



# THE CALLING 2018

A MOUNTAIN SNOWMOBILE FESTIVAL  
and NON-PROFIT FUNDRAISER

## RISK ASSESSMENT PACKAGE

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## **General Information**

It is an objective of *The Calling* to devise a strict safety and risk management plan that includes an effective emergency response plan. The Coordinator/Director must complete and submit the Risk Assessment Package for their Directorship to their Coordinator who will then forward it to the Safety Coordinators.

EVENT/ACTIVITY:

COORDINATOR/DIRECTOR:

Contact Information:

NAME OF ASSESSOR:

Contact Information:

DATE OF ASSESSMENT:

## Festival User Groups

Use the following Festival User Groups table to assist you with completing the Risk Assessment Package.

| <b>FESTIVAL USER GROUPS</b> |   |
|-----------------------------|---|
| GUESTS                      | <ul style="list-style-type: none"> <li>▪ Spectator</li> <li>▪ General Public</li> <li>▪ VIP</li> <li>▪ Participant – Competitive: Professional Athlete, Athlete, Photographer, Videographer</li> <li>▪ Participant – Non-Competitive: age range child to adult</li> </ul>   |
| WORKING                     | <ul style="list-style-type: none"> <li>▪ <i>The Calling</i> Member: Board Member, Management, Administration, Advisory Board Member</li> <li>▪ Contractor: Coordinator, Director</li> <li>▪ Subcontractor: Hired by Contractor</li> <li>▪ Volunteer</li> </ul>  |
| VESTED PARTIES              | <ul style="list-style-type: none"> <li>▪ Stakeholder Representative: SKADI Foundation, Revelstoke Snowmobiling Club, Ministry of Forests, First Nations, Avalanche Canada, Tourism BC, Revelstoke Tourism, Eagles Pass Heli Skiing, City of Revelstoke, Canadian Avalanche Association members, Columbia Shuswap Regional District</li> <li>▪ Vital Services: BC Ambulance, RCMP, BC Coroner, Fire, Search and Rescue, Conservation Officer, Inspectors (food/liquor), Waste Management, Public Works</li> <li>▪ Sponsor Representative</li> <li>▪ Media</li> <li>▪ Political Representative</li> </ul> |
| VENDOR/ENTERTAINMENT        | <ul style="list-style-type: none"> <li>▪ Dealer/Supplier/Manufacturer</li> <li>▪ Food/Drink Vendor</li> <li>▪ Professional Athlete</li> <li>▪ Entertainer</li> </ul>  |

## **Event Location Map**

Use the following location map for your Directorship to assist you with completing the Risk Assessment Package.

{INSERT FULL PAGE MAP HERE}

## **Planning Considerations Guide**

Use the BC Major Events Planning Considerations Guide to assist you with completing your Risk Assessment Package.

## Writing the Plan

Once you have completed your risk assessment, and answered the basic questions about what sort of MPE you are dealing with, it is time to write your plan. For a major planned event, your event master plan will likely need to contain several sub-plans (or plan elements), each or several of which will need to be shared with regulating and approving agencies. How you choose to structure your plan is up to you.

Below is a basic outline of an event master plan and relevant plan elements, planning considerations for each, along with which agency or organization(s) the plan should be shared with. Depending on your jurisdiction, certain elements of the plan may require official approval.

| Plan Element  | Planning Considerations   | Relevant Agency/Organization  |
|---|---|---|
| <p><i>Event Description</i><br/>Describes the details, scope and scale of your event</p>  | <ul style="list-style-type: none"> <li>• Type of event (sporting, political, cultural, etc.)</li> <li>• Duration</li> <li>• Location</li> <li>• Expected attendance level</li> <li>• Attendee demographics</li> <li>• Schedule of activities</li> <li>• Load in, load out details</li> <li>• Peak activity windows</li> <li>• Warm start information (<i>warm starts are activities designed to reduce load in pressure at an event site by attracting a percentage of participants to arrive early</i>)</li> </ul>   | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> |
| <p><i>Event Organizer Team</i><br/>Details who is responsible for what event function</p> | <ul style="list-style-type: none"> <li>• Organizational chart</li> <li>• Key contacts and areas of responsibility</li> <li>• Phone and email contact list</li> </ul>  | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> |
| <p><i>Master Site Plan</i><br/>Visual map(s) of all event infrastructure</p>              | <ul style="list-style-type: none"> <li>• Access and exit routes</li> <li>• Parking</li> <li>• Vendor areas</li> <li>• Stages/ key structures               <ul style="list-style-type: none"> <li>○ Bleacher Seating</li> <li>○ Cell Towers</li> </ul> </li> <li>• Start/finish lines</li> <li>• Event routes</li> <li>• Event perimeter</li> <li>• Staff areas</li> <li>• VIP areas</li> <li>• Media areas</li> <li>• Controlled access/out-of-bounds areas</li> <li>• Liquor service areas</li> <li>• Event medical layout</li> <li>• Event security layout</li> <li>• Staging/storage areas</li> <li>• Washrooms</li> <li>• Water system layout</li> <li>• Camping areas</li> <li>• Disability access and exit</li> <li>• Accessible facilities</li> <li>• Waste management locations/storage</li> </ul> | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> |

|   |   |  |
|---|---|--|
| <p><i>Event Medical Plan</i><br/>Describes measures the event organizers will take regarding medical incidents</p>  | <ul style="list-style-type: none"> <li>• Medical Team Lead <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Level of Qualification</li> <li>○ Certifications and licenses</li> </ul> </li> <li>• Personnel <ul style="list-style-type: none"> <li>○ Numbers</li> <li>○ Levels of Certification and licenses, contract or volunteer</li> </ul> </li> <li>• Complete medical equipment list and sources</li> <li>• Map of medical and site Infrastructure <ul style="list-style-type: none"> <li>○ Main Medical Tent</li> <li>○ Aid Station</li> <li>○ Fixed Resources</li> <li>○ Medical Personnel Deployment</li> </ul> </li> <li>• Personnel deployment schedule and locations</li> <li>• On-site medical transport protocol (transport to a medical facility, on-site)</li> <li>• Emergency medical transport protocol (transport to hospital or clinic) – Ground/Air/Marine</li> <li>• Non-emergency medical transport protocol – Ground/Air/Marine</li> <li>• Spectators calling 911 without notifying event organizers/staff protocol</li> <li>• Medical team communications protocol and equipment (on-site)</li> <li>• Communications protocol – off-site and BC Ambulance</li> <li>• Documentation protocol - reporting, maintaining records</li> <li>• Insurance for event medical team</li> </ul> | <p>Share with:</p> <ul style="list-style-type: none"> <li>• Regional Health Authority</li> <li>• BC Ambulance Service</li> <li>• Local Authority</li> <li>• Ministry of Transportation and Infrastructure</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Regional Health Authority</li> <li>• BC Ambulance Service</li> <li>• Local Authority</li> <li>• Ministry of Transportation and Infrastructure</li> </ul> |
| <p><i>Event Security Plan</i><br/>Describes the measures the event organizers will take regarding safety and security incidents, including lost child policy, site security, and police protocols</p> | <ul style="list-style-type: none"> <li>• Security team lead <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Level of Qualification</li> <li>○ Certifications and Licenses</li> </ul> </li> <li>• Personnel <ul style="list-style-type: none"> <li>○ Numbers</li> <li>○ Levels of Certification and Licenses</li> </ul> </li> <li>• Map of security and site Infrastructure <ul style="list-style-type: none"> <li>○ Checkpoints</li> <li>○ Screening locations</li> <li>○ Fixed Personnel Location</li> <li>○ Security Patrol Personnel Deployment</li> </ul> </li> <li>• Personnel deployment schedule and locations</li> <li>• On-site security protocol (regular operations)</li> <li>• Emergency security protocol and risk assessment/contingencies</li> <li>• Spectators calling 911 without notifying event organizers/staff protocol</li> </ul>  | <p>Share with:</p> <ul style="list-style-type: none"> <li>• Local police</li> <li>• Liquor Control and Licensing Branch</li> <li>• Local Authority</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Local police</li> <li>• Liquor Control and Licensing Branch</li> </ul>  |

|  |  |  |
|--|--|--|
|  | <ul style="list-style-type: none"> <li>• Security team communications protocol and equipment (on-site)</li> <li>• Communications protocol – off-site and local police</li> <li>• Documentation protocol - reporting, maintaining records</li> <li>• Insurance for event security team</li> </ul>   |  |
| <p><i>Public Health Plan</i><br/>Details event arrangements for water and waste water systems, sewerage, and food service</p>  | <ul style="list-style-type: none"> <li>• Food vendors – licenses and facilities</li> <li>• Food storage – locations and equipment, cold chain power sources</li> <li>• Water/waste water system technical drawing</li> <li>• Waste water/sewerage contractor</li> <li>• Waste water/sewerage disposal location</li> <li>• Porta-Potty locations and numbers</li> <li>• Accessible facilities locations and numbers</li> <li>• Hand wash station locations and numbers</li> <li>• Potable water sources and distribution locations/equipment</li> <li>• Map of showers, washrooms, porta-potties, hand wash stations, garbage receptacles, garbage storage locations</li> <li>• Bear Aware garbage and food storage protocol</li> <li>• Human-wildlife interaction guidance for attendees/public</li> <li>• Solid waste disposal and recycling arrangements</li> <li>• Site clean-up arrangements</li> <li>• Water and food vending permits from Regional Health Authority</li> </ul> | <p>Share with:</p> <ul style="list-style-type: none"> <li>• Regional Health Authority Environmental Health Officer</li> <li>• Conservation Officer Service</li> <li>• Local Authority waste management specialist</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Regional Health Authority Environmental Health Officer</li> <li>• Local Authority waste management specialist</li> </ul> |
| <p><i>Event Fire Safety Plan</i><br/>Provides details of the measures to prevent or respond to fire and associated hazards</p> | <ul style="list-style-type: none"> <li>• Event fire safety lead – name, qualifications and certification</li> <li>• Fire safety crew – numbers and deployment of personnel, qualifications and training</li> <li>• Map of fire safety equipment locations, evacuation routes, locations of pyrotechnics/flammables</li> <li>• Fire response protocol</li> <li>• Fire safety crew emergency communications protocol</li> <li>• Fire safety crew communications equipment</li> <li>• Communications with off-site or external agencies (fire department/Wildfire Management Branch)</li> <li>• Fire safety guidance for attendees/public</li> <li>• Site evacuation protocol including activation and management</li> <li>• Copies of burn permit authorizations</li> </ul>  | <p>Share with:</p> <ul style="list-style-type: none"> <li>• Fire Department OR</li> <li>• Wildfire Management Branch</li> <li>• Local Authority Emergency Manager</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Fire Department OR</li> <li>• Wildfire Management Branch</li> </ul>  |

|   |  |  |
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| <p><i>Event Communications Plan</i><br/>Describes how the event organizers will communicate information to event attendees and participants, as well as the host community at large</p> | <ul style="list-style-type: none"> <li>• Event Communications Lead – name, contact information</li> <li>• Event attendee messaging and release schedule/mechanism</li> <li>• Traffic management messaging and release schedule/mechanism</li> <li>• General public/host community messaging and release schedule/mechanism</li> <li>• Event safety messaging and release schedule/mechanism</li> <li>• Media relations/access arrangements</li> <li>• Social Media engagement</li> <li>• Pre-scripted messaging for: <ul style="list-style-type: none"> <li>○ delay of event</li> <li>○ cancellation of event</li> <li>○ evacuation</li> </ul> </li> </ul>   | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Ministry of Transportation and Infrastructure Local Authority</li> </ul>  |
| <p><i>Event Traffic Management Plan</i><br/>Describes how the event will manage traffic and communicate information to the public</p>   | <ul style="list-style-type: none"> <li>• Traffic engineer – name, contact information</li> <li>• Traffic control contractor – name, contact information</li> <li>• Route selection and information</li> <li>• Emergency response and route clearing protocols</li> <li>• Numbers and deployment of traffic control persons (TCPs)</li> <li>• Schedule of traffic control persons</li> <li>• Police traffic assistance – locations and deployment</li> <li>• Route signage and signal light arrangements</li> <li>• Parking arrangements</li> <li>• Map showing routes, signage, TCPs</li> <li>• Traffic Management Communications Plan</li> <li>• Ministry of Transportation and Infrastructure Special Events Permit (provincial roads only)</li> </ul> | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Ministry of Transportation and Infrastructure</li> <li>• Local police</li> <li>• Local Authority Public Works</li> </ul>  |
| <p><i>Event Liquor Control Plan</i><br/>Covers how event organizers intend to control, sell or distribute liquor at the event</p>   | <ul style="list-style-type: none"> <li>• Site plan with liquor service and camping areas delineated</li> <li>• Secure liquor storage and distribution mechanism</li> <li>• Liquor service security deployment and protocols</li> <li>• Guidance for attendees regarding event liquor policies</li> <li>• Special Occasion License</li> </ul>   | <p>Share with:</p> <ul style="list-style-type: none"> <li>• Liquor Control and Licensing Branch</li> <li>• Local police</li> <li>• Local Authority building inspector</li> <li>• Fire Department</li> </ul> <p>Approved by:</p> <ul style="list-style-type: none"> <li>• Liquor Control and Licensing Branch</li> <li>• Local police</li> <li>• Local Authority building inspector</li> <li>• Fire Department</li> </ul> |

|   |  |   |
|---|--|---|
| <p><i>Other Event Plans &amp; Other Contingency Plans</i><br/>Describes any other arrangements to mitigate risks and hazards, or address outstanding issues</p> | <ul style="list-style-type: none"> <li>• Lost child/adult protocol</li> <li>• Disability access arrangements</li> <li>• Fireworks, pyrotechnics, other hazards</li> <li>• Animal management</li> <li>• Extreme weather protocols</li> <li>• Evacuation Plan <ul style="list-style-type: none"> <li>○ procedures for staff/volunteers</li> <li>○ routes &amp; muster points</li> <li>○ accountability protocols for staff/volunteers</li> <li>○ key messaging</li> <li>○ site map (alternatively, can be included on general site map)</li> </ul> </li> <li>• Delay of Event protocol</li> <li>• Cancellation of Event protocol</li> <li>• Protocols for stopping/rerouting linear events (e.g. marathons &amp; parades)</li> </ul> | <p>Share with:</p> <ul style="list-style-type: none"> <li>• All agencies</li> </ul> |
|---|--|---|

### Insurance and Liability

There are tangible risks associated with organizing an MPE. In order to address liability, it is always recommended that MPE organizers consult with an insurance professional to determine what sort, and what amount of coverage should be obtained (I.E. General Liability, Errors and Omissions, Professional Malpractice, etc). In some cases, insurance is required as a condition of receiving a Local Authority special event permit. Additionally, insurance should always be carried by certain event staff, such as medical and security contractors.

### Testing Your Plan

Education, training and exercise are three key elements to consider when addressing any plan. Conducting a tabletop exercise is a useful method for event organizers, Local Authorities and agencies who are involved to validate the planning, preparation and coordination of the activities required pre-event. Exercises further provide an opportunity to refine plans, if necessary. Consider using partnerships to become familiar with exercises and how they are conducted. Many Local Authorities have experience in this area.

## **Risk Assessment Form**

Use the BC Major Events Planning Risk Assessment Form to assist you with completing the Risk Assessment Package.

## Risk Assessment Form Template

|                                     |  |                         |  |
|-------------------------------------|--|-------------------------|--|
| <b>Instructions</b>                 | <p>The following Risk Assessment Form intends to provide Local Authorities, event organizers, and participants involved in a Major Planned Event, a starting point to assess risks, identify potential hazards and impacts. Each participant is encouraged to fill out the form, meet and compare results to ensure hazards, event plans, processes and notifications, etc are identified in addition to any action items within an appropriate time frames to be determined by the parties involved.</p> <p>This form does not supersede any existing processes, documents or policies and is not an exhaustive list. Please refer as appropriate to the Major Planned Events Guidelines.</p> |                         |  |
| <b>Assessor Information</b>         | <b>Date:</b>   | <b>Time of report:</b>  | <b>Name of Assessor:</b>   |
|                                     | MM /DD /YYYY   | 0:00 AM PM              | First  |
|                                     |  |                         | Last   |
|                                     | <b>Assessors Contact #</b>   | <b>Event Organizer:</b> | <b>Assessors Organization/Agency:</b>  |
|                                     | ( ) -  | First                   |  |
|                                     | ( ) -  | Last                    |  |
| <b>Event and Hazard Information</b> | <b>Event Name:</b>   |                         | <b>Type of Venue: (Indoor/Outdoor/Mixed)</b>   |
|                                     |  |                         |  |
|                                     | <b>Event Date(s): (MM/DD/YYYY)</b>   |                         | <b>What areas COULD be impacted? (Transportation, Site, Camps)</b>   |
|                                     | <b>From:</b>   |                         |  |
|                                     | <b>To:</b>   |                         |  |
|                                     | <b>Who COULD be harmed? (List by group – Public, Volunteers)</b>   |                         | <b>What are the potential hazards? (Floods, Severe Weather)</b>  |
|                                     |  |                         |  |
|                                     | <b>Impacts:</b>  | <b>Description:</b>     | <b>Risk: (H – High, M – Medium, L – Low)</b>   |
|                                     | Safety   |                         |  |
|                                     | People   |                         |  |
|                                     | Infrastructure   |                         |  |
|                                     | Property   |                         |  |
|                                     | Environment  |                         |  |
|                                     | Economy  |                         |  |
|                                     | Government   |                         |  |
|                                     | Other  |                         |  |
|                                     | <b>Things to consider:</b>   |                         | <b>Overall risk consideration?(Select)</b>   |
|                                     | Type of event  | Health and Safety       | <b>High</b>  |
|                                     | Location   | Medical/First Aid       | <b>Medium</b>  |
|                                     | Types of attendees   | Structures/Facilities   | <b>Low</b>   |
|                                     | Number of attendees  | Food/Water              | <b>Note:</b>   |
|                                     | Capacity/Crowd Control   | Amusements/Attractions  | Consider adding the number of Highs, Mediums and Lows in addition to the overall form to determine your organizations overall risk consideration |
|                                     | Personnel  | Waste Management        |  |
|                                     | Access/Egress  | Process/Permits         |  |
|                                     | Costs  | Number/Type of Vendors  |  |
|                                     | Other Events/Incidents   |                         |  |

|                               |   |   |   |  |    |
|-------------------------------|---|---|---|--|----|
|                               | <b>Who Requires Notification?</b>   | <b>When? (MM/DD/YYYY)</b>               | <b>What decisions are needed?</b>                   |  |    |
|                               | Event Organizer   |   |   |  |    |
|                               | Local Authority   |   |   |  |    |
|                               | Provincial Ministries   |   |   |  |    |
|                               | Vendors/Suppliers   |   |   |  |    |
|                               | Volunteers  |   |   |  |    |
|                               | First Responders  |   |   |  |    |
|                               | Agencies/Organizations  |   |   |  |    |
|                               | Other   |   |   |  |    |
| <b>Capacity</b>               | <b>Internal capacity (Select)</b>   | <b>Existing agreements (Select)</b>     | <b>Additional capacity (Select)</b>                 |  |    |
|                               | Sufficient  | Sufficient                              | Not required  |  |    |
|                               | Low potential to be exceeded  | Low potential to be exceeded            | Low potential to be required                        |  |    |
|                               | High potential to be exceeded > 24 hours                                      | High potential to be needed > 24 hours  | High potential to be needed > 24 hours              |  |    |
|                               | High potential to be exceeded 12-24 hours                                     | High potential to be needed 12-24 hours | High potential to be needed 12-24 hours             |  |    |
|                               | Exceeded or imminent  | Exceeded or imminent                    | Needed or imminent                                  |  |    |
| <b>Outlook</b>                | <b>Situation (Stable, Improving, Gaps Identified, Complete)</b>               |   | <b>Plans Required: (name type of plan required)</b> |  |    |
|                               | Short-Term Situation:   |   | Short-Term:   |  |    |
|                               | Mid-Term Situation:   |   | Mid-Term:   |  |    |
|                               | Long-Term Situation:  |   | Long-Term:  |  |    |
|                               | <b>Actions to mitigate issues: (i.e. hazards, capacity, notification)</b>     |   | <b>Are there any public information needs?</b>      |  |    |
|                               |   |   | Yes   |  | No |
|                               |   | <b>Explain:</b>                         |   |  |    |
|                               |   |   |   |  |    |
| <b>Additional Information</b> | <b>Other Considerations: (Please use additional space/forms as necessary)</b> |   |   |  |    |
|                               |   |   |   |  |    |
| <b>Sign-Off</b>               | <b>Name:</b>  |   | <b>Signature:</b>                                   |  |    |
|                               | First   |   |   |  |    |
|                               | Last  |   |   |  |    |