

## **Event information - to be covered by all team leads**

This year is the 25th annual Dog Jog a walk or jog to help end animal cruelty, helps raise crucial funding to support life-saving programs focused on education, protection, rehabilitation and ultimately, a new beginning for animals in need. Our fundraising goal this year is \$275,000 - **If you haven't yet donated, we are still far from our goal and encourage all staff and volunteers to donate at the Registration tent during the event.**

## **Emergency Information**

In the event of an emergency, our muster point is at the Calgary Canoe Club, just northeast of the fairgrounds. Medical services for both animals and people will be on-site. **Please take note of where Pet First Aid and Human First Aid are on the field.**

In the event of an emergency along the walk-route, golf carts will be stationed at Pet First Aid and Human First Aid. During these situations, appointed medical staff will be able to take these down to the emergency.

Team Leads to review Emergency Response Plan ahead of Saturday.

## **Lost Child**

In the event of a lost child, report this to First Aid and Anna-Lee Fitzsimmons or Sara McKegney as soon as possible. If a child is reported missing the **field will go into lockdown**, if a child is missing their parents an announcement will be made from the stage. In both cases, if we're unable to reunite the family within minutes a call to 911 will be made.

## **Radio Codes**

Each team lead and some volunteers will be equipped with a radio. **If you notice a human or animal in need of help, flag it to your Team Lead right away!** 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. Event leads to notify Human First Aid (certified EMS onsite) who will attend the code.
- “Code Yellow” – Dog fight. Certified behaviour & AC staff to respond.
- “Animal health STAT” – Animal under severe medical distress. Veterinarian onsite will respond.

- “Code Red” – Aggravated/Aggressive person. Available Directors will respond.

## **Lunch**

Lunch for staff and volunteers, a lunch ticket will be given to you at time of check-in. Please note that staff and volunteer lunch is not intended for friends and family of volunteers, we've only ordered enough food for active event staff and volunteers. Event leads will help coordinate tap outs for their volunteers to ensure coverage of each area. Please check in with your team lead before leaving for lunch.

## **Signage**

Volunteers – please tell your team leads if you see any knocked over or signage that needs repairing. Please do not touch any signage or flags as they are all part of visibility agreements for our sponsors.

Teams leads – Please tell Kennen or Marissa about any knocked over signage or flags.

## **Takedown**

Takedown will begin at 3:00pm once the band wraps up their final set. Vehicles will be allowed back on the field for load-out, and we are asking all volunteers and staff to stay and help with takedown. Last year we were off the field in 45 min! Many hands make light work.

- Tents, tables and chairs need to be collapsed and bundled with like items nearby.
- All CHS material needs to be loaded up into the U-Haul

## **Role specific information**

Team leads to prepare information specific to their role for their volunteers here.