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# **Emergency Response Plan for Student Group Events**

An Emergency Response Plan clearly defines the processes to be followed if an emergency occurs during an event. Fill in this template and share it with all members of your group so that everyone is aware of what to do in case of an emergency.

Be sure to consult the [Preparedness at the University of Toronto](https://preparedness.utoronto.ca/) site when making this plan.

## Event Details

|  |  |
| --- | --- |
| **Event Name** | **Student Group Name** |
|  |  |
| **Event Date(s)** | **Time Start** | **Time End** |
|  |  |  |
| **Location Name** | **Full Address** |
|  |  |

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### Emergency Meeting Point

Where should team members direct participants to if evacuation of event spaces is necessary?

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### Description of activities taking place.

# Description of activities taking place at the event/venue and if food is being served.

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### Expected number of attendees

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| --- | --- | --- | --- |
| **# of Adults** | **# of Children**  | **# of Volunteers/Staff** | **Total Number** |
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## Hazard/Risk Identification and Mitigation

When identifying possible hazards/risks at your event, consider the nature of the event being held, the venue, and the audience. It is important to mitigate all hazards to reduce the risk before the event occurs and have a plan in place in case the hazard event happens.

Here is a list of common hazards/risks at an event for youth under 18. Please note this list is not exhaustive, and there may be many hazards specific to your event that are not listed.

* Fire/fire alarm
* Power outage
* Lost child
* Allergic reaction
* Major/minor injury
* Hazardous materials spill/leak
* Extreme weather
* Unauthorized person onsite
* Child not picked up on time

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| --- | --- |
| **Hazard or risk identified** |  |
| **Plans to mitigate** |  |

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| --- | --- |
| **Hazard or risk identified** |  |
| **Plans to mitigate** |  |

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| **Hazard or risk identified** |  |
| **Plans to mitigate** |  |

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| **Hazard or risk identified** |  |
| **Plans to mitigate** |  |

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| **Plans to mitigate** |  |

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| **Hazard or risk identified** |  |
| **Plans to mitigate** |  |

## Roles and Responsibilities

It is important that the roles and responsibilities of team members are outlined beforehand, so everyone knows what to do and who to report to when an emergency occurs. Team members should be knowledgeable of:

* All information contained in this document
* Other key team members, their roles, responsibilities, and contact info
* Emergency meeting points or assembly area locations
* Emergency exit locations
* Medical and other emergency equipment locations
* Method(s) used for communication with other team members, volunteers, or participants

Training before the event should include a drill or walkthrough of the evacuation procedure.

### Communication

How will volunteers/team members contact each other during the event?

*Examples include: phone, WhatsApp, Teams, Slack, walkie talkies*

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### Roles

List all Team members and their role:

* Main Organizer
* Assistant Organizers
* First Aiders
* Team Members

### Main Organizer

|  |  |
| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

Responsibilities:

* Evaluate the need for evacuation as required, and initiate evacuation if required
* Contact emergency services (police, fire, ambulance) – i.e. 911 (as required)
* Account for all team members and participants at a designated meeting point
* Liaise with assistant organizers and emergency services
* Evaluate, in conjunction with emergency services, if area is safe prior to re-entry
* Document the emergency, including actions taken and outcomes

### Assistant Organizers

|  |  |
| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

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| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

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| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

Responsibilities:

* Receive directions from the Main Organizer
* Ensure that all team members have been alerted
* Clear all areas as required

### First Aiders

|  |  |
| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

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| --- | --- |
| **Full Name** |  |
| **Contact Number during Event** |  |

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| **Full Name** |  |
| **Contact Number during Event** |  |

Responsibilities:

* Collect first aid kit/supplies and proceed to meeting point or event area
* Administer first aid as required

### All Event Team Members

List all team members who will be present on the day of the event, their role (Main Organizer, Assistant Organizer, First Aider, Team Member), and their phone number or other contact information. This page can be used as a contact sheet on the day of the event.

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| --- | --- | --- |
| **Name** | **Role**  | **Contact number** |
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## Important Emergency Contacts at U of T St. George

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| Emergency: 911U of T Campus Safety (Emergency): 416-978-2222U of T Campus Safety (Non-emergency): 416-978-2323Toronto Police Service (Non-emergency): 416-808-2222 |

Campus Police vehicles are equipped with first aid kits and Automated External Defibrillators. In the event of a medical emergency, contact them after you have called 911, or direct another person to call them while you call 911.

## Preparedness at the University of Toronto

The [Preparedness at the University of Toronto](https://preparedness.utoronto.ca/) site has amazing resources for mitigating and responding to emergencies on campus. You can use this site to help make your Emergency Response Plan!

Here are some quick links for how to respond to emergencies:

* [Active Attacker](https://preparedness.utoronto.ca/active-attacker/)
* [Medical Emergencies](https://preparedness.utoronto.ca/medical-emergencies/)
* [Threats](https://preparedness.utoronto.ca/threats/)
* [Suspicious Packages](https://preparedness.utoronto.ca/suspicious-packages/)
* [Fire](https://preparedness.utoronto.ca/fire/)
* [Cyber Incidents](https://preparedness.utoronto.ca/cyber-incidents/)
* [Gas Leak](https://preparedness.utoronto.ca/gas-leak/)
* [Power Outages](https://preparedness.utoronto.ca/power-outages/)
* [Civil Disturbances](https://preparedness.utoronto.ca/civil-disturbances/)
* [Extreme Weather](https://preparedness.utoronto.ca/extreme-weather/)