

EMERGENCY PROCEDURES

Fire/Explosion within the Event Zone (CODE WHITE)

Fire extinguishers are located: food vendors (class K)

1. Call 911
2. Notify your supervisor – Supervisor to contact Branch Director – Emergency Response.
3. Clear everybody out of the immediate vicinity.
4. Create access for emergency responders.
5. Use fire extinguishers if available and safe to do so.
6. Let emergency responders take control and assist them as needed.
7. Follow Evacuation Plan (Code Green) as needed.

First Aid Emergencies (CODE RED)

First aid station is located near the AOC (Mobile Command Centre) near Gate 6 (south entrance).

1. Direct patient to first aid personnel.
2. First aid personnel assess the patient.
3. If first aid personnel determines that an ambulance is needed, or the patient will require hospital care contact Branch Director – Emergency Response and stand by ambulance will be notified. If stand by ambulance is not on scene, you may be directed to call 911.
4. If ambulance access is required, then the Gate/Parking Supervisors will direct resources to clear a route.

Loss of Power (CODE PURPLE)

In case of a complete loss of power, the CEO/Accountable Executive may cancel the event. All other minor power losses will be mitigated at their source to determine impact on event.

Mass Casualty/Air Crash/Security Concerns/Violent Acts (CODE ORANGE)

****Muster point: Parking Lot Sierra (south parking area near Airport Drive and 372)****

See Something, Say Something - All staff and vendors are to report anything that they see out of place to the Branch Director – Safety and Security - i.e. a dropped bag or a suspicious person. If Mass Casualties or any Acts of Violence occur the CEO/Accountable Executive will cancel or evacuate the event or area.

1. Notify Branch Director – Emergency Response who will notify appropriate on-scene agencies (RCMP, First Aiders, Ambulance, 911).
2. Branch Director – Safety and Security will notify the hospital, if appropriate.
3. Event staff will assist with evacuating the area in a safe and orderly manner.

4. Event staff will assist with clearing paths for emergency vehicles.
5. Parking event staff will direct the public to clear parking lots and provide evacuation routes.

Follow Evacuation Plan (Code Green)

Missing Children/Parents (CODE ADAM)

****The AOC (Mobile Command Centre) is located near Gate 6 (south entrance)****

Found Persons

1. Stay with the person in the area they were found.
2. Contact the Branch Director – Emergency Response who will communicate found person information to supervisors throughout the site, Protective Services, and RCMP.
3. Supervisors will then communicate the information to their volunteers.
4. The Branch Director – Emergency Response will utilize the Airshow Announcer, as appropriate, to communicate information to the public regarding the found person.
5. Once reunited with the appropriate party, the Branch Director – Emergency Response will notify the event team, Protective Services and RCMP.

Lost Persons

1. Contact the Branch Director – Emergency Response who will rapidly communicate lost person information to supervisors throughout the site, Protective Services, and RCMP, who will then begin looking for the lost person.
2. If the lost person is a minor, all gates will be immediately shut down by the Operations Chief.
3. Supervisors will then communicate the information to their volunteers, who will then also begin looking for the lost person.
4. The Branch Director – Emergency Response will utilize the Airshow Announcer, as appropriate, to communicate information regarding the lost person.
5. If the lost person is a child, reunification will be handled by Protective Services and/or RCMP.
6. Once reunited with the appropriate party, the Branch Director – Emergency Response will notify the event team, Protective Services and RCMP accordingly.

Evacuation Plan (CODE GREEN)

****Muster Point: Parking Lot Sierra (south parking area near Airport Drive and 372)****

1. Announcer booth sound system will be used to announce that the event is evacuating.
2. On hearing an evacuation order, or on instruction of emergency control personnel, immediately cease all activity and secure personal valuables, if safe to do so.
3. Assist any person in immediate danger, if safe to do so.
4. Act in accordance with directions given by emergency personnel and evacuate the event site immediately.

Assist with the general evacuation if directed to do so by emergency control personnel. Move calmly to the evacuation assembly area – Parking Lot Sierra and do not leave the evacuation assembly area until the all clear has been given.

5. Follow the instructions of relevant emergency services personnel.

Conducting Evacuations Due to Unlawful Interference

- **Do not use the word BOMB;** the Airshow Announcer will announce that:
 - Security personnel are investigating an incident and ask everyone to exit the location quickly and calmly.
 - People are to turn off all mobile devices (phones, laptops, games, etc.).
 - People are to take their personal belongings with them.
- Security personnel will:
 - Ensure that all people affected are aware of the situation; there may be language or physical barriers that prevent the transmission of the announcement to some people.
 - Check washrooms and any other areas where people may be situated away from public view.

Do not re-enter or permit re-entry into the location or turn on radios and cell phones until local RCMP informs you that it is safe to do so.