**Safety Plan Template**

In all instances a written safety plan must accompany the special event application form. Your safety plan identifies what steps are in place to ensure a safe environment for everyone (volunteers, participants, general public, spectators, motorists, etc.). It should consider potential risks and how these will be managed by event organizers.

**Event Information**

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| --- | --- |
| Name of Events  |  |
| Event Date  |  |
| Event Location, please include address if possible |  |
| Event Start/End Times |  |

**Contact Information**

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| --- |
| Event Day Contact and Contact Information  |
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**First Aid**

1. What are the available first aid resources?

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1. Who will provide on-site first-aid during your event? How may first aid attendants will be on-site during your event?

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**Security**

1. Will you be using any security or police personal at your event?

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**Activities/Elements**

What low to medium to high-risk activities/elements that could impact your event (road closures, weather, alcohol consumption, fireworks etc.)? What plan or procedures are in place to minimize the risk factors?

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| Activities  | High/Medium/Low Risk  | Plans to reduce/mitigate the risk  |
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**Road Closure and Pedestrian Safety**

1. If you are closing the roads, you may need to hire the Fredericton City Police to manage part of the closure. Please describe your road closure plan:

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1. How will you ensure pedestrian and volunteer safety during the closure:

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**Risk Mitigation**

What steps will be taken if the following incidents take place? How will you communicate these incidents to event participants?

1. Lost Child

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1. A medical Emergency

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1. A fire emergency

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1. An evacuation

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1. Event Cancellation

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**Communication Information**

1. What is the method of communication with you will use to keep event organizers and volunteers informed during the event?

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1. Where will your headquarters be located?

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1. Safety Protocols will be communicated to vendors by:

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**Additional Information**

Is there any additional information that you would like to add to your Safety Plan? If yes, please add here:

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