

This guideline has been developed to allow us to work together in presenting special events that will be an exciting and positive addition to our community's quality of life. Moreover, the document is designed to share best practices and resources, as well as highlight regulations which pertain to Special Events.

The responsibility is on the event organizer, to ensure that you are familiar with and comply with any relevant regulations or processes pertaining to special events. This manual and process may not be all encompassing.

Where events are being organized by a third party (event organizer) on private lands, it is the responsibility of the host venue/property owner to ensure that the third party has complied with these regulations and processes. The special event permit process is intended to create a collaborative dialogue between all involved including special event organizers, event promoters, host venues/property owners and government agencies responsible for public safety, community by-laws, economic development and community engagement.

The process has been created to:

- Ensure safety of all attendees and organizers
- Increase communication and coordination amongst key stakeholders
- Optimize planning
- Minimize negative community impact

#### 2. Special Event Permit Application:

The application acts as both the initial notification to the Township that an event will be taking place within the municipality and if being held on public lands/property this form also acts as the permit application form. Venues operating in the Township of Huron-Kinloss should discuss with the Community Emergency Management Coordinator (CEMC) what is deemed a special event versus regular business operations.

If the event is not deemed a "special event", notification of the event by email or phone is encouraged as this assists the Township in coordinating events across the Township and allows us to minimize the potential for conflict between events. This also allows us to assist you in marketing and promoting your event and the expanding portfolio of events taking place in the Township.



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#### 3. Special Event Emergency Response Plan:

This planning document will provide a detailed overview of the special event and the planning and controls mechanisms for event implementation. It is the responsibility of the event organizer to ensure the plan is submitted in a complete manner and within the established timelines. If the event is being organized by a third-party, it is the responsibility of the host venue to ensure that the organizer has complied.

To assist in the development of the operations plan a checklist is provided. This checklist is designed to provide further details about the event that will assist you with inter-agency planning requirements and the framework for the operations plan. In most cases only specific sections will apply, simplifying what you are asked to provide in the plan. Therefore, the plan should contain the information which is relevant to your event. At the discretion of the CEMC, an inter-agency planning and coordination meeting may be requested. The goal of this meeting will be work through any additional details or requirements with the event organizer.

#### 4. Timing of Submissions:

Special Event Notification/Permit forms are to be submitted to the CEMC a minimum of 120 days prior to the event. Emergency Response Plans are to be submitted wherever possible a minimum of 60 days prior to the special event. More time may be required for larger resource intensive events to ensure resources will be available to support the event. The Township and other relevant agencies recognize that opportunities do come up with little notice and will endeavor to work with event organizers within the realities of operations constraints.

#### 5. Special Event Application– Emergency Response Plan:

The planning process is one of the most important aspects in successful Event Management: the more robust the plan, the smoother the journey to success. Good planning is a continuous process, and good plans should be adaptable and flexible, they require a solid foundation consisting of systems and structures that are understood by all event partners. The operation plan is a key document that will assist event organizers in communicating with community partners various aspects of the



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special event. The plan should include all key functional areas that are relevant to the event.

The following are suggested areas that should be addressed:

- Event Overview
- Insurance
- Site Plan
- Alcohol
- Structures and Temporary Structures
- Traffic Management
- Community Impact / By Laws
- Conservation Authority
- Public Lands / Facilities
- Risk Management
- Security
- Fire and Life Safety
- First Aid and Medical Emergencies
- Food Service
- Washrooms and Waste Management

#### 6. Event Resource Manual

A brief executive summary of your event and the history should be included Operational and Emergency response Plan when completing your application for a special events permit. This will assist those that are reviewing your submissions as to the purpose, scope and significance of your event.

##### a. Insurance

Insurance is recommended for all special events and is a requirement for events taking place on public property. It provides coverage for event organizers, host venue, supporting public agencies and volunteers for third party liability claims resulting from an injury to the third party and/or damage to their property.

Certificate of Insurance: A document issued by an insurance company/broker that is used to verify the existence of insurance coverage under specific conditions granted to listed individuals. More specifically, the document lists the effective date of the policy,



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the type of insurance coverage purchased, and the types and dollar amount of applicable liability.

**Additionally Insured:** A document issued by an insurance company or broker that extends coverage through the policy holder's policy. Generally, additional insured status is required by an individual or entity when a named insured has agreed to indemnify that party in a contract (e.g., customers or owners of property leased by the named insured).

Requested limits for insurance can be found on the special event checklist found here [Special Events Bylaw- Special Event Checklist](#). If your organization requires assistance with requesting an insurance certificate please contact the Huron-Kinloss CEMC.

#### b. Site Plan

Completion of an Event Layout Plan or Site plan is required to accompany all applications and should be part of the operations plans.

The event Layout Plan should include:

- The north direction;
- Direction of travel – if event is a parade, race, walk, etc.
- Names of adjacent avenues, streets, and roads;
- Access and Egress Points (pedestrian, vehicular, emergency access)
- An unobstructed fire/emergency response lane(s);
- Length and width of street(s);
- Fire hydrant locations — clearance from fire hydrants must be a minimum of 2 metres; if hydrant is at the curb, clearances must be 3 metres;
- Current obstructions or traffic calming devices;
- Licensed areas;
- Locations of Fencing and Security Controls;
- Location(s) of any vendor(s);
- Location(s) of fire extinguisher(s);
- Temporary and fixed event facilities, including stages, seating (bleachers and grandstand), bridges, platforms, trailers, tents, amusement rides, and vendor sites;
- Location of waste diversion sites;
- Locations of permanent and temporary washroom facilities;
- Rest and first aid stations;
- Areas for food and water;



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- Identification of any hazardous/combustible materials i.e. fuel storage, propane, anhydrous ammonia etc
- Generators and other electrical sources;
- Staging and holding areas;
- Layout of permanent or temporary camping facilities if provided as part of the event.

#### c. Alcohol:

The Alcohol and Gaming Commission of Ontario (AGCO) holds jurisdictional responsibility for the sale and service of alcohol in Ontario. Provincial liquor laws are enforced by AGCO and Ontario Provincial Police (OPP). In Ontario, Alcohol may only be sold and/or served under legal authority. The authority comes from a Sale License (Licensed Establishment or Catering Company) or a Special Occasion Permit (SOP).

For related information access the Alcohol and Gaming Commission of Ontario (AGCO) at:

- [www.agco.on.ca](http://www.agco.on.ca)
- AGCO Customer Service at 1 -800-522-2876
- AGCO London Regional Enforcement Unit at 705-329-5046

A SOP is required if you are planning to sell or serve alcohol at special occasions, such as weddings, charity fundraisers and receptions. An SOP is needed any time alcohol is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a private office or a residence).

There are three types of special occasions for which a permit may be issued:

**Private Event:** For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

**Public Events:** For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.

**Industry Promotional Events:** For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.



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#### *What do I need to provide to obtain a permit?*

Small special events can obtain permits through their local LCBO store or through a local caterer.

Large special events are over 5000 participants and include festivals, races, concerts and other mass gatherings. To assist with your event planning the AGCO has developed a *Special Event Tip Sheet* [Responsible Service Tip Sheet: \(3207\) Planning Special Events, Concerts or Festivals \(2013/05\)](#) to obtain a permit for large special event. If you are planning a large event and are planning to serve alcohol, please ensure that the AGCO requirements are included in your operations plan.

#### *Municipal Alcohol Policy*

The Township of Huron-Kinloss has a Municipal Alcohol Policy which provides specific requirements for the serving and consumption of alcohol on Municipal property or within Municipal facilities. Any special event where alcohol is served in a public facility or on public property must comply with any relevant federal and provincial legislation and with the policy. [2023-134-adopt-alcohol-risk-management-policy](#)

The Permanent Liquor Sales Licence for the Ripley-Huron Community Centre and Catering Endorsement for other Township Facilities will provide a fair and equitable process for the distribution of the proceeds from the sale of alcohol and a quality service to the community.

For more information about sale of alcohol within Municipal facilities please review the following <https://www.huronkinloss.com/media/wgtpabd2/2023-133-adopt-permanent-liquor-sales-licence-policy.pdf>

#### *Smart Serve*

Smart Serve Ontario is a non-profit organization dedicated to developing and delivering a responsible service training program to all individuals who serve alcoholic beverages or work where alcoholic beverages are served in the Province of Ontario. Having Smart Served trained staff helps to ensure the responsible service of alcohol minimizing the potential risk exposure to event hosts/organizers. For more information please visit [Smart Serve Ontario – Smart Serve Certificate - Smart Serve](#).





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#### d. Structures:

The following is provided for your convenience in making a building permit application and to provide the details that the building and fire departments will be looking for onsite prior to approving the use of the tent for your event.

The Ontario Building Code (OBC) provides minimum fire and life safety requirements specific to assembly occupancies and tents for special events.

A pop-up tent (10 ft x 10 ft = 100ft<sup>2</sup>) does not require a building permit.

Example:     3 event tents (10 ft x10 ft) together does not require a permit.  
               7 event tents (10 ft x10 ft) together would require a permit.

**Less than 645 ft<sup>2</sup>. (60 m<sup>2</sup>)** - A tent or group of tents is exempt from the requirement to obtain a building permit and is exempt from compliance with the Building Code provided that the tent or group of tents are:

- (a) not more than 60 m<sup>2</sup> in aggregate ground area,
- (b) not attached to a building, and
- (c) constructed more than 3 m from other structures.

**Greater than 645 ft<sup>2</sup> to 2420 ft<sup>2</sup>. (225 m<sup>2</sup>)** - Tents or a group of tents that are less than 3m apart, do not contain bleachers and are unenclosed (no sidewalls) require a building permit and the following is applicable:

Required to be designed and reviewed by a professional engineer

Clearance to Other structures:

- 3m from property lines
- 3m from all structures and other tents

Exceptions:

- Tents not occupied by the public need not be separated, as long as no hazard to the public exists
- Tents on fairground or similar open spaces need not be separated, as long as no hazard to the public exists

Clearance to Flammable material:



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- A 3m perimeter around the tent shall be kept free of flammable material or vegetation that will carry fire

#### Flame Resistance:

- Every tent erected shall meet CAN/ULC-S109

#### Provisions for firefighting:

- Access shall be provided for the purpose of firefighting.

*\*\*\* Provide a site plan or aerial photo and indicate all structures, the septic location and the tent. Include the clearances from the tent to the structures.*

**Greater than 2,420 ft<sup>2</sup>. (225 m<sup>2</sup>)** - Tents that exceed 225 m<sup>2</sup>, tents that contain bleachers or have sidewalls enclosed, require a building permit and the following is applicable:

All provisions above

#### Means of Egress:

- Travel distance
- Clear aisles
- 3m width between stake line and the property line
- Swing doors if applicable

Bleachers shall meet the OBC and shall be engineered.

#### Sanitary facilities:

- Required number of water closets shall be determined in accordance with the OBC

The tent shall be designed and reviewed by a professional engineer. This process is normally covered through the manufacture or contracted installer.

*\*\*\* Provide a site plan or aerial photo and indicate all structures, the septic location and the tent. Include the clearances from the tent to the structures. Provide two sets of Engineer sealed tent plans including the anchorage details.*



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The Ontario Fire Code (as amended) contains minimum fire and life safety requirements specific to assembly occupancies and tents for special events.

- Portable fire extinguishers with a minimum 2A rating are required to be placed at or near each exit.
- Exit signs may be required if the tent is enclosed. Contact the Chief Fire Official for more information.
- No Smoking signs shall be posted and adhered in the tent.
- All exits and means of egress in an open side and an enclosed tent are required to remain clear of any obstructions on both the interior and the exterior at all times.
- Aisle widths are required to be minimum 1100mm. (Consider table placement)
- Open flames of any kind are not permitted in the tent. Unless conformance with OFC-2.9.3.2. Consult the Chief Fire Official.
- Fire access routes required to be maintained. (Do not block driveway access for fire department.)
- The travel distance to an exit from any point must not exceed 30m.
- The Property owner/event Organizer is required to know the emergency procedures and their individual responsibilities as it relates to fire and life safety.

The application will need to state the start and end date of your event. Once the permit is obtained for your tent; the erection of the tent may take place. Prior to use or Occupancy, an inspection is required. You will need to book the inspection, contact 519-395-3735, the Building Inspector and/or the Fire Chief will attend the site and verify the size, location and anchorage of the tent plus the 9 items shown above.

Upon completion of your event, the tent is to be removed and confirmed by the building department. TIP: If you are an event organizer from out of town, consider contracting a local tent company to supply and administer your tent requirements. Please make sure that your tent contractor is aware of the above requirements and complies with the requirements of the Ontario Building and Fire Codes. Failure to comply may result in orders and fines to the organizer and venue.

If you have any questions, contact the Township of Huron-Kinloss Chief Building Official or the Chief Fire Official at 519-395-3735.



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#### e. Temporary Stages:

The Township of Huron-Kinloss requires permits and review by a professional engineer for demountable stages and support structures which are temporary platforms for performances or events. You need a permit if one of the following applies:

- more than 60 square metres in area;
- more than 225 square metres in combined area;
- more than 3 metres in height above adjacent grade level;
- any part of the platform or any roof, wall or structure attached to or on any of the platforms is 5 metres or more in height above adjacent ground level;
- designed to carry superimposed specified loads greater than 115 kilograms; or
- would create a hazard to the public.

In addition to the above requirements, for demountable stages, support structures and other temporary stages not listed the Ontario Ministry of Labour has provided guidelines for temporary structures and has asked municipalities to share this information with event organizers and special event venues.

The Temporary Performance/Event Structures Safety Guideline for the Live Performance Industry brings together Ministry regulations and sets out industry best practices in regard to the design, planning, erection/construction, maintenance and disassembly of temporary structures. This guideline will provide reasonable precautions that the constructor/employer may use as guidance and will also help workplace parties understand their obligations under the Occupational Health and Safety Act and its regulations as they relate to temporary structures.

The guideline may be found at:

[http://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl\\_live\\_structures.php](http://www.labour.gov.on.ca/english/hs/pubs/liveperformance/gl_live_structures.php)

#### f. Other temporary structures:

There are a number of temporary structures such as start/finish gates, lighting/camera scaffolding, screens and AV equipment that may be used for special events. In cases where the Ontario Building Code applies it must be followed and, in many cases, temporary structures fall outside of the Ontario Building Code. Due diligence and risk management should be exercised. For events taking place on private property, it is strongly recommended that all such structures are pre-engineered and have general review completed post installation by a certified structural engineer. For events taking



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place on public property pre-engineering and general review may be required depending on the nature of the temporary structure and event.

#### g. Amusement Rides and Inflatables:

The organizer of the event will be responsible to ensure the Amusement Ride or Inflatable Operator complies with all governing regulations regarding the amusement ride. If inflatables will be part of the event, please ensure adult supervision. Please ensure that you have a documented safety and supervision plan including requirements/proof of Technical Standards Safety Authority (TSSA) certification from the rental company.

#### h. Traffic and Parking Management Plans:

##### Parking:

Event organizers are responsible to ensure adequate provisions for the anticipated number of attendees (participants, spectators, vendors, and employees). The event organizer must be aware of the Traffic and Parking Bylaw [By-Law 99-20 as amended](#) that will be enforced. Any deviation from the Traffic and Parking By-laws must be approved before the event and public notice provided (as required).

A Parking Plan should be included as part of the Traffic Management plan. The plan should include:

- A review/identification of the applicable Fire Access Routes and Designated Disabled Parking spaces;
- The availability of surrounding streets and lots where parking may be allowed;
- The provision for onsite on-site parking provisions to provide participants with appropriate parking information/direction related to the event;
- Where "Parking" signs on the date(s) of the event will be located to alert drivers where parking is available.

##### Off Site Parking:

In many cases parking may be off site with accompanying shuttle service. In these circumstances communication with event participants is of paramount importance to avoid impact on traffic and a negative participant experience. Event organizers must ensure that parking arrangements are clearly communicated to participants in advance



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of the event through website, email etc. and that appropriate signage is in place to direct motorists. If off-site parking and shuttles are being considered, please discuss your preliminary plans prior to executing any contract or lease of land for ancillary parking.

#### Other Considerations:

To avoid parking problems related to the event, the organizer should be aware of how many parking spaces are available and where those spaces are located (i.e. on-site or off-site). If parking will be offsite consideration may be required on how traffic will be managed. Depending on the size of the event and the expectation of a large number of vehicles that will be required to find parking, consideration should be given to hiring paid duty Police Officer(s) for traffic and parking control and/or providing on-site shuttle bus transportation from parking areas outside of the event location.

Event parking should be arranged to ensure the safe flow of traffic before, during, and after the event.

#### Traffic Flow Impacts:

If your event will be drawing significant attendance you will need to consider the impact on local, county, and provincial roadways. Your traffic management plan should identify how you will plan to mitigate impact to traffic flow and access/egress from parking sites. The Ontario Provincial Police (OPP) have responsibility for traffic and road safety at the local (Township of Huron-Kinloss), County (County of Bruce), or provincial (Ministry of Transportation) level. The traffic management and signage plan will need to meet the requirements of the Government having jurisdictional responsibility and be approved by the OPP.

In cases where traffic control is required organizations may be required to hire paid duty Police Officers to manage vehicular and pedestrian traffic. The Ontario Highway Traffic Act prohibits anyone but police, fire, and trained workers for road construction or maintenance to direct or control traffic.

#### Pedestrian Traffic:

Event organizers have a specific responsibility for pedestrian travel routes. If attendees will be crossing roads for any event organizer must identify, designate and manage safe travel routes.



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#### Vehicle and Pedestrian Traffic Interaction:

Event organizer must ensure that vehicle and pedestrian traffic interface is managed and clearly designates safe travel routes.

#### Events on Roadways (road closure):

The approval process for these types of events can be simplified if existing traffic regulations are observed during the event, e.g. obeying traffic signals, speed limits, etc. The applicant should be aware that the cost involved in processing this type of application and implementing the detours, placement of barricades, traffic controls, public notification signing, etc., as directed by the Township of Huron-Kinloss, Public Works Department, will be the responsibility of the applicant. Guidelines set out in Ontario Traffic Resource Book 7, Temporary Conditions, will be used in determining an appropriate traffic control plan in consultation with the Public Works Department and the Ontario Provincial Police.

#### i. Community Impact Plans

#### Notification:

Special events present a unique opportunity that can benefit all residents and visitors to Huron-Kinloss. Event organizers have an obligation to residents and business that may be impacted by a special event. Depending on the size and scope of the event taking place the event organizer may be required to create and deploy a Community Notification Strategy.

The strategy may include:

- Direct letters to residences and business
- Temporary signage
- Advertisement in local media outlets
- Direct contact with businesses
- Chamber of Commerce and Tourism board newsletter
- Township Website



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#### Tourism:

The Township, through assistance with our destination marketing partners i.e. County of Bruce may provide assistance in marketing and enhancing the visitor experience for large scale special events. We encourage event organizers to work with our business community and tourism organizations in both event marketing and supporting our local businesses through purchasing of goods and services and cross promotion of local businesses to event participants.

The Economic Development Officer with the Township of Huron-Kinloss is notified of all special event applications and will contact applicant to discuss marketing support.

#### Noise:

The Township of Huron-Kinloss Noise By-law [noise control by-law](#) restricts the noise from 11:00pm and 7:00am next day (9:00am on Sundays). In addition, sound levels outside these times must remain at an acceptable level given consideration to the type and location of the event. Event organizers are required to apply to Council for an exemption to the Noise By-law. Event organizers should allow two months for this process. [Noise Exemption Request Form - Township of Huron-Kinloss](#)

#### Fireworks:

Township of Huron-Kinloss Noise By-law [noise control by-law](#), regulates the discharge of fireworks within the geographical boundaries of the Township. In accordance with the Noise By-law, the discharge any Fireworks within the Township is prohibited, unless the fireworks are in association with Victoria Day and Canada Day celebrations. An exemption may be applied for in circumstances where fireworks displays are part of the special event. [Noise Exemption Request Form - Township of Huron-Kinloss](#)

#### Signage:

The Township has roadways that are governed by the County of Bruce and The Ministry of Transportation; appropriate permissions must be obtained to install signage. [regulate signs by-law](#)





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Special event signs that are used in conjunction with non-profit events and charitable organization events erected up to a maximum of 14 days prior to the start of the event and shall be removed within 24 hours following the termination of the event.

Mobile signs shall be permitted for time periods of 30 consecutive days. The property owner shall be entitled to a maximum of two such time periods per calendar year on the lot.

No sign shall be affixed to any tree, utility pole or municipal standard or be erected or placed on Township or public property without the express permission of the Township.

#### Parkland and Beach use:

The Township of Huron-Kinloss boasts many acres of public parkland and beaches which include various amenities for active and passive recreational activities and events. Events taking place in a public park must ensure that the rules and regulations established by the Township are observed. If you require an exemption to the rules and regulations, please discuss this with the Director of Community Services.

#### j. Conservation Authorities:

The Township of Huron-Kinloss is regulated by two conservation authorities, the Maitland Valley Conservation Authority (MVCA) and Saugeen Valley Conservation Authority (SVCA). The conservation authorities have authority under the Ontario Conservation Authorities Act to ensure the conservation, restoration and responsible management of water, land and natural habitat through programs that balance human, environmental and economic needs. Properties within regulated areas may be subject to specific regulations through the conservation authorities. Event organizers will be responsible to ensure that all conditions and regulations of the Conservation Authorities are met and complied with.

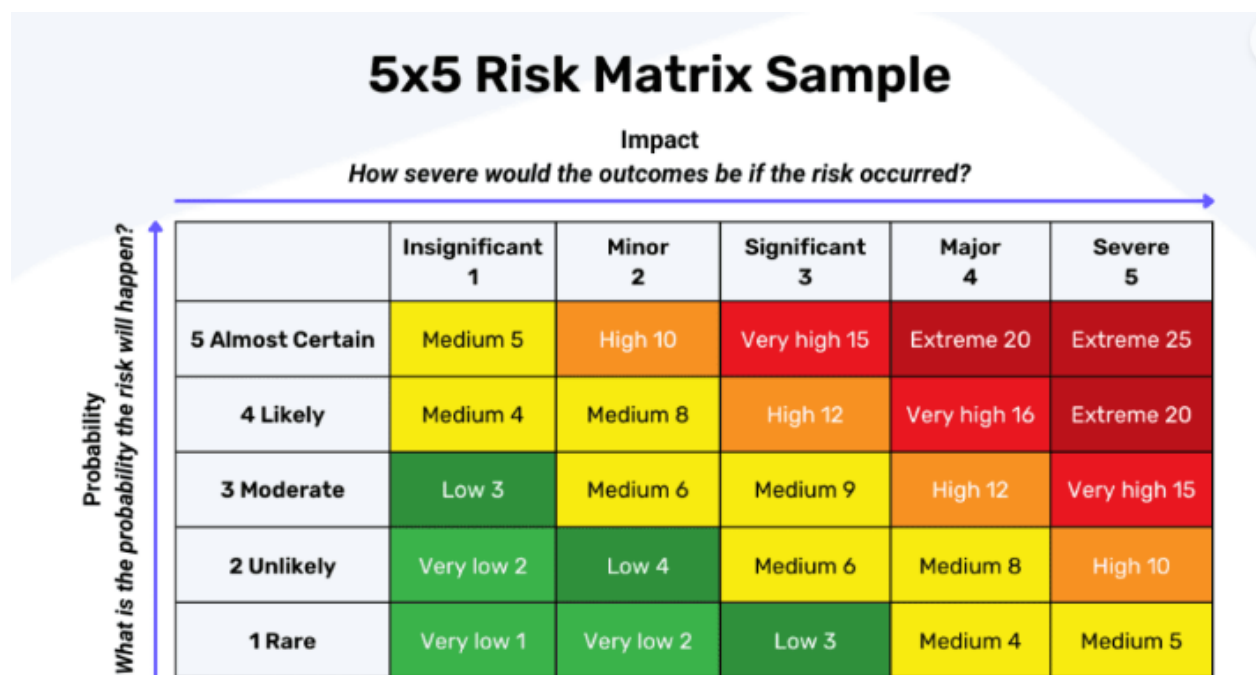


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### k. Risk Management/Emergency Planning:

Risk Management is a key responsibility of all event organizers, venues and associated contractors. Event organizers should undertake a Hazard Analysis and Risk Assessments as the foundation of the risk management process. This process will assist organizer in identifying key risk areas and provide direction on areas that require a mitigation plan or strategy. A Hazard Analysis and Risk Assessment should consider both the severity/implications of the risk and the probability of occurrence, the greater the severity or probability, the greater the risk.



A situation or disaster may result from any one or more of the following conditions:

- Forces of nature, accident, criminal act,
- Situation that affects lives or property,
- Situation where the operation of the event has an impact on the public.
- In conjunction with the event organizer and venue the following may be required have detailed mitigation plans or strategies based on the severity and:
  - Fire
  - Medical Emergency
  - Acts of Violence / Theft
  - Lost or Missing Persons
  - Weather related emergency



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### I. Emergency Plans:

In order to be prepared for any emergency situation or disaster, events with an elevated risk must submit with your application an Emergency Plan that will include:

- A Hazard Identification and Risk Analysis
- Designation and Contact for the Events appointed Incident Commander
- List emergency equipment available on site, and provide resource lists from mutual aid or supporting agencies'
- An internal communication system to activate on-site emergency resources
- Communication plan to activate External Resources (Police, Fire, Ambulance) if not already on-site
- Dedicated and mapped emergency access points
- Support for routing the responding resources within your event site as indicated
- Two event contact personnel including their cell phone numbers and how they will be contacted in case of emergency
- An evacuation plan with dedicated evacuation areas and identified evacuation routes
- A shelter-in place plan with shelter in-place areas identified
- The procedures to be followed in the case of an emergency or disaster
- The emergency services that are required in case of an emergency or disaster
- The communication procedures you have made with the necessary authorities
- Details of how you have prepared your volunteers and organizational staff to handle a disaster or emergency situation. Details of how you train/share the plan with your volunteers.
- Weather monitoring details and responsibilities
- Details of how your security will be contacted and respond to an emergency or disaster during your Event

<b>Steps to Developing an Emergency Response Plan</b>
<b>Step 1</b> – Identify the Risk and/or potential risks to the event using a hazard identification Risk Assessment (HIRA) process
<b>Step 2</b> – Identify mitigating actions to reduce or eliminate the risk and adjust plans accordingly
<b>Step 3</b> – Identify and residual risks and the actions necessary to be taken should that situation arise. Record these risks in your Emergency Response Plan.
<b>Step 4</b> – Submit the plan to the Community Emergency Management Coordinator for approval by all parties.
<b>Step 5</b> – Ensure understanding of the Plan and Readiness. Brief the Plan and associated responsibilities to the event staff.
<b>Step 6</b> – Conduct a post event analysis (critique) and record lessons learned for future use.



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#### m. Security:

An integral component of the risk management program is a comprehensive security plan. The greater the risk, the more security control likely required.

The operations plan should include the number and schedule of all event staff, including private security and paid duty police. In addition, it should outline responsibilities and how communication will take place between event staff, agencies, and the venue during the event. If private security is contracted, it is recommended that these expectations become part of the service agreement with the security firm.

The security plan should also describe what other controls will be implemented to mitigate any risks to the public. Examples include perimeter fencing, bag checks etc...

Security Firms can assist with many security functions including perimeter and bag checks, entry and exit head counts.

Paid Duty Police officers are often required by the AGCO upon issuance of a liquor permit or as determined through the hazard identification and risk assessment process. A Paid Duty is a work assignment arranged through the Ontario Provincial Police, where an off-duty officer performs policing duties for an individual or organization other than the Municipality and is paid by the third party. (Example: Traffic, Security, Weddings, Special Events). Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty. Policing Services for Huron-Kinloss is provided by the Ontario Provincial Police South Bruce Detachment.

#### n. Fire and Life Safety:

Similar to a security plan event organizers must consider the risks associated with fire and life safety and ensure controls are implemented to mitigate or control these risks.

Open-Air Burning Guidelines:



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The Township of Huron-Kinloss has enacted a By-Law to regulate open-air burning. All open-air burning is prohibited unless it is for Agriculture or Recreational Purposes.

Please contact the Huron-Kinloss Fire Chief if you would like to have an open-air or recreational fire at the event.

Access/Egress:

It is imperative that designated emergency access/egress be maintained throughout the event. The traffic management plan and event layout plan should designate these areas and controls to be put in place to maintain emergency access/egress.

#### [o. First Aid and Medical Emergencies](#)

Events can draw large numbers of people together to participate and enjoy the planned festivities. One of the responsibilities of event organizers is to ensure a timely and effective response to a sudden medical emergency at their event.

The objective of special event medical emergency planning is to:

- Take a risk-based management approach
- Provide rapid first aid intervention for life threatening emergency
- Ensure the delivery of Emergency Medical Care in the community and surrounding communities in which the event is taking place is not adversely affected or burdened by the consumption of Paramedic and hospital resources by the event participants.
- Ensure the success of the event and the experience of the participants are protected through the provision of medical services that meets the demand created by the event.
- Mitigate risk to participants, event organizers, event venues and public service agencies.

First Aid Event Staff and other Medical Services providers:

Event organizers and venue operators have several options on how to provide reasonable and professional care for the any injured event attendee.



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These individuals should be dedicated to the provision of first aid and medical care. It is important that these personnel be free of other responsibilities and able to respond to an emergency without compromising of other aspects of the event.

Community based first aid services:

St John Ambulance, is a volunteer-based organization that could provide onsite first aid and basic life support.

Contracted professional services:

- Companies that provide professional level services that can provide enhanced service levels.
- County of Bruce Paramedic Services (paid duty) can provide dedicated Paramedics for special events on a cost recovery fee for service contractual basis. Fees would be outlined in the Bruce County Fees by-law. These resources are provided in addition to regularly staffed ambulance that would be deployed when dialling 911.

Hybrid system:

A combination of the above with dedicated roles and responsibilities. If a hybrid system is considered the plan should articulate the roles and responsibilities of service providers and a detailed communication and coordination plan in the risk management strategy. Land Ambulance services within the Township of Huron-Kinloss are provided by the County of Bruce Paramedic Services.

If the event organizers have contracted special event medical services, the County of Bruce Paramedic Services may still be required on-site to provide mandated paramedic level emergency care and transport based on the medical needs assessment. On-site medical services such as field medical teams with regulated health professionals (i.e. physicians) may decrease the need for Paramedic resources on-site that are otherwise recommended and predicted through the qualitative methods described in this document.

If your event requires dedicated medical coverage, please contact the County of Bruce Paramedic Services. Fees for such services apply, and will vary, depending upon resources required to provide medical coverage.



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The County of Bruce Paramedic Services or Private Contractor can assist in developing an assessment of the medical support needs of your event.

For large special events and mass gatherings Event Organizers should take the following steps in planning for the emergency medical support of an event:

- Engage with event planners to conduct a comprehensive risk and medical needs assessment of the event.
- Provide emergency medical planning expertise and support to event organizers in order to develop an emergency medical operational plan.
- Assist with Medical Emergency Communication Planning
- Assist with Access / Egress and Navigation Planning
- Based on a cost recovery model, provide event organizers with recommendations and costing on Paramedic resources for the event.
- Provide supervision and medical surveillance during the event to ensure the objectives of the emergency medical operational plan are being met.

Factors to consider in determining Medical Needs:

- Night versus daytime event
- Number of active participants
- Alcohol availability and anticipated use
- Demographics of crowd
- Number of attendees
- Location of event/multiple locations
- Weather/time of year
- Length of event
- Problems encountered with event in the past

#### p. Food Service:

Food service for special events can be offered in several ways:

- Venue Food Service
- Catered Food Service
- Refreshment Vehicle Service (Food truck) Note: Refreshment vehicles will be required to follow the regulations in the Township's Refreshment Vehicle by-law



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The Grey Bruce Health Unit regulates, and issues permits for food service. Event organizers will be expected to obtain the appropriate Food Service Permits and may be requested to produce such to the CEMC as part of the Permit approval process.

[Organizer Application \(publichealthgreybruce.on.ca\)](http://publichealthgreybruce.on.ca)

Pre event inspection may also be required by the Fire Chief.

#### q. Washrooms and Waste Management Plan:

The event organizer will make arrangements for litter control, including the use of grease and recycling containers. Regular pickup of waste containers is expected in order to ensure a sanitary environment. The event organizer will ensure containers are emptied often enough during the event operation to avoid overflowing.

The number of washrooms required is regulated by the Ontario Building Code with regards to tents. Event organizers will be responsible for providing sufficient portable washrooms, accessible portable washrooms and hand sinks if the location for the event does not have sufficient facilities to accommodate the anticipated crowds. Consideration should be given to the placement of accessible washrooms to ensure they can be used as intended. (i.e. on tarmac not on grass where possible) Well lit, etc.

A Waste Management Plan outlining the amount and locations of all portable washrooms, waste containers and sanitary facilities may be required to be submitted prior to approval of the special events permit.

#### r. Lottery Licencing

The Township of Huron-Kinloss is responsible for issuing Municipal licences for raffles, bazaars, bingos and break open lotteries under the regulations established by the Alcohol and Gaming Commission of Ontario (AGCO).

How do I know if I need a licence?

In simple terms, a lottery scheme may be defined as any scheme which has the following three components:

- A prize;
- A chance to win the prize; and





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- Consideration or a fee

Therefore, a lottery scheme exists if money is paid, or some other consideration is given for a chance to win a prize.

There are many types of lottery schemes for which licences are not available. The licensing clerk will confirm whether or not a licence is available for a proposed lottery scheme. If the proposed event is one for which a lottery licence is available, the organization must apply for a lottery licence. The organization is responsible for ensuring that all its schemes are operated legally.

There are strict policies concerning the advertising and conducting of lottery schemes within the Province of Ontario. The Alcohol and Gaming Commission of Ontario (AGCO) oversees lottery schemes, with local Municipalities having the authority to licence specific schemes within their jurisdiction.

#### 7. Contact List

<b>Reviewing agency</b>	<b>Representative name</b>
Ontario Provincial Police	Keegan Wilcox
CEMC, Bruce County	Ray Lux
Grey Bruce Health Unit	Jennifer Stevenson
Fire Department, Township of Huron-Kinloss	Jeff Bradley
CEMC, Township of Huron-Kinloss	Mel Moulton
Director of Public Works, Township of Huron-Kinloss	John Yungblut
Director of Community Services, Township of Huron-Kinloss	Mike Fair
Clerk, Township of Huron-Kinloss	Jennifer White
CAO, Township of Huron-Kinloss	Jodi MacArthur
Treasurer, Township of Huron-Kinloss	Christine Heinisch
Manager of Building and Planning, Township of Huron-Kinloss	Brett Pollock