

Incident Management Plan

Name of the Event:

International Children's Day - Multicultural Dance and Art Festival

Date of the Event (Load in and Load out date inclusive):

April 11, 2026 Event Time: 1:00 PM – 5:00 PM
Load-In: 8:00 AM – 10:00 AM
Load-Out: 5:00 PM – 6:00 PM

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RISK & HAZARD DEFINITION

This plan deals with risks associated with the safe and effective continued operation of

the Children's Day Festival at Nathan Phillips Square on April 11, 2026, including all activities, vendor operations, performances, and public engagement areas throughout the event day.

The hazards and response scenarios are categorized in three levels.

Level 1

A Level 1 Hazard is defined as a hazard of limited scope and time, which has little to no impact on the continuation of the event. It is localized in nature, and can be dealt with swiftly with locally available resources.

Examples of Level 1 Hazards are:

- **A personal medical emergency**
- **An unauthorized vehicle on site**
- **Vandalism of the containers/infrastructure**
- **Localized theft**

Response to a Level 1 Hazard:

- The team member or volunteer who first identifies the issue will address it immediately using on-site resources.
- Notify the Information Desk and the Incident Commander through phone.
- Security or First Aid will be dispatched as appropriate (e.g., for minor medical issues, unauthorized vehicles, or localized theft).
- The affected area will be stabilized quickly to prevent escalation.
- The incident will be documented and reported to the Safety Officer.
- Normal event operations will continue without interruption once the situation is resolved

Level 2

A Level 2 Hazard is defined as a hazard of significant time or geographic scope which would impact the continuation of significant parts of the event but not affecting the ability of the event to continue.

Examples of Level 2 Hazard are:

- **Tainted food or water**
- **Flooding**
- **Violent crime**
- **Major theft (multiple affected vendors)**
- **Collapse of tents or other structures**
- **Inclement weather**
- **Protests**
- **Isolated structure fire**
- **Hazardous materials incident**

Response to a Level 2 Hazard:

- The hazard is reported immediately to the Incident Commander and Safety Officer.
- The affected area is secured, and operations in that zone are paused.
- Security, First Aid, or Logistics respond using available on-site resources.
- External emergency services are contacted if required.
- Clear instructions are given to the team, vendors and volunteers in the impacted area.
- Normal operations resume once the Incident Commander confirms the area is safe.

Level 3

A Level 3 Hazard is defined as a hazard of time or geographic scope which impacts the entire event or multiple parts of the event for all or part of the public and logistical schedule.

Examples of Level 3 Hazards are:

- **Major weather emergencies**
- **Subway major emergency**
- **Violent protests**
- **Multiple casualty incident**

Response to a Level 3 Hazard:

- The Incident Commander declares an Event Emergency and activates the full emergency response plan.
- Emergency services are contacted immediately.
- A full or large-scale evacuation is initiated, with the team guiding attendees to safe exits.
- All event operations stop, and the site is secured for responders.
- Team and volunteers report to the designated rally point once the public area is cleared.

Event Emergency Declaration

In any scenario where the response to a particular event is beyond the scope or capability of event resources, the Production Manager may declare event Emergency, which would immediately enact the Incident Management Structure and notification protocols. Emergency services would be notified immediately and evacuation protocols would be followed.

IDENTIFIED RISKS

Hazard Potential	Harm or Loss Probability Impact Risk	Probability	Impact	Risk Reduction Actions or Strategies
Traffic congestion on ingress and egress for vendors	Delays in setup or take down	Medium	Low	Staggered vendor arrival times; security-assisted traffic flow; clear signage for loading zones
Theft of vendor money, or supplies	Financial loss for vendors	Low	Medium	Security patrols; vendor reminders to secure cash; lockable storage encouraged
Vendor tent or equipment collapse	Injury or property damage	Low	Medium	Mandatory tent weights; pre-event inspection; weather monitoring
Severe weather	Event disruption or safety risk	Medium	High	Weather monitoring; shade/shelter plan; partial or full evacuation procedures

SECURITY, FIRST AID, & POLICING

The event will maintain private security to provide the following services and coverage:

- Security of licensed areas
- Security of access-controlled areas
- General roaming security commiserate with business levels
- Overnight securing of all premises
- The protection of all rented or leased equipment
- Vendor traffic control during load-in and load-out as necessary

The event will maintain a private emergency response service to provide the following service and coverage:

➤ **Emergency First-Aid**

Details on security provided by City of Toronto:

Security Logixx 3 guards: 7:00 am - 3:00 pm 2 guards: 2:00 pm - 8:00 pm

Details on security provided by Event Organization:

Designated team members will monitor assigned areas throughout the event, providing continuous oversight of crowd flow, vendor zones, and activity spaces. They will coordinate closely with the Information Desk and First Aid Station to ensure quick communication and rapid response to any issues that arise.

INCIDENT MANAGEMENT STRUCTURE

	Name	Cell Number
Incident Commander	Cagdas Onen Acting on behalf Pelin Soran of the board of directors of TSC	437 983 8569 647 838 2006
Information	Kani Tibet	437 989 5679
Liaison	Meylin Gunel	416 859 9361
Safety	Kani Tibet	437 989 5679
Volunteers/Stage	Aysin Erim Duygu Huner	647 786 1978 647 262 6475
Artist	Duygu Huner	647 262 6475
Logistics	Misra Ogeturk Melda Hepdogru	416 573 9681 647 772 5428
Finance Administration	Ruchan Akkok	416 821 2411

COMMAND AND CONTROL CENTRES

Where is the command and control center for the event?

Information Desk, the blue canopy, within Nathan Phillips Square

Secondary Headquarters or Incident Command Centre

If event Headquarters is inaccessible, unavailable, or inoperable, a secondary headquarters will be declared at in front of the the City Hall main entrance door _____

_____ In case of an Event Emergency, an Incident Command Centre can be declared.

In case of evacuation or Event Emergency, a rally point will be declared for all volunteers and staff.

The following are rally points:

- Primary Rally Point: West side of Nathan Phillips Square (near the skating rink)
- Secondary Rally Point: Under the elevated walkway on the east side.

CRITICAL RESPONSE SCENARIOS

Please provide detailed plans for the following scenarios:

Full Event Evacuation

- Incident Commander notifies security, volunteers, and City officials.
- Public announcement instructs attendees to exit calmly toward Queen St. or Bay St. exits.
- Staff guide attendees away from hazard areas.
- First Aid remains available until EMS arrives.
- All staff report to designated rally point once public is cleared.

Partial Event Evacuation

- Affected zone is isolated and secured.
- Attendees are redirected to safe areas within the square.
- Vendors in affected area pause operations until cleared.
- Incident Commander determines when normal operations resume.

Missing Person/Lost Child

- Report immediately to Information Desk or any staff member.
- Description broadcast to security and volunteers.
- Staff positioned at exits to prevent child leaving the square.
- Child brought to Information Desk and cared for until reunited with guardian.
- If not found within 10 minutes, Toronto Police Services notified.

Bomb Threat/Suspicious Package

- Do not touch or move the item.
- Notify Incident Commander and security immediately.
- Evacuate area around the package.
- Toronto Police Services contacted for assessment.
- Event paused or evacuated based on police direction.

Severe Weather

- Weather monitored continuously.
- For lightning, high winds, or unsafe conditions:
- Partial or full evacuation initiated.
- Tents secured; equipment powered down.
- Attendees directed to shelter inside City Hall.

Critical Injury

- First Aid team responds immediately.
- EMS contacted if injury is serious.
- Area secured to allow responders access.
- Incident documented by Safety Officer.

NOTIFICATION CHARTS & PROCEDURES

Event Staff, Volunteers, & Suppliers

- Communication via phone, text, and on-site runners.
- Incident Commander initiates emergency notifications.
- Vendors informed through zone leads.

All staff receive the Emergency Contact Sheet during the morning briefing. In addition, we will conduct a dedicated training session on the Incident Management Plan for all volunteers. Following the training, volunteers will be required to sign a confirmation form indicating that they have completed the training and understand the procedures.

Name:

Duygu Huner

Signature:



Date: February 12, 2026