



Emergency Preparedness - Special Event Checklist*

Event Title: _____

Event Date: ____/____/____

Key Contact & Phone Number: _____

It is important to note that as an event organizer you are responsible for the safety of your staff, volunteers, participants, and the public - here are some items to consider when safety planning!

Emergency Action Plan

<input type="checkbox"/> Command & Control <ul style="list-style-type: none"> ● List the event manager and key personnel. ● Develop / Distribute event notification plan. ● List event emergency procedures. ● Brief the EAP 		<input type="checkbox"/> Evacuation Plan	
		<input type="checkbox"/> Traffic Management Plan during emergency	
		<input type="checkbox"/> First Aid Services	
		<input type="checkbox"/> Media Plan & proactive messaging for potential risks	
		<input type="checkbox"/> Other Risks/Hazards	
<input type="checkbox"/> List the responsibilities of agencies and groups			
<input type="checkbox"/> List Resources		Steps to Develop an Emergency Action Plan (EAP)	
<input type="checkbox"/> Communications <ul style="list-style-type: none"> ● Internal to staff ● External to supporting & emergency agencies, participants and spectators 		Step 1 - Identify the risks and/or potential risks to the event.	
<input type="checkbox"/> Develop contingency plans for specific event risks		Step 2 - Identify mitigating actions to reduce or eliminate the risk and adjust the plan.	
<input type="checkbox"/> Poor Weather Contingency		Step 3 - Identify the residual risk(s) and the action(s) to be taken should that situation arise. Record this in an EAP.	
<input type="checkbox"/> Lost/found persons/property		Step 4 - Approval of the Plan by all parties. Note: the City of Winnipeg may request to review your EAP.	
<input type="checkbox"/> Crowd Control during emergency		Step 5 - Ensure understanding of the Plan and Readiness. Brief the EAP and responsibilities to event staff.	
<input type="checkbox"/> Shelter In Place Plan		Step 6 - Conduct a post event critique and record lessons for future use.	