

## Special Event Operations Plan Checklist

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Insurance	Yes	No	N/A
1. Is a Commercial General Liability Policy in place for a minimum of \$5M?			

Alcohol	Yes	No	N/A
1. Is alcohol being sold served at the event?			
2. Have you reviewed the municipal alcohol policy? (Events held on Public Property Only)			
3. Have you been granted for the necessary permit with the LCBO/AGCO?			

Structures	Yes	No	N/A
1. Does this event require any temporary structures (tents, amusement devices)?			
2. Do any of these structures require a building permit be issued?			
3. Do you plan on having amusements, rides, inflatables?			

Traffic Management	Yes	No	N/A
1. Will this event be using any public roads, public trails or roadways?			
2. Do you require any full or partial road closures?			
3. Do you anticipate any impact on the regular flow of traffic?			
4. Have you insured that adequate parking for the anticipated attendance?			

Community Impact	Yes	No	N/A
1. Could the event have the potential of any NEGATIVE impact on the residences and community?			
2. Will you be having live entertainment or using amplified sound?			
3. Do you require a Noise Bylaw Exemption?			
4. Will you be using any type of fireworks and/or associated pyrotechnics?			
5. Have you provided adequate directional signage for participants?			
6. Is any temporary signage compliant to local bylaws?			
7. Have you complied with all the partner agency sign requirement?			
8. Will your event be taking place on parkland and require an exemption to the Parkland Bylaw?			
9. Will the event have a Tourism benefit/positive economic impact/social benefit to the community?			
10. Will the event be taking place in County Forests or the Copeland Forest?			

Parklands	Yes	No	N/A
1. Will this event be using any public land including roads, trails, parks, water course?			
2. Have you applied and received a permit to use the public facilities?			
3. Do you require the use of any other public lands or roads that are not in Oro-Medonte?			

Risk Management			
	Yes	No	N/A
1. Do you have an Emergency Action Plan in place for the event?			
2. Have you completed a detailed Hazard Identification and Risk Assessment?			
3. Do you have a site plan that clearly outline access and egress routes for the emergency personnel?			

Security			
	Yes	No	N/A
1. Do you have security plan in place?			
2. Have you notified the Ontario Provincial Police of your event?			
3. Have you addressed any and all concerns from the OPP?			

Fire and Life Safety			
	Yes	No	N/A
1. Do you have a Fire Safety Plan in place?			
2. Have you notified the Ore Medonte Fire Department of your event?			
3. Have you addressed any and all concerns from the Fire Department?			
4. Do you have acceptable access/egress for emergency services?			

Medical Emergency			
	Yes	No	N/A
1. Do you have a Medical Emergency Plan established?			
2. Do you have sufficient first-aid/CPR qualified personnel onsite?			
3. Have you notified the Simcoe County Paramedic Services about your event?			
4. Have you addressed any and all concerns from the Simcoe County Paramedic Service?			