CASTLEGAR

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Event Safety Plan

A Safety Plan outlines the procedures and precautions that will be in place to ensure the safety of everyone at the event.

Event Information	
Event Name:	Event Date:
Event Start/End Times: (list multiple days)	Event Set-up/Take-down Times: (list multiple times)
Event Location:	Event type:
Estimated Attendance:	Estimated Peak Attendance:
Contact Information	
Event Day Contact:	Event Day Contact Info:
Safety Officer/Leader:	Safety Officer Contact Info:
Event Day Secondary Contact:	Contact Info:
First Aid	
Will you have on-site first aid, if so, provided by who:	Number of first aid attendants and their certification level:
Security / Crowd Management	
Describe what processes you will have in place for security and crowd management during the event:	

Vendors

List types of food and beverage vendors: *(Beer and liquor sales require a Liquor and Cannabis Special Event Permit from the B.C. Liquor and Cannabis Regulation Branch. Applications may be obtained online or at any government liquor store, they also require an exemption permit to be applied and obtained by City Hall.)*

Activities

List any medium- to high-risk activities and the mitigation strategies: *(for example: inflatables like bouncy castles, alcohol service, fireworks, etc.). For each activity, what plans or procedures will you have in place to minimize the risk factors? (Describe safety measures for each high-risk activity – e.g. supervision and tie-downs for inflatables, ID checks and serving limits for alcohol, safe rides, safety zone and trained operators for fireworks. Use a separate page as required.*

Traffic and Vehicle Security / Crowd Management

Are any road closures being requested? *If yes, list and describe the closure plan. (Certified traffic control company and traffic plan are required. What notification, signage or barricades will be in place, the timing of closures, and any detour plan. Include contact information for any traffic management providers.)*

How will pedestrian safety be ensured during closures? *(Describe measures such as having marshals assist pedestrians, using barriers between traffic and walkways, clear signage for crossing points, reflective vests for volunteers, etc.)*

Unloading / Loading Zones

What is your plan for loading and unloading zones for the event? *(Describe how vendors, performers, or suppliers will load in and out – for example: designated areas or times for delivery vehicles, use of cones or staff to control the area, special equipment like dollies or forklifts. Include how you will coordinate schedules to avoid congestion)*

Fire Safety

Will open flames or fuel be used? Describe precautions. *(For example, for cooking appliances or heaters: maintain safe distances, have fire extinguishers available and staff trained to use them, no smoking near fuel; for fireworks: licensed pyrotechnician, safety perimeter set up and water source on hand, clearly marked fire lanes and exits.)*

Risk Mitigation

Describe procedures and communication plans for:

- Lost Child:
- Medical Emergency:
- Fire Emergency:
- Evacuation:
- Event Cancellation:

Communication Plan

How will staff/volunteers communicate during the event? *(Identify the primary communication methods: two-way radios on specific channels, cell phone calls/text groups, a messaging app, or a designated command post. Ensure all key personnel have devices and know protocols, e.g. radio etiquette or emergency codes.)*

Where is the staff/volunteer headquarters? *(Specify the on-site location that will serve as the coordination center or information hub for the event staff - for example, a clearly marked tent or an indoor room. This is where leadership can be found and where volunteers check in, and it should have first aid kits, incident report forms, etc.,)*
How will safety information be shared with vendors/contractors? *(Explain how you will ensure all vendors/exhibitors are informed of key safety rules and what to do in emergencies. For example, pre-event emails or a briefing document outlining emergency exits, fire precautions, and who to contact for issues; or a short safety meeting on the morning of the event.)*
Describe your notification plan for nearby residents and businesses, especially if sound or traffic will be affected.

LIABILITY AND INSURANCE

When planning your event, it's essential to identify and address potential risks related to property damage and personal injury in advance. All events must carry General Liability Insurance with a minimum coverage as determined in the City of Castlegar Special Events Permits Bylaw. The insurance certificate must:

- Name the City of Castlegar as an additional insured
- Have the appropriate liability coverage for your event
- Be submitted to Castlegar City Hall for review prior to permit issuance.

By signing the Special Event Permit application, the organizer agrees to indemnify and hold harmless the City of Castlegar from any claims, demands, lawsuits, or costs arising from the event, including actions by the organizer or their staff, agents, or volunteers.

ADDITIONAL INFORMATION

Include any additional safety-related planning details. *(Use this space for anything not covered above. This might include specific health safety measures, environmental hazards (e.g. nearby water bodies), equipment inspections, insurance details, or contacts for on-call services.)*