

**Emergency  
Plan  
Township of  
Wilmot  
Canada Day  
2025**

## Emergency Plan

### **PURPOSE:**

To provide some basic direction to event organizers, volunteers, participants, vendors, or any others that are involved in the event but not civilians. The Plan will provide a coordinated response to potential emergencies that could occur during the event.

The possibility of an occurrence of an emergency is present at any event. Emergencies could range from unexpected inclement/severe weather, medical emergencies, fire, lost or missing child and more. These events could require the response of Wilmot Township staff, Waterloo Region Paramedic Services, Wilmot Fire Department and Waterloo Regional Police Services.

### **TRAINING**

All event organizers, volunteers, participants, vendors, security, or anyone deemed necessary by the event organizers shall be familiar with this plan and how to work effectively within the plan.

### **EMERGENCY CONTACT INFO**

In the event of an emergency call 911 immediately. Afterwards call, the event organizer at 519-778-1870 and radio first aid and notify them of the nature of the emergency. Once an emergency is declared event organizers and volunteers/security will take control of the situation until emergency services arrive or issue is mitigated.

Waterloo Regional Police Service (911)

Wilmot Fire Department (911)

Waterloo Region Paramedic Services 911

## Emergency code System

To call a CODE regardless of the colour contact the event organizer via radio or phone. Notify them of CODE COLOUR, location.

You could provide some printed colour codes to each event organizer, volunteer and security with descriptions.

Codes as Follows:

CODE **RED** Fire

CODE **BLUE** Medical

Code **WHITE** Aggressive Behaviour/ Intoxication/ Fights

Code **GREEN** Evacuation

Code **BROWN** Natural Disaster/Inclement Weather

Code **AMBER** Missing Persons

## MEDICAL EMERGENCY CODE **BLUE**

- As with any outdoor event there is potential injuries. The types of injuries are various.
- Minor injuries such as band aids can be handled by first aiders or radio or call assistance.
- In the event someone requires first aid notify the Event Organizer at 519-778-1870 and Radio for first aiders onsite will attend the location.
- Should an incident occur that requires EMS ensure 911 is called immediately. After, contact the event Organizer at 519-778-1870 and notify situation and location. First Aiders are to be radioed for further help. If no help is required at the location assist with getting emergency personnel to scene by helping with traffic and crowd control.
- In the event of cardiac arrest first aiders will begin CPR. Ensure 911 is called.

## FIRE CODE **RED**

A fire is considered major if it requires a fire extinguisher to extinguish. If people are in even remote danger the fire is considered major. Document all fires large or small.

- Immediately Call 911 for fire department.
- Completely evacuate structure or area.
- People may re-enter the structure or area only when instructed to do so by Wilmot Fire Department or township staff.

### **Bomb Threat/Suspicious Object CODE BLACK**

- Call 911 and have police attend.
- Preliminary assessment is recommended. In the event of a search, event organizers/volunteers/security will be requested to search their their work areas to identify any suspicious or unaccounted for packages.
- Waterloo Regional Police will establish the need for a full scale search and/or facility evacuation.

### **Aggressive Behaviour, Fights, and Obvious Intoxication CODE WHITE**

- Do not intervene without assistance
- Have security attend immediately
- Notify the Event Organizer of situation and radio code white for security.
- Keep public away from the incident
- Security will call police if needed

### **Emergency Evacuation CODE GREEN**

- Remain calm, be orderly
- Provide clear instructions to civilians, participants, vendors.
- Ensure that no persons are left behind. Move people away from the incident until all persons are at a safe distance from the incidence.
- Security/volunteers should remain to prevent the public from returning until emergency services deem the incident is over.
- Do not attempt to assist emergency personnel, your responsibility is to keep the public safe.

### **Natural Disaster/Inclement Weather CODE BROWN**

Natural disasters that may happen in the Southwestern Ontario include floods, severe thunderstorms, tornadoes. and high winds. Action: It is difficult to plan for a natural disaster because they are unpredictable in timing, force, and damage.

At minimum do the following:

- Assign event organizers/volunteers/security to monitor weather
- Should a sudden weather event appear that requires immediate action, using public address, bull horns, or megaphone.
- Ensure all citizens have left areas where no shelter is available.
- If required communicate/coordinate with emergency officials

**MISSING PERSON LOST CHILD CODE AMBER**

A Missing Person is one who is presumed to be a victim of some type of injury or other type of hazard at an unknown location. It may be a lost child, a participant who has not returned or other similar situation.

Once a missing person is reported:

- Contact the Event Organizer at 519-778-1870
- Keep the reporting person with you until the missing person is found or an equally/more qualified person takes over for you.
- Get a description of the missing person including age, gender, hair color, clothing and other identifying characteristics.
- Determine the missing persons last known location. If the last known location was in the water or other hazardous area immediately contact 911.
- Send other people to scout specific locations and have them return within a designated time frame. Re-send them until the person is found.
- Use a phone to call possible locations/people the person may have gone to/with.
- If possible use a PA or megaphone to call the missing persons name.
- After a certain period of time contact 911 for assistance . The amount of time will vary depending on the age, location, situation and other factors. If in doubt – call 911.
- Document incident and have witnesses document incident independently.
- If injuries result or if further violence seems likely contact 911.