

Safety Plan Template
for Community Hosted Festival or Special Event

During a festival or special event, the safety of participants, volunteers, and vendors is the responsibility of the Community Group hosting and organizing the overall event. A Safety Plan outlines the procedures that will be used to increase public safety and will prepare organizers and volunteers on how to deal with emergency situations. Depending on the degree of risk at your event, you may need to create your own safety plan or adapt the information provided.

This safety plan template is used to develop and communicate your plan with stakeholders, and can be submitted along with your special event application. More information about developing a Safety Plan can be found in the PRC – Festival Resource Guide under section 4.

Event Information

Event Name	
Event Date	
Event Location	
Est. Attendance	
Event Start/ End Times	

Contact Information

Event Day Contact	
Event Day Contact Info	
Safety Leader	
Safety Leader Contact Info	

First Aid

- 1) Who will provide on-site First Aid during your event?

- 2) How many First Aid attendants will be on-site during your event?

Activities

- 1) What medium to high-risk activities will take place during your event (bouncy castles, alcohol consumption, fireworks, etc.)? What plans or procedures are in place to minimize the risk factors? If you require additional space, please include on a separate piece of paper.

Activities	High/Medium/Low Risk Level	Plans to reduce/mitigate risk

Road Closure & Pedestrian Safety

- 1) If you are closing roads, you may need to hire a traffic company to manage all or part of the closure. Please describe your plans, including contact information:

- 2) How will you ensure pedestrian and volunteer safety during the closure?

Unloading/ Loading Zones

An unloading/ loading zone plan will help create a better experience for volunteers and vendors. Please ensure you have communicated all site requirements to stakeholders at least 1 week prior to the event.

- 1) Please describe your unloading and loading zone requirements for event day (schedule, special equipment, how you will control the flow of traffic, etc.)

Fire Safety

- 1) Will propane, butane, or open flames be used at your event? If yes, please describe the fire safety precautions that will be used during the event?

Risk Mitigation

- 1) What steps will be taken if the following incidents take place? How will you communicate these incidents to event participants?
 - a. A lost child
 - b. A medical emergency
 - c. A fire emergency
 - d. An evacuation
 - e. Event Cancellation

Communication Info

- 1) What method of communication will you use to keep event organizers and volunteers informed during the event?
- 2) Where will your volunteer headquarters be located?
- 3) Safety Protocols will be communicated to vendors by:

Additional Information

- 1) If there is any additional information that you would like to include in your Safety Plan, please include it here: