



# Public Event Form

Nova Scotia Emergency Health Services



## Instructions

Submit Public Event Form 7 days prior to event at minimum. Indicate below all information about your event. Please include a site and emergency plan for your event. If you are making changes to your event plan after the original submission you are required to provide updates. Note: Information on this form will be kept on file for reference. For questions please contact email [specialevents@emci.ca](mailto:specialevents@emci.ca) or contact John Walker at 902-478-7642.

## Event Information

Event Name		Event Street Address or location	
Contact Person		Contact Person Phone	
Contact Person Email		Event Web Site (if applicable)	
Hosting Organization Name		Type of Event	
Event Date		Time of Event and duration	
Event indoors or outdoors		Number of participants	
Number of Event Staff		Number of vehicles	
Any vulnerable people or persons requiring special needs?		Any potential language, cultural, and/or disability barriers anticipated?	
Automated External Defibrillator available onsite?		Entry and Exit for EHS clearly identified?	
Is there an event physical distancing plan for event participants?		Is there a designated space to isolate people who may become ill?	
Is there a designated person to assist first responders when they arrive?		Has a copy of the event plan including site plan been attached to this submission?	
Is there a communications package for your event?		Are there washrooms, handwashing and/or hand sanitizer for participants?	
Is there any other information you can share?			

Once completed please email to: [specialevents@emci.ca](mailto:specialevents@emci.ca)

Signature

*Signature of the Person Submitting this Form*

Name

*Name of the Person Submitting this Form (print)*

Date

Date Received