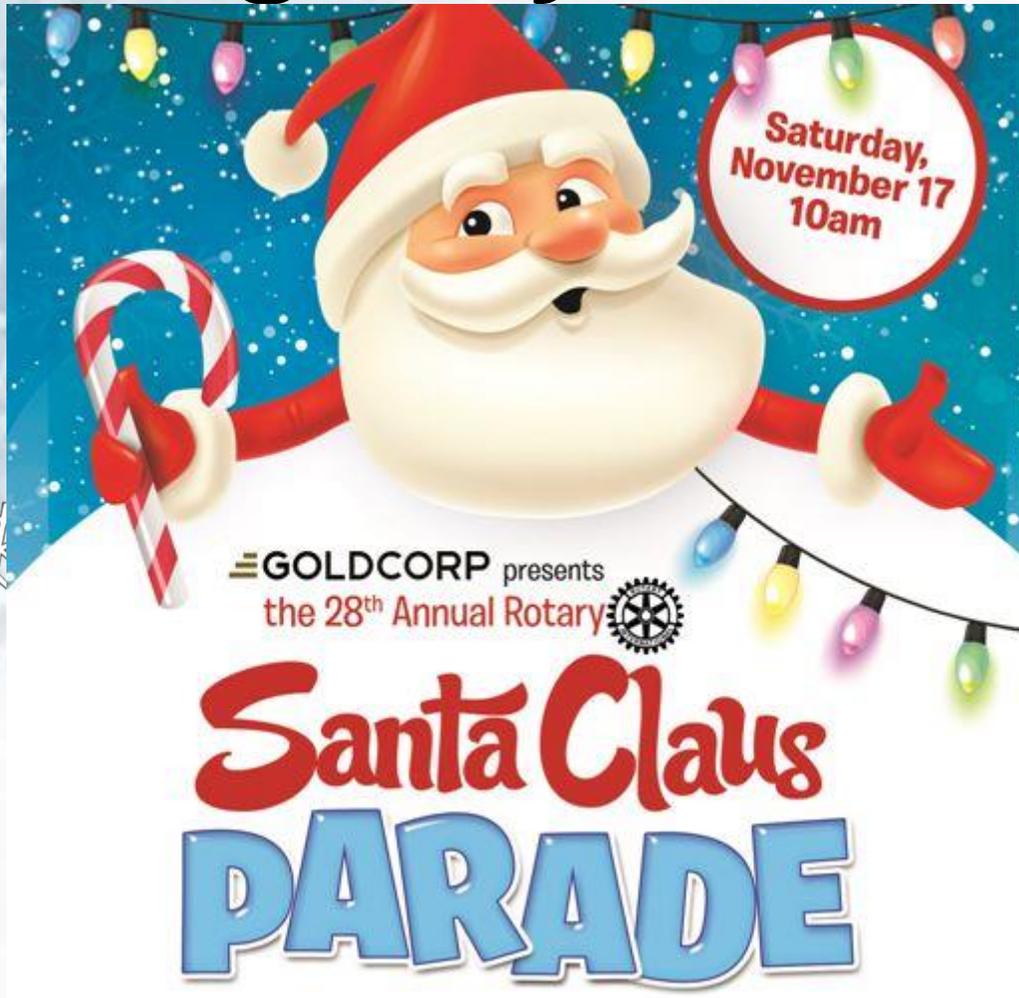


# Emergency Plan





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## Objective & Overview



This plan has been written to provide a coordinated response for emergencies during the 2018 Thunder Bay Rotary Christmas Parade



It will assist in the effective utilization of available resources and to ensure that situations are dealt with quickly, effectively and safely.



As is practice, each Rotary Club will assume responsibility for one aspect of parade operations: marshalling (start point), parade route, termination (end point). Each club will assign an individual or individuals ('Club Parade Officials') to oversee or manage their volunteers, and operate from a pre-determined meeting place onsite; from which to coordinate their parade logistics ('Club Control Centre')



In the event of an emergency, all Rotary volunteers shall report to their respective Club Control Centre, so a more coordinated response can be carried out.



Each Rotary Club and their volunteers will be briefed on the overall Emergency Plan as well as their own unique operating procedures, including written instructions as required.

Clubs should inform their volunteers that all media communications will be vetted or provided by the Rotary Media Club Parade Official (normally a Co-Chair, Chair, or their designate).

**In the event of a major incident, the club's Parade Incident Response team will convene to discuss appropriate action (see contact List)**





# Emergencies



## 1.0 Medical



### 1.1 Life Threatening

- 
- a. The first person at the scene of an accident or incident will stay with the victim(s), until relieved by a more competent emergency health care provider. Attending persons shall immediately call 911 for assistance, if it even remotely deemed that the situation is life threatening. They will then direct someone to contact the nearest uniformed police officer stationed along the parade route, or EMS professional, or authorized official from the Parade Command Centre, under police jurisdiction and control
  - b. Do not move the victim unless absolutely necessary!
  - c. Arriving EMS personnel (i.e. paramedic) will proceed with the appropriate treatment upon arrival at the scene; at which point the first responding volunteer can then leave the scene, but must report to their assigned Club Control Centre.

### 1.2 Non-Life Threatening

- a. The first person at the scene of an accident or incident will stay with the victim(s), and administer first aid if qualified; and be relieved only by a certified EMS professional or more qualified first aider. Contact the designated Club Parade Official; who is responsible for initiating any required emergency action (i.e. sending out a St. John Ambulance onsite or calling appropriate EMS. Do not move the victim unless absolutely necessary.
- b. The First Aider will proceed with the appropriate first aid treatment immediately upon arrival at the scene. If the first aider in charge determines that the injury requires more advanced medical support, he/she will request that an ambulance be called, by calling 911 or contacting the club Parade Official
- c. It will be the responsibility of Club Parade Officials to ensure that the appropriate Accident Report Forms are completed.



## 2.0 Property

### 2.1 Fire

- a. In the event of a fire: evacuate the immediate area and notify the agencies listed below:
  - 911
  - Nearest police officer on the parade route
- b. Provide as accurate as possible, a description of the location of the fire, and any relevant information: including possible threats or hazards that are readily visible from a safe distance.
- c. Rotary volunteers will be available for assistance to ensure calm and order, and to direct Thunder Bay Fire Department or other EMS response staff to the appropriate area.
- d. Rotary volunteers will clear the area quickly.
- e. In the event of small non-explosive fires; use an appropriate extinguisher on the affected area to extinguish the fire.
- f. All floats have been instructed to carry a fire extinguisher in their vehicle.
- g. Only those persons trained will operate a fire extinguisher, and only if it is safe to do so.
- h. Rotary volunteers should NOT attempt to extinguish a fire, if there is excessive smoke or they feel at risk.

### 2.2 Collision

- a. In the event of a collision, move spectators back from the immediate area and notify the agencies listed below:
  - 911
  - Nearest police officer on the parade route
- b. Assess risk to personal injury, then search or identify collision victims if it is safe to do so; then follow the procedure for injuries as required.
- c. As requested by police, provide as accurate as possible, a description of the collision, including any witnesses, or contributing circumstances (such as weather, lighting, time of day etc).



## 3.0 Lost Persons

### 3.1 Missing

- a. Rotary volunteers will report a missing person immediately to the nearest police on the parade route; provided a reasonable effort by parents or guardians has been undertaken, to conduct a reasonable search .
- b. Rotary volunteers will obtain an accurate description of the missing person, which can be circulated to other volunteers, coordinated through the Club Control Centres.

### 3.2 Found

- a. Rotary volunteers will report a found person immediately to the nearest police on the parade route; provided a reasonable effort has been made to contact parents or guardians.
- b. A found person on the route will be accompanied by a Rotary volunteer until united with next of kin. If next of kin hasn't been located within 20 minutes, Thunder Bay Police will be contacted.

## 4.0 Major Threat

### 4.1 Bomb | Hostage Taking | or Catastrophic | Radical Event

- a. Rotary volunteers will not take any independent action during a major threat.
- b. Rotary volunteers will report any suspicious or threatening activity immediately to their Parade Official at their Club Control Centre; providing observed details, including: corroborating direct evidence, testimony from eye witnesses.
- c. The Parade Official will be responsible to contact the nearest police officer and surrender control of the situation to the Thunder Bay Police Service
- d. Only Thunder Bay Police and Thunder Bay Fire Department can issue an emergency or evacuation order.
- e. Once an evacuation order is made by one of the above, the following procedures will be followed.
  - The command centre will instruct the Rotary volunteers how to proceed next.
  - Maintain calm
  - Assist only if requested by the control centre with evacuation or other order



## 5.0 Extreme Weather

### 5.1 Mitigate Exposure Risk

- a. The Chief Club Parade Official will listen to weather forecasts and predictions for extreme cold, wind, snowfall, fog, heavy rain, thunder and lightning.
- b. In consultation with Parade Official from all three Rotary Clubs and Police the Chief Parade Official may consider cancelling the event if any one, or combined weather conditions, within reason or high probability, threatens the health and safety of parade participants and spectators
- c. Advise all Club Control Centres throughout the course of the parade of significant changes or deteriorating conditions; in the form of a weather alert
- d. Continue to monitor weather conditions via the weather office.
- e. Make recommendations to parade participants to mitigate exposure to severe weather; through appropriate Club Control Centres and assigned Rotary volunteers for disseminating information along the parade route.

## 6.0 Route Communication

### 6.1 Setup & Takedown

- a. Rotary Barricade volunteers will report to their designated locations; one of the three Club Control Centres)
- b. Barricades will be distributed and on site either the night before the parade or 8:00am the day of the parade
- c. Barricades will be erected in place and staffed with volunteers or police as indicated within the event plan; but not before 9:30 am, so not to unnecessarily impede the flow of traffic to businesses or residences.
- d. Barricade will be fully operational and staffed by 9:45am
- e. The City Police will certify the parade route secure and provide clearance for the parade to commence by giving direction to the Club Parade Official at the Parade Start
- f. The Parade Start Official will then contact to the Parade Route and Parade End officials to signify the start of the parade.
- g. The dismantling and collection of barricades along the parade route will be done by the members of the 18 Service Company, Canadian Forces, who will be following the last float in the parade.
- h. Rotary members will remain at their posts until the barricades at their location have been removed.



## Contact List

### Club Control Centres:

**Parade Start:** Real Canadian Superstore – Control Centre is in parking lot

**Club Parade Official:** Wayne Robinson – Mobile 807.633.0945

**Responsibility:** start logistics, safety, marshalling – floats, exhibitors, walkers, animals

**Parade Route:** Super Store to Thunder Bay Community Auditorium – Control Centre is located at Econolodge, at 686 Memorial Avenue

**Club Parade Official:** Warren Philp 6323998

**Responsibility:** safety, logistics and control of entire parade route, acting as the central point of contact for reporting all accidents and incidents; once the parade has started, until it concludes.

**Parade End:** Thunder Bay Community Auditorium – Control Centre is in parking lot, under military tents

**Club Parade Official:** Sante Sottile 6317142

**Responsibility:** safety, logistics and control of floats, exhibitors, walkers and animals arriving and disembarking, and leaving the Community Auditorium parking lot. Also coordinate refreshment and Santa tent sites.

### Other:

**Chief Club Parade Official:** Warren Philp 6323998

**St John Ambulance:** Parade Start, Parade Route (Econolodge), Parade End

**Parade Administration:** registrations, permits, information disséminations

**Club Parade Official:** Warren Philp

**Media:** point of contact for all media

**Club Parade Official:** Warren Philp 6323998

**Parade Incident Response Team**

**Sante Sottile 6317142**

**Warren Philp 6323998**

**Bill Everitt 3554586**

