



# Dog Jog 2026

## Emergency Response Plan Guide

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## Plan Contents

### 1. Event Description

The Calgary Humane Society's 2026 Dog Jog event will be held Saturday, June 6<sup>th</sup>, 2026 from 10:00 a.m. to 3:00 p.m. outdoors, in North Glenmore Park. We anticipate approximately 1000 dog-owning Calgaryans will be joining us this year.

Attendees will be encouraged to park in the city owned lots within North Glenmore Park. We will have volunteers trained as parking assistants who will guide attendees from the parking lot to the main event site. We will have a shuttle service operating from the festival grounds to pick up participants, moving clockwise towards 66<sup>th</sup> Avenue back to the grounds.

We will begin setting up the event site at 12:00pm on Friday, June 5<sup>th</sup>, 2026. Private security will be hired to monitor the site overnight, until set-up resumes by staff and volunteers at approximately 7:00 AM on Saturday, June 6<sup>th</sup> 2026. Staff and volunteers will be taking down the event between 3:00 PM and 6:00 PM on Saturday, June 6<sup>th</sup>.

Food will be prepared and provided exclusively by food trucks, although coffee and prepackaged food items may also be provided on site. Alcohol will be served on site within the fenced area. Security and volunteers will monitor all entrances and exists to ensure no alcohol leaves the fenced premise.

### 2. Plan Scope and Administration

This Emergency Response Plan (ERP) covers all Dog Jog 2026 event-related activities from start to finish (including set-up and take-down) at North Glenmore Park. This ERP has been drafted and maintained by the Community Outreach Department of the Calgary Humane Society. All staff and volunteers assisting with the event will be provided a copy of the ERP.

### 3. Hazard Identification and Mitigation

Hazard/Risk/Threat	Mitigation Plan
Potential for dog-related incidents to occur (between dogs, or dogs and people).	All dogs in attendance are to be leashed and under owner's care and control at all times. Staff and volunteers will also be provided with contact information for on-site behaviour staff, should an incident arise. If you encounter a dog that poses a threat or has bitten someone, you can report it through the city's 311 service.
Unmanageable guests due to alcohol	Volunteer security will be on site to manage the entrance and exists. In the case of an incident security will follow protocol based on their security plan and 9-1-1 will be called in the case of a serious incident.
Inclement weather	Staff and volunteers will be apprised of event site evacuation procedures to follow should a serious weather-related event occur. Volunteers working near generators/electrical equipment will be trained in emergency shut-down procedures. Tents and other forms of shelter are available for minor weather issues.
Lost child/persons	First Aid/Information tent to act as meeting place for lost children or persons separated from their parties. Volunteers and staff will be apprised on Lost Person procedures, as outlined in Appendix A
Other risks/hazards	All volunteers will be provided with on-site contact information for staff and event organizers, should any other unforeseen event arise.
Heat Stroke	Event guests and dogs will have access to water along route to avoid heat stroke. Tents and water are available for protection on festival grounds. First Aid tent will be prepared to help. Vets will be onsite to assist with dogs in distress.
Injury on route	Route volunteers are stationed along the route to watch for any guests that are in need of assistance. Golf carts are available to help transport injured attendees back to the first aid tent for care. Volunteers along route are equipped with phones and two way radios.

### 4. Roles and Responsibilities

**Event Organizers:** (Anna-Lee Fitzsimmons/Sara McKegney)

**Staff Leader:** CHS staff member assigned to particular event area, responsible for handling issues that arise in their area, and notifying event organizers or liaising with emergency personnel if necessary (names/precise roles TBD closer to date)

**Volunteer:** CHS volunteer to monitor particular event area, responsible for handling issues that arise in their area, and notifying staff leader of any issue. All volunteers will be provided with on-site contact information for staff leaders and will be shown the location of the first aid/ information/ lost and found tent in case of emergency

Volunteers are advised to contact on-site first aid immediately in the event of an injury, then to advise staff lead of issue. In the event of ANY incident, an incident report and investigation form must be completed.

Volunteer security is to ensure all rules of a beer garden are being adhered to, including keeping alcohol inside the site and monitoring individual's behavior. In the case of an issue, security is to follow their trained protocols and call emergency crews if deemed appropriate.

In case of a weather event, event organizers will communicate instructions to staff leaders, who will, in turn, communicate plans to their volunteers.

All lost/missing persons are to be escorted to the first aid/information/lost and found tent. In the event a party is missing a person, they are to report to the first aid/information/lost and found tent where a volunteer will complete a lost person report until parties are reunited.

A comprehensive contact list containing on-site contact information (via. walkie talkie or personal cell phone) for all important contacts (emergency, event organizers, and staff leaders) will be created in the form of laminated cards that each volunteer will receive at the morning

briefing. This list can be found under Appendix C. This will be completed once staff and volunteers have committed and been assigned roles (early-mid May).

## 5. External Resources

In case of emergency, the nearest emergency clinic is:



Calgary Animal Referral and Emergency (CARE) Center  
7140 12 St. SE; ph 403-520-8387



**Calgary Police Services**

Emergency: 911; Non-emergency: 403-266-1234

**Nearest hospital in case of emergency:**

Rockyview General Hospital 7007 14 St. SW

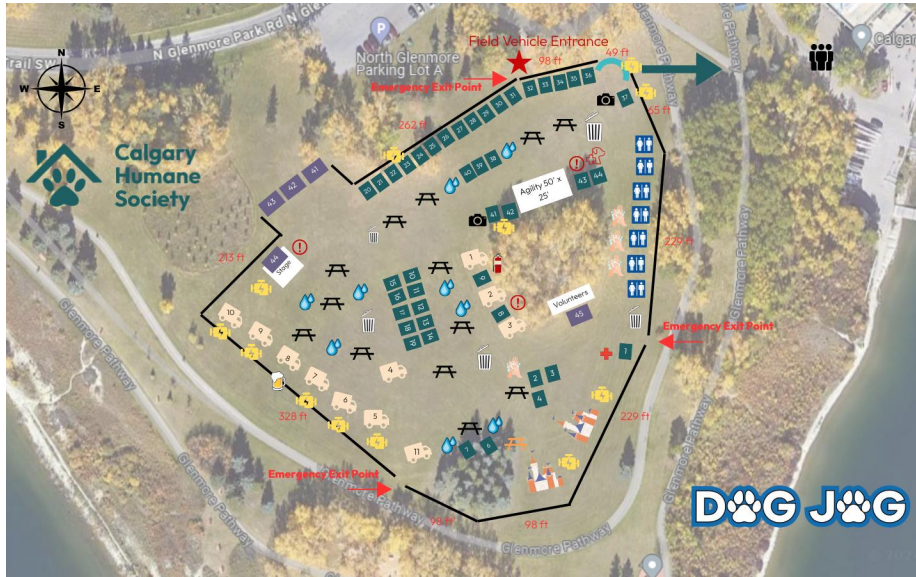
**Calgary Fire Department**

Emergency: 911; Non-emergency: 403-264-1022

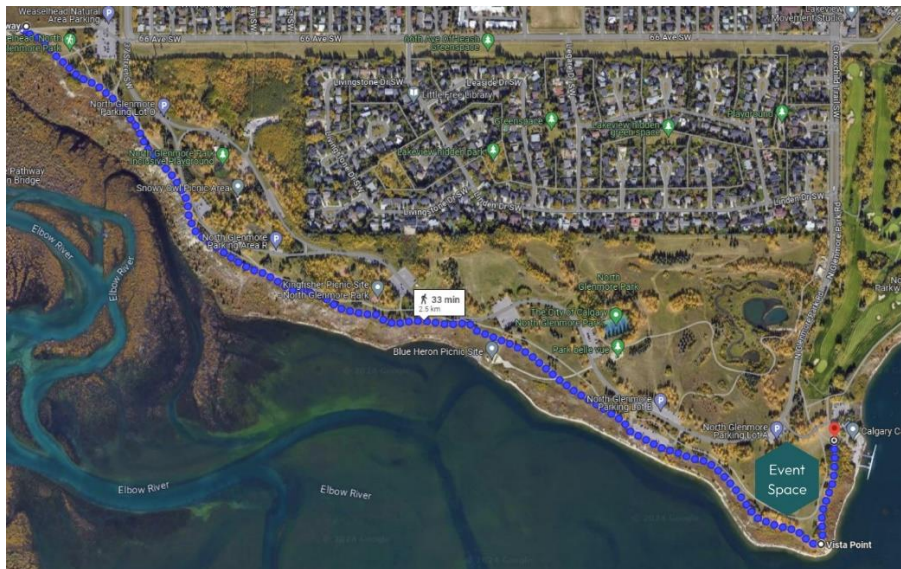
**Emergency Medical Services**

Emergency: 911; Non-emergency: 811

**External Resources-** Call 311 for a stray dog (Bylaw Services)



**Walk Route:**



In case of evacuation: Each staff leader will be responsible for the evacuation of their area.

Announcements will also be made from the main stage, advising participants to evacuate the site.

Offsite muster point: Calgary Canoe Club

## 7. Medical, Safety and Security Plans

First Aid will be on site in case of emergencies.

**Company:** Elite Emergency Response

**Contact:** 403-835-0166

Security will be on site to monitor the entire event space.

**Company:** Paladin Security

**Contact:** 403-508-1888

Three hired security guards will monitor the event space. Six CHS staff/volunteers will be monitoring the main entrance/exit, checking ID's and assigning wristbands. Both occupancy load and our AGLC license will be present at the event.

## 8. Communication Plan

Staff leaders will all be quipped with a two-way radio and a cell phone. These communication devices will be used for regular event communication and emergency communication. Each staff leader will also be provided with the contact list found in Appendix C.

Media will be managed by Anna-Lee Fitzsimmons who will act as a media spokesperson. All other incidents will be reported to Sara McKegey, who will initiate call outs to the appropriate personnel if appropriate. As an alternative, Marissa Hansen will be the alternate designate in the event either Anna-Lee or Sara are not available.

## 9. Plan Activation and Response

The ERP will be activated under extreme emergency conditions, such as a bomb threat, gas leak, flood and extreme weather. The ERP can be activated by event organizers, Anna-Lee Fitzsimmons and Sara McKegey. They will be responsible for liaising with the Calgary Police or other City of Calgary Emergency Responders in case of emergency.

Emergency Action Checklist:

- Identify the nature of the emergency and ascertain if there are casualties
- Locate the source, the area of immediate risk and the potential for escalation
- Raise the alarm
- Alert emergency services and activate the appropriate warning system
- Mobilize the appropriate resources to isolate the hazard as far as possible and to implement first aid remedial actions
- Arrange to account for personnel and to log events
- Activate emergency communications plan

- Liaise with emergency services personnel, and cooperate as required
- Call for further emergency assistance as may be necessary
- Monitor developments and ensure that the means of giving and receiving information, advice and assistance are functioning effectively, including that related to public relations
- Deactivate the plan.

## 10. Radio Emergency Codes

Each team lead will be equipped with a radio. The following codes will be used to identify emergencies.

- “Code Blue” – Person under severe medical distress. Certified first aid trained staff to respond and call 911.
- “Code Yellow” – Dog fight. Certified behaviour staff to respond.
- “Animal health STAT” – Animal under severe medical distress. Veterinarian onsite will respond.
- “Code Red” – Aggravated/Aggressive person. Brad Nichols will respond.

## 11. VIP List and Coordination Plan

Any VIPs that attend will be asked to park in a separate lot, closer to the event site. Security risks related to this will be managed by Anna-Lee Fitzsimmons and the VIP’s security team.

## 12. Vehicle and Pedestrian Traffic Plan

Traffic control volunteers will be positioned near the entrance to the North Glenmore Park to direct traffic to the proper parking area. Access for emergency services will be available to the main site at all times. We will have a shuttle service picking up participants from festival grounds, heading clockwise towards 66<sup>th</sup> Avenue SW, and returning back to the grounds to mitigate vehicle and pedestrian traffic.

## 13. Education and Training

All staff and volunteers assisting with the event will receive comprehensive emergency training during their orientation sessions (one held at the shelter prior to the event, and one the morning of the event, so they can be shown emergency procedures at the actual event site).

## 14. Lost Persons Plan

There is a clearly marked First Aid/Lost Persons Tent located across from the Agility Park and next to the

In the event of a lost person (with special consideration for children), the onsite Coordinator at the 'Lost Person' tent shall inform Anna-Lee Fitzsimmons or Sara McKegney. These staff members shall determine the appropriate course of action, based on one of two scenarios:

For a Lost Person reported by a guardian and activate Lost Person ERP Call 911 or 403-266-1234

For a Found Person missing guardian activate Found Person ERP Call 403-266-1234.

### **Lost Person ERP**

In the case of a missing child, search efforts will commence led by Anna-Lee Fitzsimmons – Site Manager - who will provide direction to security, additional staff and volunteers. This communication shall occur according to the communications chart outlined in section 4 - Roles and Responsibilities. Staff, security and volunteers shall be assigned by the Site Manager to ensure no individuals leave the site and other staff members may be assigned to monitor the perimeter of the site to ensure that the lost child does not leave. This action shall continue until the lost party has been located, or the parent/guardian or Site Manager has determined it appropriate to contact the Calgary Police Service.

A lost child with no apparent abduction would normally be an alert to staff and monitoring exits. A call to CPS non-emergency would be made with description of child.

An apparent abduction or suspected foul play would be a 911 call and active searching for the child with full monitoring of exits.

### **Found Person ERP**

In the case of a found child, gather information from the child and look to see if guardians can be located before moving the child. After an initial scan of the area escort the found child with minimum of two volunteers or staff to the Information/Lost Person tent. Announcements and every effort will be made until child and guardian are reunited.

## **Appendix A**

### **LOST PERSON REPORT**

**Category:**

- Lost and reported by parent/guardian
- Found and brought to area

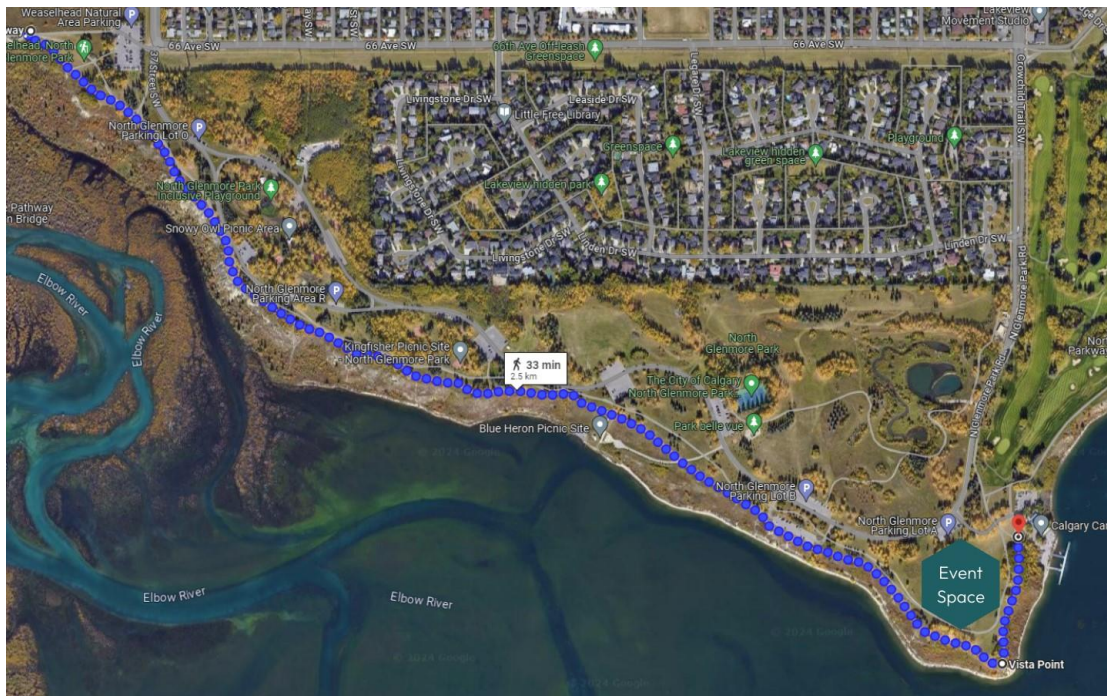
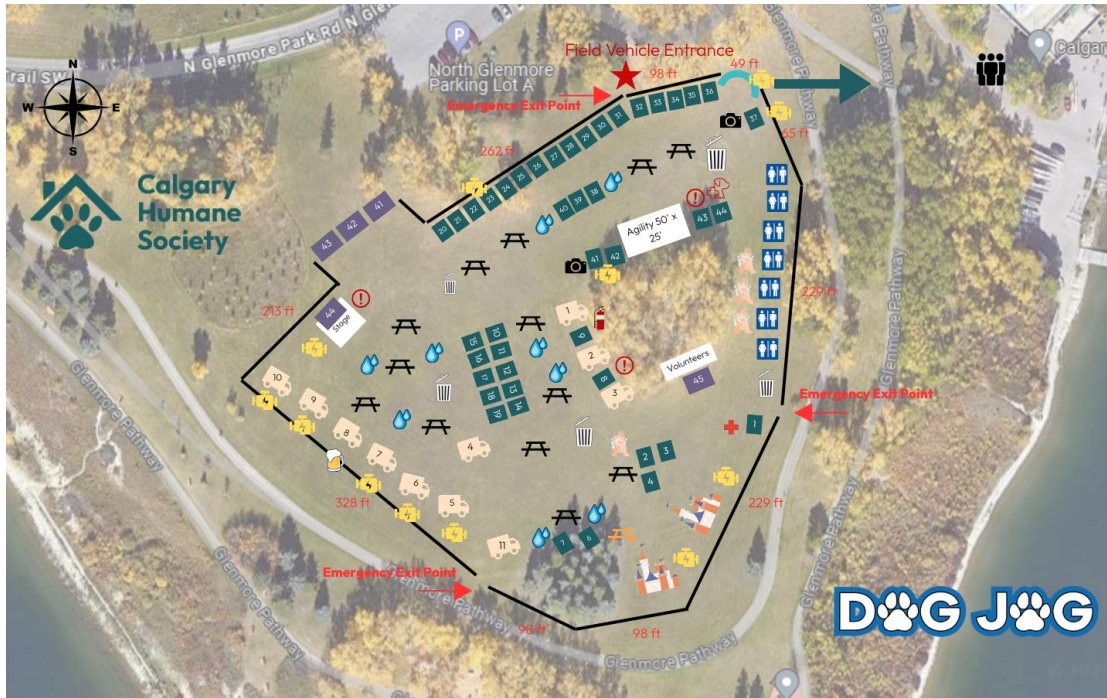
<b>Time of Report:</b>	
<b>Lost Person's Name:</b>	
<b>Parent or Guardian Name:</b>	
<b>Phone Number:</b>	
<b>Location Last Together:</b>	
<b>Physical Description:</b>  Age:  Sex:  Hair colour and length:  Height:  Clothing:  Other:	
<b>Time Reunited:</b>	
<b>Identification Requested:</b>	

## LOST PERSON TRACKING REPORT

<b>Event Name:</b>	<b>Date:</b>
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CATEGORY	TIME REPORTED	NAME OF PERSON	NAME OF PARENT/GUARDIAN	TIME REUNITED
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				
Lost Found				

## Appendix B – Site Plan



## Appendix C

Area Contacts	Phone Number	Email Address
Lead and Media – Anna-Lee Fitzsimmons	587-284-0053	Anna-Lee.Fitzsimmons@calgaryhumane.ca
Vendors – Sara McKegney	902-830-8326	Sara.McKegney@calgaryhumane.ca
Sponsors & VIP – Kaleigh Goehringer	403-399-1322	Kaleigh.Goehringer@calgaryhumane.ca
Volunteers – Helen Wong	403-542-5008	Helen.Wong@calgaryhumane.ca
Kids Zone – Nabila Badr	780-667-2237	Nabila.Badr@calgaryhumane.ca
Lost Child & Medical – Brad Nichols	403-869-5619	Brad.Nichols@calgaryhumane.ca
Customer Disturbance – Brad Nichols	403-869-5619	Brad.Nichols@calgaryhumane.ca
Security & Walk Route – Sally Johnston	403-836-6845	Sally.Johnston@calgaryhumane.ca
Dog Behavior & Health Emergency – Elissa Bessonette	403-472-4754	Elissa.Bessonette@calgaryhumane.ca
<b>Calgary Police</b>		
Emergency	911	
Non-Emergency	403-266-1234	
<b>Emergency Medical Service</b>	911	
<b>External Resources – Call 311 for stray dog</b>	311	
City of Calgary Event Liaison – Stephanie Barnett	403-803-7255	Stephanie.Barnett@calgary.ca
Emergency	911	
On-Site Security– Elite Emergency Response Inc.	403-835-0166	
<b>Human Emergency</b>		
Rockyview Hospital	403-943-3000	
<b>Animal Emergency</b>		
Care Call Centre	403-520-8387	

## Definitions / Glossary of Terms

**Disaster:** An event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.

**Emergency Response Plan (ERP):** A formal planning document that outlines roles, responsibilities, contacts, planned actions, and procedures to be followed in the event of a Major emergency or disaster at an event (planned or un-planned).

Event: A scheduled non-emergency activity (e.g., sporting event, concert, parade).

**Hazard Analysis:** Identifies potential hazards, estimates how serious they are and establishes planning priorities. Provides a factual basis for planning, and the necessary documentation for planning and response efforts.

**Incident:** An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operation and is responsible for the management of all incident operations and the incident site.

**Hazard:** A potentially damaging physical event, phenomenon or human activity that may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

**Mass Gathering:** A congregation of people at an event or activity, that has the potential to place exceptional demands on, or impact to, the community and its services and resources. These events can be pre-planned or spontaneous attracting a relatively large number of people in a confined area either indoors or outdoors.

**Mitigation Strategy:** The Canadian Standards Association (CSA) Z1600-08 document defines mitigation as “actions taken to reduce the risks and impacts posed by hazards” and provides examples of mitigation strategies including: adopting current building codes in development proposals, recognizing, removing or reducing the potential consequences of the hazard and reallocating resources to deal with these strategies. It is recommended that the event emergency planning group incorporate mitigating strategies including: up to date site plans, defined access and egress routes, mutual aid agreements and multi-agency response coordination plans.

Municipal Emergency Plan (MEP) - (Also known as MEMP, Municipal Emergency Management Program): The formal emergency response plan required by legislation of all local governments that includes activation, notification, roles and responsibilities in the event of a major emergency or disaster that typically requires the declaration of a State of Local Emergency (SOLE) and/or a coordinated response by a number of emergency management agencies.

Risk: A measure of the probability and severity of adverse effects that result from an exposure to a hazard.

Threat: The presence of a hazard and an exposure pathway; threats may be natural or human-induced, either accidental or intentional.

Alberta Emergency Alert: Disaster can occur anywhere, at anytime. It is your responsibility to ensure you are prepared if a disaster occurs. Alberta Emergency Alerts are issued to assist you—providing you with critical information about an immediate disaster, where it is occurring and what action you need to take. Alerts are distributed to the public through various outlets including: Radio and television, Internet, RSS Feed, Social Media (Facebook, Twitter, etc.) and road signage.

Environment Canada Weather Office: Provides up to date weather conditions and forecasts including Weather Watches and Warnings. Go to website [http://www.weatheroffice.gc.ca/city/pages/ab-52\\_metric\\_e.html](http://www.weatheroffice.gc.ca/city/pages/ab-52_metric_e.html)