

Red Deer Regional Airport Special Event Application

Purpose

This application is intended to guide the special event organizer who wishes to host an event at Red Deer Regional Airport and must be submitted with a copy of the Red Deer County Public Events Application (completed online at <https://www.rdcountry.ca/FormCenter/Protective-Services-Forms-3/Red-Deer-County-Public-Events-Applicatio-49>) for approval. The submission of this application does not guarantee the approval of any event. The submission of as many details as possible will assist airport management in accommodating your event.

Note: All applications for a permit shall be made in writing and submitted not less than 60 days prior to the proposed event, where the proposed event is a Music Concert or Concert or will be held on, or involved the use of a highway in any manner; or not less than 30 days prior to the proposed event, where the proposed event is not a Music Concert or Concert or does not involve the use of a highway.

Acceptance of this application by Red Deer Regional Airport does NOT indicate or guarantee approval of the application or the dates requested. Each application will be reviewed. Additional information may be requested by Airport personnel for final consideration. No statement made by Airport staff shall obligate the Airport in any manner.

1. Event Organizer Contact Information

Organization Name: _____

Please attach an organizational chart for all personnel involved in organizing or managing the event.

2. Insurance Requirements

Sponsoring organization MUST provide an insurance certificate with Red Deer Regional Airport shown as Additional Named Insured. Coverage MUST be a minimum of \$1,000,000.

3. Event Details

Please attach a timeline of activities including mobilization and demobilization/clean-up of site.

Please attach a map of the event area that clearly identifies the setup of your event.

Areas to be occupied: _____

Estimated number of participants: _____

Estimated number of spectators: _____

Estimated number of Volunteers/Personnel: _____

Will maneuvering areas require closure: YES NO

Activities that will be taking place:

| | | | |
|--------------------------|------------------|------------------------------|-------------|
| VENDING (FOOD/BEVERAGES) | VENDING (GOODS) | VENDING (BEER/ALCOHOL) | |
| TOURS | AIRCRAFT PARKING | AIRCRAFT DISPLAY | CAR PARKING |
| CAR DISPLAY | GAMES | OTHER (PLEASE DETAIL): _____ | |

4. Risk Assessment

Please identify the hazards associated with this event (sample form included); for each hazard identified, list the risks associated with that hazard then score the Likelihood, Severity, and Probability of those risks using the matrix provided. Include mitigations to be undertaken to reduce the risk level for each hazard.

Example: Hazard: Risk = P x S x L = Risk Index
 Ice: Fall causing minor injury = 2 x 1 x 4 = 8

Risk Index

| | |
|-------|--|
| 0-9 | Low. Consider mitigation to reduce the level of risk. |
| 10-30 | Medium. Implement mitigation to reduce the level of risk and submit an Emergency Response Plan that addresses this risk. |
| 31+ | High. Stop the planning process and consult with the Airport before continuing. |

5. Safety and Security

Please attach a copy of your Emergency Response Plan for all risks identified as medium risk or higher.

Have event personnel been briefed on the ERP? YES NO

Will the public have greater access to restricted areas? YES NO

If YES, attach your security plan including number of security personnel and access control measures.

6. Indemnification

On behalf of the above-named event organization, I hereby agree to indemnify and save harmless Red Deer Regional Airport from and against claims or demands arising from the event described in this application and I agree to obtain appropriate liability insurance that is satisfactory to Red Deer Regional Airport.

 Applicant Signature

 Print Applicants Name

 Today's Date

7. Ensure that the following documents have been attached

- Organizational Chart
- Timeline of Activities
- Map of Event Area
- Emergency Response Plan
- Security Plan
- Certificate of Insurance
- Completed Risk Assessment
- Copy of the Red Deer County Public Events Application and/or approval

| HAZARD | RISK | P | S | F | RISK | MITIGATIONS |
|--------|------|---|---|---|------|-------------|
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| Probability (P) | |
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| What is the probability of that sequence of events happening, including the consequence? | |
| – Extremely Remote | <ul style="list-style-type: none"> • Mishap almost impossible |
| – Extremely Improbable | <ul style="list-style-type: none"> • Postulated event. (Has been planned for, and may be possible, but not known to have occurred) |
| – Remote | <ul style="list-style-type: none"> • Has occurred rarely. (Known to have happened, but a statistically credible frequency cannot be determined) |
| – Reasonably Probable | <ul style="list-style-type: none"> • Has occurred infrequently. (Occurs on order of less than once per exposure interval and is likely to reoccur) |
| - Frequent | <ul style="list-style-type: none"> • Has occurred frequently. (Occurs on order of one or more per exposure interval and is very likely to occur) |
| Severity (S) | |
| What is the probability of that sequence of events happening, including the consequence? | |
| – Negligible | Personnel: No Injuries. Operations: Minor operational delay with no immediate costs. Equipment: No damage or minor technical delay with no immediate costs. Environment: No environmental impact. Media Attention: No media attention. Public Confidence: No loss of public confidence. |
| – Minor | Personnel: First Aid injury, no disability or lost time. Operations: May result in operating limitations, or emergency procedures. Equipment: Technical delay requiring grounding of aircraft and causing the operator to incur relatively minimal costs Environment: Contained release. Media Attention: Media/social media attention that requires briefing and Communications Director attention. Public Confidence: May be lowered, but public still find situation acceptable. |
| - Moderate | Personnel: Lost time injury or public injury, no disability Operations: Operational delay causing a temporary airport restriction or shutdown and causing the operator substantial costs. May result in a significant reduction in safety margins. Equipment: Technical delay requiring grounding of an aircraft or repair to equipment and causing the operator relatively substantial costs. Environment: Small uncontrolled release. |

| | |
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| | <p>Media Attention: Media/social media attention that elevates occurrence to High profile status requiring Director actions and statements by the CEO.</p> <p>Public Confidence: Significantly lowered with media attention and requests for information.</p> |
| 4 – Major | <p>Personnel: Disability or severe injuries. Personnel extended because of workload or environmental concerns.</p> <p>Operations: Operational delay causing a long-term airport shutdown. May result in a large reduction in safety margins.</p> <p>Equipment: Technical delays grounding aircraft or in returning equipment to service causing substantial costs and long delays in returning aircraft or equipment to service.</p> <p>Environment: Moderate uncontained release.</p> <p>Media Attention: Media/Social Media attention that initiates legal action against the Airport Authority or the Crown.</p> <p>Public Confidence: Shaken to the point where significant numbers do not use Red Deer Airport.</p> |
| 5 - Catastrophic | <p>Personnel: Fatal injuries to personnel or public. Public exposed to life threatening hazard.</p> <p>Operations: Operational delay stopping all airport activities. Removal of the operating certificate for the airport.</p> <p>Equipment: Loss of aircraft, building, or equipment.</p> <p>Environment: Large uncontained release.</p> <p>Media Attention: Media/social media attention that requires the resignation of a Director, CEO, or Board Members.</p> <p>Public Confidence: Public Demonstrations against the Airport Authority or the Crown.</p> |
| Frequency (F) | |
| How often are we exposed to the opportunity for the event sequence to occur? | |
| 0 – No Exposure | No Exposure |
| 1 – Seldom Exposed | Seldom exposed to the opportunity for the event sequence to occur. |
| 2 – Occasionally Exposed | Occasionally exposed to the opportunity for the event sequence to occur. |
| 3 – Frequently Exposed | Frequently exposed to the opportunity for the event sequence to occur. |
| 4 – Constantly or Continuously Exposed | Constantly exposed to the opportunity for the event sequence to occur. |