



Special Event Safety Checklist

Maple Ridge Parks, Recreation & Culture

Community Events are popular with people of all ages, abilities and backgrounds and they will be in a position of trust that the event organizers have done as much as possible to provide a safe environment for young children, seniors, persons with disabilities and others.

A safety plan provides an opportunity for event organizers to consider possible risks and to pre-plan and prevent unsafe situations. If you have any questions, please contact Festival Office staff and we would be pleased to assist you and your committee with safety planning for a fun and enjoyable event.

- Fire hydrants and fire connections must be kept clear for easy access in the event of an emergency.
- Have an “event central” station for lost children, first aid, information, communications and radio or phone access to 911.
- Include emergency access route– if an ambulance/first aid vehicle is present, place the vehicle where it can easily exit the festival site if need be.
- Power cords and hoses pose tripping hazards for people. Avoid placing cords in front of facility entrances and across roads and walkways. If this is unavoidable, place safety covers over the cords. – The special event trailer comes equipped with festival equipment, including cord covers. See what it has to offer [here](#).

Group Name:	
Main Contact:	
Phone Number:	
Location:	
Day of contact name & phone number:	
Anticipated Attendance:	
Event schedule including set up and tear down time:	
Electrical Plan (if using electrical distribution Panels)	Please describe what activities require electrical access and the amount of wattage needed. If you are unsure of the wattage, we can provide you with additional information.

Please make note of any high risk activities:	<input type="checkbox"/> Propane use: yes no <input type="checkbox"/> Fireworks: yes no <input type="checkbox"/> Open flame: yes no
Will alcohol be served?	yes no
Number of First Aid attendants:	
Will the event be gated?	If yes, what procedures will be followed?

Food Safety:	
Site Plan Submitted:	yes no
Road Use:	Are you closing roadways to traffic? What is your plan for pedestrian and vehicle safety?
Evacuation Plan:	In an emergency, how will you communicate with your event participants?

Risk Mitigation: What steps will be taken if the following incidents take place	
There is a lost child	
There is a theft that occurs	
There is a medical emergency	
there is a fire emergency	

What is the default access route for emergency vehicles?	
Where is the default response centre for emergency personnel?	

Site diagram (can be attached as another document)

- Locations of specific events/tents
- Fire Hydrants/connections or No Parking Zones
- Electrical Plans
- Event Central - First Aid, communication, lost child
- Parking and loading/unloading zones
- Washrooms
- Food Service
- Any specific or unique activities relevant to your event
- Location of barricades if used

NOTICE: Personal information requested on this Special Events Application is collected under the authority of the Freedom of Information and Privacy Act, R.S.B.C. 1996, c. 165, as amended. Unless otherwise specified, the information gathered will be used by the City of Maple Ridge for processing the event approval. Questions about the collection, use, and disclosure of this information should be directed to the FOI Head, Clerks Department, City of Maple Ridge, 11995 Haney Place, Maple Ridge, BC V2X 6A9, 604-467-7482.