



EVENT SAFETY RISK CONTROL PLAN

1. Event Description

Event name: _____

Event date(s): _____

Location of the Event: _____

Event Operating Hours: _____

Description of the activities taking place at the event and if food/alcohol is being served:

Number of expected attendees: _____

Number of Children expected to attend: _____

2. Event organization – Roles and Responsibilities

It is important that roles and responsibilities be clearly outline during an emergency. Event organizers should identify roles, responsibilities, and reporting relationships to ensure critical activities are covered. In the event of an emergency, key personnel may be required to act as a liaison with emergency responders.

Person completing this plan

Name: _____

Contact Number: _____

Person overall in charge of the event

Name: _____

Contact Number: _____

Other personal involved

Name: _____

Contact Number: _____

Role/Responsibility: _____

Name: _____

Contact Number: _____

Role/Responsibility: _____

Name: _____

Contact Number: _____

Role/Responsibility: _____

3. Hazard Identification and Mitigation

Hazards and risks should be identified based on the type or nature of the event being held, venue and audience/attendees. Hazards and Risks should always be mitigated to ensure the safety of the public and to protect life, property, and the environment.

Hazard/ Risk	Risk Management Plan / Mitigation

4. Emergency Response Procedures

Procedures should be developed from the Hazards and Risk identified in Section 3 and put into place to help event organizers anticipate and respond to potential emergencies. Attach a separate document for this section.

Examples of common Hazards/ Risks that a plan should be developed include:

- Event Evacuation
 - When (what conditions)
 - Who makes the call
 - How to notify public / other responders
 - Where do public go
- Fire and Explosion
- Medical Emergency
- Weather Emergencies
- Active Threat

Emergency Response Plans must be submitted at least fourteen (14) days prior to the event.

If additional space is required for any sections, please attached a separate document for those sections.