

Things to remember when submitting your Security Plan, Emergency Medical Plan, Sound System Plan, and any other related information:

1. Be clear and concise in the description of your plan. A sketch of the Venue identifying entrances, exits and where security personnel will be stationed will assist the Chief Licence Inspector in understanding your plan.
2. Identify on the Venue sketch where the emergency medical personnel stations will be.
3. The Chief Licence Inspector must be satisfied that health and safety concerns have been addressed. Ensure your plan reflects the thought you have put into anticipating and reacting to these concerns.

For example:

- Have you ensured that medical and emergency personnel will be able to access the Venue?
 - Have you ensured that line-ups will not block exits in case of a fire or other emergency?
4. The Chief Licence Inspector must be satisfied that your Event will not unduly disturb the neighbourhood where your Venue is located. Ensure your plan reflects the thought you have put into anticipating and reacting this to concern.

For example:

- Will you have security in the parking lot to ensure that rowdy behaviour that could disturb the neighbours does not take place?
 - Have you rented a professional sound system that will enable you to limit the bass noise of the music?
5. You must be prepared to implement your plan. Do not submit an elaborate emergency or security plan that you cannot afford to follow through with. It is an offence under Bylaw 34M2000 to make false or misleading statements in a Licence Application. Implementing your plans may be a condition of any licence that is granted. Failing to comply with a licence condition is also an offence under Bylaw 34M2000.

6. Consider the Bylaw requirements as you write your emergency, security and noise plans. Attached are sample plans meant to give you an idea of what these plans might look like. The Chief Bylaw Inspector cannot approve an application that is not complete. He cannot approve a security plan that does not provide all of the information required by the Bylaw.

The safety of your guests is your responsibility. Make sure your plans reflect your commitment to being a responsible Extended Dance Event operator.

(SAMPLE)

LETTER OF CONSENT -- VENUE OWNER/AUTHORIZED AGENT

This is to confirm that **(name of Venue Owner/Agent)** _____,
is the Owner/Agent of the Venue/Facility located at **(address)** _____,
and we hereby acknowledge that this Venue/Facility will be used to hold an Extended
Dance Event on **(date)** _____.

We also consent to having Licence Inspectors, Bylaw Officers, Members of Calgary Police Service, Emergency Medical Services Officers, Safety Code Officers, Calgary Regional Health Authority Officers, Alberta Gaming and Liquor Commission Inspectors, Alberta Occupational Health and Safety Officers, or anyone of them, entering and remaining within the Venue during the Extended Dance Event. As well, we also agree to provide access to any one or all of the above-mentioned regulatory agencies, so that an inspection of the Venue can be carried out, prior to the Extended Dance Event.

Signed: _____
(Signed by Venue Owner/Agent)

Date: _____

(SAMPLE)

SOUND SYSTEM PLAN

Your sound system plan should reflect the steps you have taken to minimize the impact of sound on the surrounding neighbourhood, with consideration to the following:

- Sound System Configuration:
 - speakers set up directing sound towards opposite side/end of building away from any residential area;
 - speakers set up directing the sound towards the centre of the Venue;
 - speakers set up to direct the sound towards the floor dance area, as opposed to directing the sound towards the ceiling.
- Ear plugs will be available.
- Employees, including security personnel and emergency medical personnel, will be provided ear plugs.
- Entrance and emergency exits will be kept closed at all times the Extended Dance Event is ongoing, to ensure sound does not emanate from the Venue and disrupt the surrounding community.
- Names, addresses and phone numbers for the persons/company who are responsible for the sound system:

LAST NAME	FIRST NAME	MIDDLE NAME		
ADDRESS	CITY	POSTAL CODE	PHONE NUMBER () -	

LAST NAME	FIRST NAME	MIDDLE NAME		
ADDRESS	CITY	POSTAL CODE	PHONE NUMBER () -	

(SAMPLE)

SECURITY PERSONNEL/PROCEDURES PLAN

This is to confirm that the following security arrangements have been made with respect to the Extended Dance Event which is to be held on **(date)** _____, at **(address of Venue)** _____.

As the Event is being planned to accommodate up to **(number of persons in attendance of Event)** _____, we will have **(number of security personnel)** _____ on site at all times during the Event.

Security services during the Event will be provided by **(name of security firm providing security for the Event)** _____, who are licensed by the Province under the Private Investigations and Security Guards Act. All security personnel on site have received the following training and certification **(details of training and certification)**:

The following security arrangements will be in effect during the Event:

- Number of Calgary Police Service Pay Duty Officers who will be on site at all times the Extended Dance Event is in progress:

- Number of security personnel monitoring and maintaining security outside of the Venue, including maintaining order of any queuing:

- Number of security personnel who will control the people entering the Venue, and maintain a running count of people in the Venue:

- Will people be allowed to leave and re-enter the Venue, and how will this process be accommodated?

- If a quiet room is provided, the quiet room will be monitored on a continuous basis by security personnel (**number of security personnel**):

- If no quiet room is provided, security personnel will monitor a separate area where people can take a break from dancing, as follows:

- So as to ensure access and egress for emergency vehicles, security personnel will patrol the vehicle entrances and exits on a regular basis so as to ensure that no vehicles are parked in such a manner so as to obstruct access to the Venue.

- Each of the (**number of emergency exits**) _____ emergency exits, will be manned by security personnel.

- All security personnel will be distinctly dressed, as follows:

- Should there be a necessity for emergency vehicles to be called to the Event, security personnel will be dispatched to the Venue street entrance to ensure emergency vehicles are able to gain quick access to the Venue.

- The Leader of the Security Team and the Leader of the Medical Team, as well as the Event Manager, will all have cell phones so they can communicate with one another. Their cell phone numbers will be:

- Security Team Leader Cell Number: _____
- Medical Team Leader Cell Number: _____
- Event Manager Cell Number: _____

Signed: _____
(Extended Dance Event Promoter/Manager)

Date: _____

(SAMPLE)

EMERGENCY MEDICAL SERVICES PLAN

Name of organization providing emergency medical personnel:

Number of emergency medical personnel on site during the Extended Dance Event:

Qualifications/certifications of the medical personnel (St. John's Ambulance, E.M.R., E.M.T.A., Paramedic, RN, other):

Are all emergency medical personnel dedicated to the provision of medical aid?

Yes _____ No _____

What medical equipment/supplies are being provided?

Will there be a designated medical quiet room?

Yes _____ No _____

Will there be secured access/egress routes for emergency vehicles?

Yes _____ No _____

NOTE: On your venue sketch, please indicate the area that will be used for a medical room and the access routes for emergency vehicles.

What form of communication will the medical personnel have with the security personnel?

Signed: _____

Date: _____