

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C11-002

POLICY TITLE <i>Organized Event Emergency Planning</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>May 28, 2012</i>
ORIGIN/AUTHORITY <i>Clause 2, Report No. 4-2012 of the Administration and Finance Committee</i>	CITY FILE NO. <i>CK. 205-1</i>	PAGE NUMBER <i>1 of 8</i>

1. PURPOSE

To establish a coordinated approach among the various City Departments and Emergency Services providers to review and prepare appropriately for major event(s) being held in a civic facility or public space.

2. DEFINITIONS

- 2.1 Community Event - an event which is open to the public and has a wide appeal among the populace (e.g. exhibition, fireworks festival).
- 2.2 Elevated risk event – a single event with a Risk Factor Assessment risk score that exceeds the risks associated with the three benchmark events outlined in Section 3.2.
- 2.3 Emergency Event Planning Committee – a committee comprised of planning personnel from the emergency services departments, including, but not limited to, Police and Fire, Leisure Services and Infrastructure Services. The committee coordination will be through Saskatoon Emergency Measures.
- 2.4 Event Planning Committee – a City committee established pursuant to this Policy that will assist event organizers to successfully navigate within the framework of City Bylaws and permits.
- 2.5 Normal risk event – a single event Risk Factor Assessment that presents no additional risks.
- 2.6 Normal risk event with exception – a single event that is defined as a normal risk event with one or more additional characteristics, including:
- More than 1500 people anticipated to be on site per hour;
 - High media interest associated with the event;
 - Alcohol will be served or available on the event grounds.

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- 2.7 Special Event – an event held in Saskatoon which provides a high profile and significant economic benefit for the City through the large number of expected spectators (including a significant percentage of tourists) and through the expected extent of publicity generated. City of Saskatoon Special Events Policy C03-007 governs such events, but for the purposes of this Policy, conferences and trade exhibitions will be included in the overall plan.
- 2.8 Special Occasion License – a license issued by the Liquor Licensing Commission permitting the sale (at a profit) and consumption of beverage alcohol at a special occasion. Special Occasion Licenses are governed by *The Alcohol Control Act* and the associated Regulations, and City of Saskatoon Special Occasion Licenses Policy C01-014.

3. POLICY

- 3.1 This policy shall apply to all major events being held in a civic facility or public space. It is not intended to replace the existing application process for civic events but will assist emergency services in the evaluation of any potential community risks.
- 3.2 This policy will complement the existing framework of Bylaws, Licenses and Policies, which are used by the event planner to plan and conduct events in the City of Saskatoon. These include:
- a) The Noise Bylaw, 2003, Bylaw No. 8244;
 - b) The Recreation Facilities and Parks Usage Bylaw, 1998, Bylaw No. 7767;
 - c) Special Occasion Licenses Policy C01-014;
 - d) Special Events Policy C03-007; and
 - e) Park Special Events Application Form.
- 3.3 Following the event review procedure, as further described in this Policy, the event organizers of either a Community Event or Special Event and the City Departments and Emergency Service providers will ensure there is an adequate level of emergency preparedness for the event, based on the defined risk of that event or events.

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3.4 Procedure

The event review procedure includes a risk assessment process that adds to, but does not replace, the current event planning framework. The following risk assessment process will be applicable to all major events being held in a civic facility or public space:

- a) The Emergency Event Planning Committee will ensure that both the cumulative risk posed by multiple events taking place at the same time, as well as the individual event risks have been identified and that appropriate planning for possible emergency event response has been addressed such that the emergency response community is prepared.
- b) In addition to working within the current event planning framework, the event organizers will be required to submit a Risk Factor Survey form to the Event Planning Committee at least six months prior to the planned event, a copy of the form is attached to this Policy as Schedule “A”.
- c) The Allocations Office, Lawson Civic Centre, Leisure Services Branch, will key the results of that 18 question survey into an electronic Risk Factor Assessment tool. The questions in the Risk Factor Survey have been assigned a numerical value within the Risk Factor Assessment. The electronic Risk Factor Assessment will use these numerical values to calculate the risk score for each event individual event.
- d) In addition to the individual event risk score, the Risk Factor Assessment will then produce a cumulative risk score compiled from the total score from each simultaneously occurring event. The output of this cumulative score, called the Community Risk Factor Assessment Score, represents the level of risk assumed by the emergency response agencies (not the event planner) as they manage both the individual events, as well as their day to day operations.

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- e) Depending on the risk classification identified, additional risk planning may be required, as discussed further in Sections 3.5 and 4. Several risk classifications are possible using the Risk Factor Assessment and Community Risk Factor Assessment, as follows:
 - i) First, it is possible that an event by itself may be considered to be a higher than normal risk. Based on the Risk Factor Assessment scoring criteria, this will classification will not occur often.
 - ii) It is more likely that events required to use this process will be categorized as having a normal level of risk, or a normal risk with some exceptional factors. Event planners working with an event classified as a normal risk event with exceptions will require the event planners to submit an Event Emergency Plan.
 - iii) Lastly, if an event is considered to be a normal risk, no additional risk planning is required. However, even when an individual event is a normal risk, it is possible to require additional event planning. This would be the case when multiple normal risk events occur simultaneously, and when acting together, represent a higher than normal risk profile for the community.

3.5 Review and Response

- a) The specific responsibilities and actions that result from the above risk classifications are explained in Section 4.
- b) Events will be assigned one of three pre-determined risk levels. The three risk levels are based on a review of certain benchmark events that have been hosted in Saskatoon. The benchmark events are:
 - i) Saskatoon Exhibition
 - ii) Potash Corporation Fireworks Festival
 - iii) 2010 World Junior Hockey Championship

The above benchmark events were chosen because, when occurring individually, they each represent manageable but important emergency response challenges to agency staffing, interagency communication and coordination, as well as overall civic resource management. The process of identifying and pre-planning the risk management related to one or more simultaneously occurring events will significantly improve the

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overall response efficiency and resource capacity to the entire community, not just to the event site(s). The Risk Factor Assessment Score was designed to score each of these benchmark events at the high end of the 'Normal Risk Event with Exceptions' risk level. This approach ensures that the organizational impact to a majority of events in Saskatoon is minimal, while enhancing the capacity to respond to on-site and off-site emergencies.

- c) The three pre-determined risk levels, as described in Section 2, and further outlined below, may have associated further actions as follows:
- i) Normal risk event – This is a single event Risk Factor Assessment that presents no additional risks. In this case, the event organizer will only be required to comply with the applications currently found in the existing event planning framework, as described in Section 3.2.
 - ii) Normal risk event with exceptions – This is a single event that is defined as a normal risk event with one or more of the following additional characteristics:
 - (1) more than **1500** people are anticipated on site per hour;
 - (2) high media interest is associated with the event;
 - (3) alcohol will be served or available on the event grounds.

When the event is classified at this risk level, the event organizer must submit an Event Emergency Plan to the Emergency Measures Organization, using a template provided by the City of Saskatoon in addition to the normal application process. This Event Emergency Plan must be submitted six months prior to start of the event. The Event Emergency Plan will be reviewed by Emergency Measures Organization and distributed to Saskatoon Police and Fire Services for their records and comments. If required, one or all of these organizations will contact the event organizer to provide direction and assistance with the completion of the Event Emergency Plan.

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iii) Elevated risk event – This is a single event with a Risk Factor Assessment risk score that exceeds the risks associated with the three benchmark events. The result of this classification requires that in addition to the normal event application process, the event organizer must complete the process identified in the ‘Normal Risk with Exceptions’ classification of the Event Planning Toolkit. Once this is complete, the event organizer will not be required to perform any additional tasks related to the event application at this time. However, when events are classified as having an elevated risk level, the Saskatoon Police and Fire Services, as well as the Emergency Measures Organization will begin initiate an emergency services event planning cycle. Once that event planning cycle has begun, the event applicant may be contacted to participate in the emergency planning for the event.

d) Multiple simultaneous event risk - This risk category has been added to accommodate events that simultaneously occur, resulting in an increased risk to the event participants as well as the City of Saskatoon. An above normal community risk score would more than likely occur when more than one of the individual events have scored at the higher end of the normal, or above normal, risk levels.

Increased community risk caused by these events will have a dramatic impact on the emergency services staffing levels, equipment resources or similar complicating factors. An above normal risk score in the Community Risk Factor acts as a signal to Saskatoon Police and Fire Services, as well as to the Emergency Measures Organization to initiate the Emergency Services Event Planning Cycle for the length of time associated with the event(s). The event planning cycle will result in a coordinated tactical plan that provides the Event Planning Committee with a list of recommendations that will reduce the risk of all stakeholders associated with event(s). In addition to the impact on resources, the recommendations may include the partial activation of the City of Saskatoon Emergency Organization Committee, the deployment of an onsite command post, as well as the additional activation of an onsite communications center.

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4. RESPONSIBILITIES

4.1 The responsibilities fall into two separate categories. First is the activities surrounding the intake of the applications and preparing for events. Secondly is the assessing and preparing for an elevated community risk with feedback to the applicant through Leisure Services.

- a) Allocations Office, Lawson Civic Center, Leisure Services Branch, will receive the event request and ensure the completion of the initial processing of the event application form and the 18 question risk survey. If there is anything above normal risk associated with the application, an event emergency plan must be submitted. All data is then entered in to the Event Planning Risk Assessment tool.
- b) The Leisure Services Branch will oversee the compilation of the applications and the initial review of the standard approvals.
- c) When events are classified as having an elevated risk level through the electronic risk assessment tool, the Saskatoon Police and Fire Services, as well as the Emergency Measures Organization will begin an emergency services event planning cycle. In addition:
 - i) When there is a confirmed evacuation to the City and there are elevated risk events occurring, the Emergency Social Services Committee will fill out an Emergency Social Services Assessment Form 417 as soon they are notified by the Saskatchewan Emergency Measures Organization to prepare to activate a Reception Center. When Form 417 is completed by the Emergency Social Services Committee, it will be submitted to Police/Fire/EMO for further processing. A copy of the form is attached as Schedule "B".
 - ii) A Reception Center(s) may elevate the Community Risk Assessment Score when activated concurrently with other planned civic event(s). The information submitted in the 417 Emergency Social Services Assessment Form will be added to the Community Risk Factor Score to determine the overall impact to community risk.

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4.2 Event Planning Committee

The Event Planning Committee will complete a quarterly review of this Policy to validate the efficiencies/discrepancies of the risk factor scoring. Event evaluations will need to be compiled to ensure all application parameters are being complied with both in set up and during the event.

4.3. City Council

City Council will be responsible for approving any updates to this policy.

SCHEDULE “A” TO POLICY C11-002

Event Planning Application: Risk Assessment

The information gathered in this Risk Assessment form provides the information needed to classify your event into two broad risk categories, either NORMAL risk or ELEVATED risk.

Event applications are not denied based on the risk classification.

This risk assessment is simply intended to give the event planner a specific set of tools to use in order to comply with the City of Saskatoon Event Planning Bylaw #__.

Please refer to the City of [Saskatoon Event Application Timeline](#) for a complete description of the event application process.

Please answer each of the following questions

		YES	NO
1)	Is this an event to support an ongoing charity or a charitable fundraising effort?	<input type="checkbox"/>	<input type="checkbox"/>
2)	Will alcohol be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>
3)	Will food be served at your event?	<input type="checkbox"/>	<input type="checkbox"/>
4)	If your event has been held in previous years:		
	a) <i>Has there been a history of medical emergencies?</i>	<input type="checkbox"/>	<input type="checkbox"/>
	b) <i>Has there been a history of arrests or criminal activity?</i>	<input type="checkbox"/>	<input type="checkbox"/>
	c) <i>Has there been a history of traffic congestion related to the event?</i>	<input type="checkbox"/>	<input type="checkbox"/>
	d) <i>Has parking been a concern?</i>	<input type="checkbox"/>	<input type="checkbox"/>
	e) <i>Has mass transit been used to move the public to and from the event?</i>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Will your event be of a high interest to the media?	<input type="checkbox"/>	<input type="checkbox"/>
6)	Will your event feature Display Firework/ Pyrotechnics/Consumer Fireworks?	<input type="checkbox"/>	<input type="checkbox"/>
7)	Will your event feature extreme sports?	<input type="checkbox"/>	<input type="checkbox"/>
8)	Will your event include a designated spectator/viewing area(s)?	<input type="checkbox"/>	<input type="checkbox"/>
9)	Are you planning on using more than 1 form of communications to manage the event (multiple radio channels, cell phones etc)?	<input type="checkbox"/>	<input type="checkbox"/>
10)	Will you be working with more than 1 group during the event? (private security, volunteer groups etc)	<input type="checkbox"/>	<input type="checkbox"/>
11)	Will your event continue after midnight?	<input type="checkbox"/>	<input type="checkbox"/>
12)	Is your venue specifically designed for hosting public events	<input type="checkbox"/>	<input type="checkbox"/>
13)	Will your event take place inside?	<input type="checkbox"/>	<input type="checkbox"/>
14)	What time of day will your event open to the public?	8am---12pm---8pm---8am	
15)	How many total hours will your event remain open to the public before you close/begin to demobilize the site?	1hr--8 hrs---16hrs---24 hrs--- __hrs	
16)	How many people per day are you anticipating will participate in your venue?	1000--20,000--50,000	
17)	What are the date(s) of your event?		
18)	What is the location of your event?		

SCHEDULE "B" TO POLICY C11-002

City of Saskatoon Emergency Social Services: Reception Centre/Group Lodging SitRep

From:

- ☐ Reception Centre
☐ Group Lodging

To:

EOC ESS Director
Fax# 975-2260

Completed by: _____ (name of person compiling report)	This Update Covers Dates and Times: From: _____ To: _____
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Facility Name:	Facility Address	
Facility Contact Person:	Phone #	Fax #

Services Provided	How Many This Report?	Running Total To This Report?
Number of evacuees registered at this Reception Centre		
Number of evacuees provided with commercial lodging		
Number of evacuees using billeting resources		
Number of evacuees currently lodged in Group Lodging		
Maximum lodging capacity of this facility		
Number of ESS workers (Red Cross etc) activated in this report		
Number of Volunteers utilized in this report		
Number of Community Staff utilized in this report		

Financial Estimates of Event:	How Much \$ this Report	Running \$ Total this Report
Estimated cost of referrals (food, lodging, clothing, transportation, incidentals)	\$	\$
Estimated cost of other on-site ESS operations (food services, equipment rental etc)	\$	\$