

Hawkwood Baptist Church

Stampede Breakfast - Emergency Response Plan rev 1

1) Event Description

Event Name:	HBC Stampede Breakfast
Event Date:	July 15, 2018
Event Location:	Hawkwood Baptist Church, Calgary, Alberta
Primary Event Contact:	Shafer Parker, Senior Pastor, sparker@hawkwood.ca, 403 239 6200
Set up time:	0730
Event time:	0900-1100
Tear down end time:	1230
Estimated attendance:	500
Parking details:	The southwest parking lot will be blocked via barricade. The other two lots will be used for parking and muster area.
Food:	Volunteers will be re-heating precooked sausages and cooking pre-mixed pancakes on site. Beverages and condiments will also be available.
Alcohol:	None

2) Scope and Administration

This Emergency Response Plan (ERP)...

- covers the above event.
 - See site plan (Attachment 1) and Organization chart (Attachment 2)
- takes effect at the beginning of set-up and terminates when tear down is complete.
- is maintained and updated by Keith Landra.
- will be distributed to Breakfast Section Leaders by Sandra Tegart prior to the event.

3) Contingency / Emergency Plans

a) **Adverse Weather Contingencies**

- Event organizers will assess the weather the morning of the event.
- They will make a determination to hold the event inside or outside at that point.
- The event will be held rain or shine.
- The event will be cancelled in the event of any weather warnings from Environment Canada or concerns on the parts of the organizers.
- Weather will be monitored throughout the event.

b) **Missing Persons**

See Attachment 3

c) **Fire**

- In the event of fire in event area
 - MC to announce to all present to immediately move to the middle parking lot muster area via north end of lower parking lot; assist mobility impaired as required.
 - Call 9-1-1.
 - Support Fire Service Response.
- Fire in Church
 - Respond as per *Fire Evacuation Plan*.

d) **Medical**

- First Aider, First Aid Kit and AED available at reception table
- 9-1-1 will be called for medical emergencies

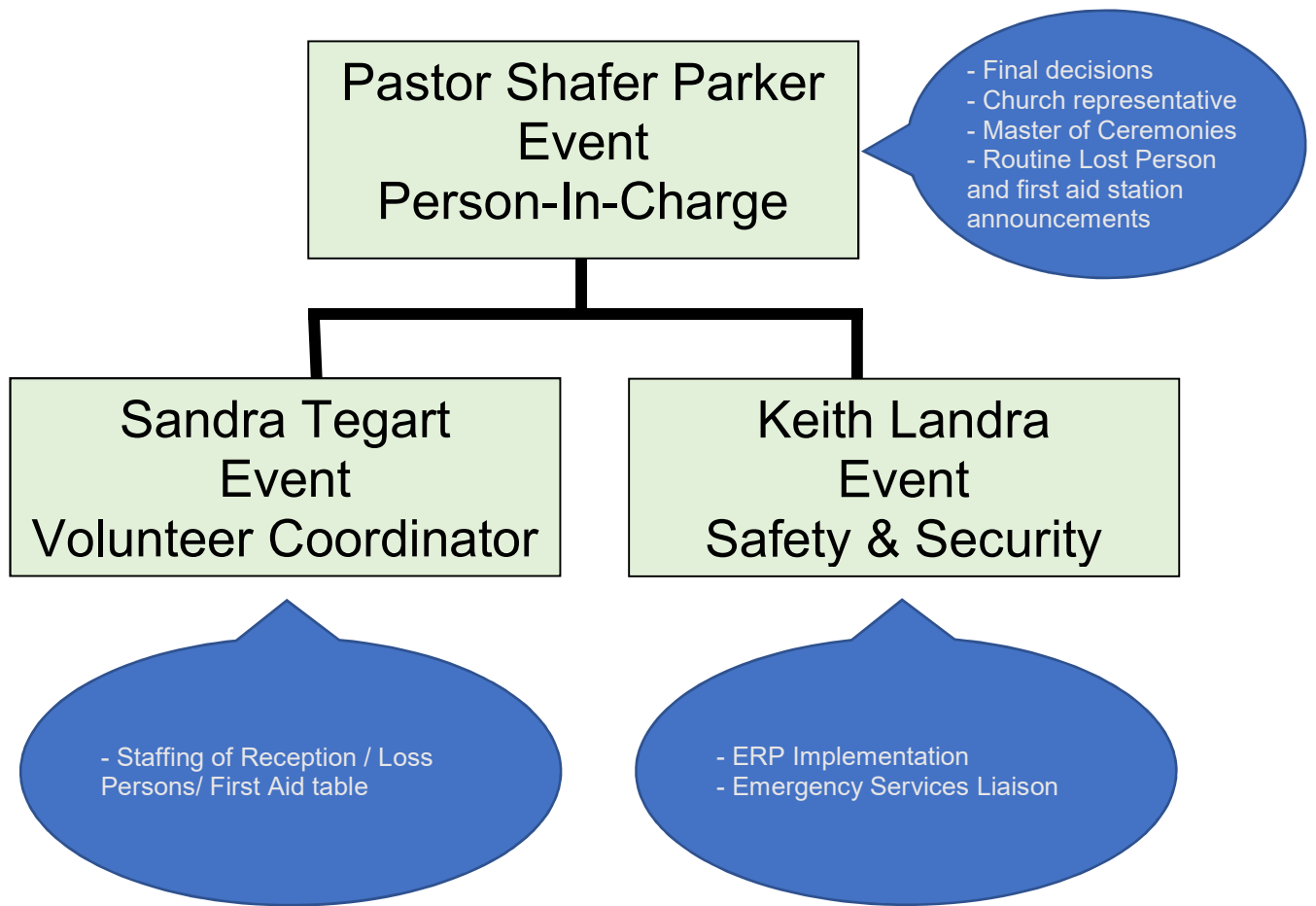
5) Contact Information

- | | | |
|--|------------------------|----------------|
| a. Calgary Police Service ... non-emergency line | | (403) 266-1234 |
| b. Emergency Responders | | 9-1-1 |
| c. Pastor Shafer – | Event Person-In-Charge | (403) 988-6930 |
| d. Sandra Tegart – | Volunteer Coordinator | (403) 689-2161 |
| e. Keith Landra – | Safety and Security | (587) 578-9496 |

Attachment 1 – Site Plan



Attachment 2 – Event Organization Chart



Attachment 3 – Missing Person Procedure

Reception volunteers will fulfill the function of missing person volunteers from 0900 until the last guest leaves in addition to their reception duties.

Reception volunteers will offer to write the parent's/guardian's mobile phone number on the child/dependant's arm when first entering the event area.

The event Master of Ceremonies (MC), Pastor Shafer, will announce the location of the lost person's station at the Reception Table at the beginning of the event and routine announcements (e.g. every 30 minutes) thereafter until the event concludes.

A. Child/Dependant Self-Reports as Lost/Separated from Parent/Guardian

- Ask the child/dependant to take a seat... get them a drink of water
- If possible, obtain the child/dependant's name and parent/guardian names
- Do not approach the event MC to interrupt the entertainment to make a public announcement; the routine announcements by the MC are sufficient
- If no parent/guardian comes forward, obtain/record as much information from them as possible on an HBC *Safety & Security Report* form.
 - Arrival time of lost child/dependant at Reception
 - Name and age of child/dependant
 - Name of Parent/Guardian
 - Physical description of Parent/Guardian
 - Contact information (address, phone)
 - Last known location of parent/guardian
 - Time of last contact
- Notify Pastor Shafer, Sandra Tegart and Keith Landra of the lost child/dependant.
- Notify Calgary Police at this point by calling 403-266-1234. Provide all information available and/or requested.
- Remain with the child/dependant until the parent/guardian or Police take custody of the child/dependant;
 - Volunteers will ensure that the parent/guardian picking up the person is in fact the parent or appropriate guardian. This can be determined by observing the child/dependant's reaction to the guardian or through means of identification.
 - Volunteers will ask to see some form of government issued photo ID from the parent/guardian and record what kind of ID was shown. (e.g. Driver's Licence); do not record any information from the ID (e.g. Driver's Licence number).

B. Parent/Guardian reports a lost Child/Dependant

- Ask the parent/guardian to take a seat
- Obtain the child/dependant's name and age, and parent/guardian names
- Do not approach the event MC to interrupt the entertainment to make a public announcement; the routine announcements by the MC are sufficient.
- Advise parent/guardian to call Calgary Police Service (CPS) at 403-266-1234 to report the missing child/dependant.
- Record as much information as possible on an HBC *Safety & Security Report* form, including details from the parent/guardian if they are willing and able to provide it.
 - Arrival time of parent/guardian at Reception
 - Name and age of child/dependant
 - Name of Parent/Guardian
 - Contact information (address, phone)
 - Last known location of child/dependant
 - Time of last contact
 - Time the CPS was contacted by parent/guardian
- Continue to provide support to the parent/guardian until the issue is resolved or handed over to CPS.