



CONTINGENCY PLANS

Event:

Date of Event:

Sometimes, incidents occur that are beyond the control of the planning team. Therefore, contingency plans for every event should be in place to assist in reducing the potential for additional risk or danger. The following questions are a guide to help form a contingency plan for such incidents.

Consideration	Plan of Action
What conditions may require delay/postponement of the event?	
What conditions may require cancellation of the event?	
What weather conditions will postpone the event?	
What weather conditions may require cancellation of the event?	
Who has the authority to make these decisions? -at what point do they exercise that authority?	
How is notification made of a cancellation or postponement?	
What plans are in place for sudden, severe weather conditions, such as tornadoes?	
Will shelters be available?	
How will storm warnings be monitored?	
Are additional security personnel, including police, on standby or on call if an immediate increase in these services is required?	
Have you advised ambulance services and local hospitals of the nature of the event, provided an expected spectator profile, and estimated potential medical problems?	
Have fire and rescue services been notified of the nature of the event and identified the services that might be required?	
Will a grid-type venue plan be available, which is common to all emergency services, including access roads, pathways, major landmarks, spectator, performer and vendor areas?	
Will vendor locations or booths be numbered and be included on the venue plan?	
Have the types heavy equipment been identified that could be required in a catastrophe?	
Have you made plans to obtain that equipment at any time, including off-business hours?	