

Special Events Emergency Action Plan

Submission Review Process

The City of Toronto requests that all organizers who have events on public and private property, or engage City services must include an Emergency Action Plan in the planning process for their event. To this end, the City has created Special Events Emergency Action Plan Guidelines and created a, Event Emergency Action Plan template to assist Special Event Organizers in developing plans to respond to any emergency situation that may occur during their event. This Emergency Action Plan will be submitted to the City for review and comment, and will be kept on file for quick reference should an emergency response be required by the City during an event.

Purpose

The purpose of this document is to describe the procedure for the review, response, and retention of Special Events Emergency Action Plan submissions to the City of Toronto.

Scope

This SOP applies to all agencies and divisions involved in the application review and approval process.

Special Events Emergency Planning Review Team

- Office of Emergency Management: oemspecialevents@toronto.ca
- Toronto Police Service, Emergency Management and Public Order, Events Section: special.events@torontopolice.on.ca
- Paramedic Services: EMSplanning@toronto.ca
- Toronto Fire Service: emhs@toronto.ca
- Toronto Event Support, Economic Development & Culture Division: eventpal@toronto.ca

Special Events and Emergency Levels

Special Events Categories have been applied to the Emergency Levels as defined by the Office of Emergency Management to relate the hazard and risk of various events to the levels of emergency. Note that Special Events Organisers are all requested to complete "Section 1 – General Information" of the Event Emergency Action Plan regardless of the category of the event. Special Events in Categories A-D are required to complete all sections of the Event Emergency Action Plan.

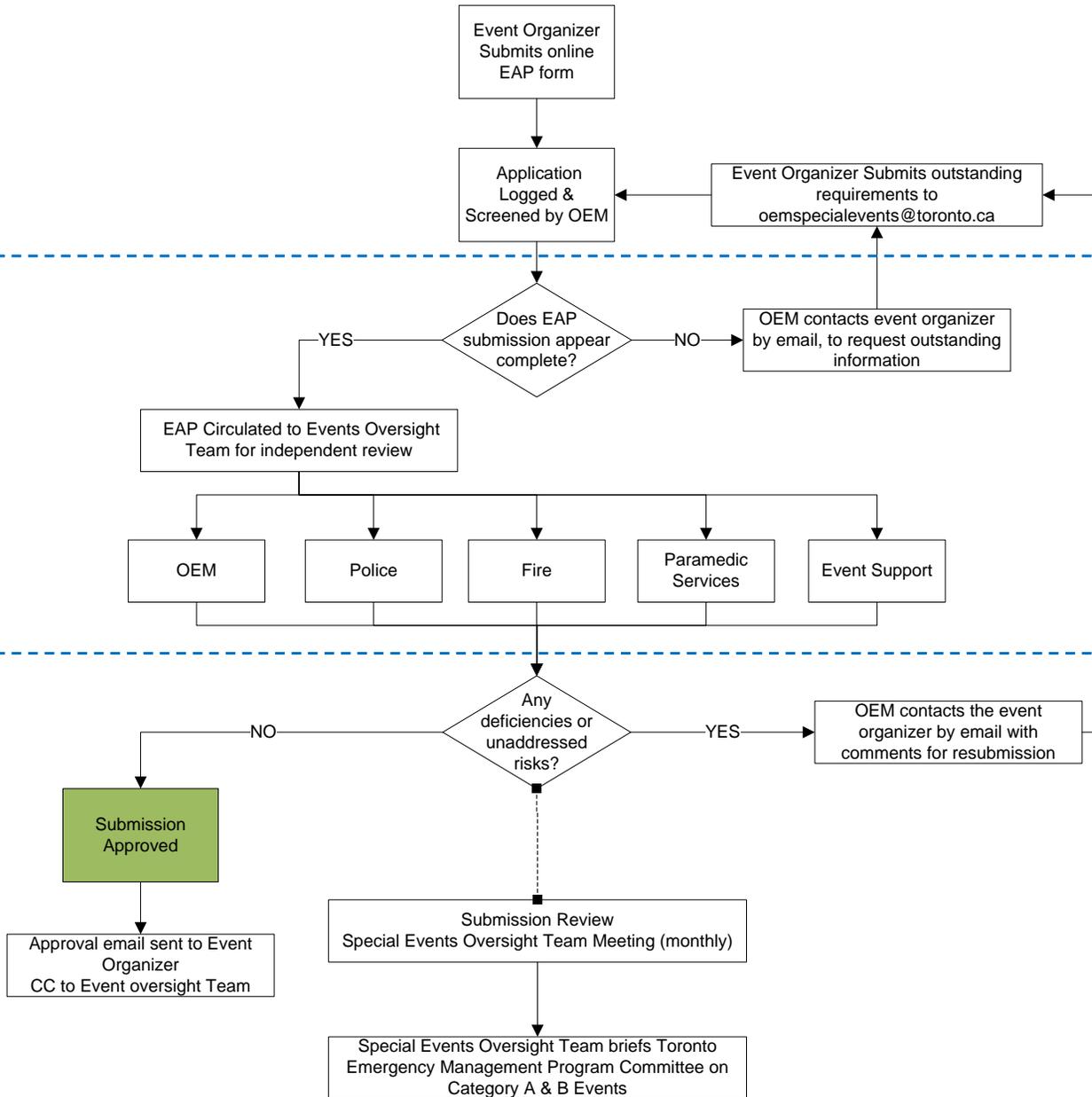
Special Events Emergency Action Plan SUBMISSION REVIEW PROCESS



Step 1: Submission & Screening

Step 2: Detailed Review

Step 3: Resubmission & Approvals



Step 1: Submission & Screening

(Up to) 8 weeks prior to event date

- The Online EAP form submitted by the event organizer
- Office of Emergency Management logs submissions, reviews for completion
- incomplete submissions are returned to the applicant by OEM via email with a request for further information in order to complete the Event Emergency Action Plan
 - Event organizer submits any outstanding information directly to oemspecialevents@toronto.ca
- OEM updates EAP log weekly (every Monday).

Step 2: Detailed Review

Duration: up to 6 weeks

- Special Events Emergency Planning Oversight Team access the log and review EAP submissions.
- provide comments directly in the log, including for:
 - unaddressed or unreasonable unmitigated risk
 - public safety risk(s) not addressed in the EAP
 - inadequate or incomplete information, such as incomplete site maps
- Special Events Emergency Planning Oversight Team members update the EAP log directly with comments, within 5 business days.
- Submissions for large events, or those with a high level of risk, will also be discussed at the monthly Special Events Oversight Team meeting

Step 3: Resubmission & Approval

Duration: ~2 weeks (See "Resubmission Timelines")

- If revisions or additional information are required, an email will be sent to the Special Event Organizer to request any outstanding items.
 - see "Resubmission Timelines"
- Once the EAP is approved, an email from OEM will be sent to the Special Event Organizer with a cc to the Special Events Emergency Planning Oversight Team
- For all category A & B events: TEMPC will be provided with a briefing regarding the event and the approval of the EAP

Other notes and comments

Resubmission Timelines

- Given the often tight timelines associated with special events the Special Events Emergency Planning Oversight Team will endeavor to review resubmissions as quickly as possible
- Depending on the nature of the additional information/revisions that were required this review may be expedited via email and/or conference call among the review team members

Stand-by Notification

- OEM Coordinators will be expected to reference the special events calendar on the first day of their assigned week of OEM Stand-by duty in order to be aware of the event occurring during that week and any special notes associated with the special event.

Related Documents

Documents related to the Special Events Emergency Planning Submission Review Process include:

- Special Events Emergency Action Plan Guidelines
- Event Emergency Action Plan Template
- Special Events Log (excel sheet)

Attendance	Special Events Category	Details/Notes	Emergency Levels
<p><200</p>	<p>LOCAL STREET & COMMUNITY EVENTS <i>Examples:</i> block party, soccer tournament, high school parade <i>Length:</i> Duration: Under 1 day – 2 days Number of venues, roads, sites: One location City permits/approvals: Under 3 City coordination required: Single Division</p>	<p>None of the following:</p> <ul style="list-style-type: none"> • Sale and service of food • Construction or installation of large tents or stages • Serving or selling of alcohol • Use of hot air balloon • Amusement type rides or games • Fireworks <hr/> <p>Any of the following:</p> <ul style="list-style-type: none"> • Sporting events or Walk/Runs • Protests • Marches or Parades • Concerts/Shows • Competitions • Televised or broadcasted events • School/scout/church camps or events involving children • Rallies • Fairs • Weddings or other formal events • Religious gatherings/ceremonies • Ceremonial events • Alcohol will be served • Noise exemption needed 	<p>LEVEL 0 NORMAL (Low Risk)</p>
<p>200-5000</p>	<p>CATEGORY D: COMMUNITY EVENTS/FESTIVALS <i>Examples:</i> Festival on Bloor, Himalayan Festival, Toronto Challenge Duration: Up to 3 days Number of venues, roads, sites: One or two locations City permits/approvals: Under 5 City coordination required: Single Division</p>	<p>These events frequently include:</p> <ul style="list-style-type: none"> • Sale and service of food • Construction or installation of large tents or stages • Serving or selling of alcohol • Use of any equipment requiring specialized training or safety precautions (forklifts, hot air balloons etc) • Amusement type rides or games • Fireworks • Traffic management and/or street closures <p>In some instances, additional documentation will be requested:</p> <ul style="list-style-type: none"> • Detailed Venue/event maps • Proof of private security/Paid Duty officers, private medical services provider/Paramedic Services, alcohol permits, intent to hold a parade or others as required • Risk Assessment 	<p>LEVEL 1 MINOR INCIDENT (Small Risk)</p>

<p style="text-align: center;">≥ 5000</p>	<p>CATEGORY C: LARGE EVENTS/FESTIVALS</p> <p><u>Examples:</u> Canada Day Events, Khalsa Day, Sporting Life 10K, Toronto Ribfest, Woofstock</p> <p>Duration: Up to 5 days</p> <p>Number of venues, roads, sites: Up to 5 locations</p> <p>City permits/approvals: Under 5</p> <p>City coordination required: Up to 3 Divisions</p> <p>Out-of-town Attendance: Minimum 10% out-of-town draw</p>	<p>For these events, the following additional documentation is required:</p> <ul style="list-style-type: none"> • Detailed Venue/event maps • Proof of private security/Paid Duty officers, private medical services provider/Paramedic Services, alcohol permits, intent to hold a parade or others as required • Risk Assessment 	<p>LEVEL 2 MAJOR INCIDENT (Intermediate Risk)</p>
<p style="text-align: center;">≥ 20,000 – 200,000</p>	<p>CATEGORY B: SIGNATURE EVENTS/FESTIVALS</p> <p><u>Examples:</u> Honda Indy, Luminato, Pride Festival, Taste of the Danforth, Toronto Caribbean Carnival, Toronto International Film Festival (TIFF)</p> <p>Duration: Up to 1 month</p> <p>Number of venues, roads, sites: Up to 5 locations</p> <p>City permits/approvals: 5-10</p> <p>City coordination required: Over 3</p> <p>Out-of-town Attendance: Minimum 25% out-of-town draw</p>	<p>These additional actions are recommended:</p> <ul style="list-style-type: none"> • Procedural documents (evacuations, lost child, safety announcements etc) • Contact Toronto Paramedic Services: (416) 397-0780 • Contact the Toronto Police Special events Office: (416) 808-5049 	

N/A	<p>MAJOR EVENTS</p> <p><u>Examples:</u> World Youth Days and Papal Visit, 100th Grey Cup Festival. Pan Am/Parapan Am Games, Olympic Games, World's Fair</p> <p>Duration: 1 month</p> <p>Number of venues, roads, sites: Unlimited (usually many)</p> <p>City permits/approvals: Unlimited (many)</p> <p>City coordination required: Multiple levels of government coordination and/or City-wide divisional coordination</p> <p>Frequency: Not occurring annually or repeating within five years</p> <p>Out-of-town Attendance: Over 50,000 out-of-town draw</p>	<p>LEVEL 3 (High Risk)</p>
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