

Mass Events Checklist

When planning a large event one should consider the following and seek permission/approval. Indicate where applicable Yes or No.

Permission / Approval Received?	Documentation	Responsible Agency
	Solid Waste Management Plan	Solid Waste Management Authority
	Electrical Certification	Ministry of Works / Electrical Department
	Mass Casualty Plan	Ministry of Health
	Request for Medical Support [e.g. Doctors, Nurses etc.]	Ministry of Health
	Public Health Certification [for food handlers]	Ministry of Health
	Liquor License	District Court
	Evacuation Plan	Saint Lucia Fire Service
	Permission for Fire Works	Saint Lucia Fire Service
	Request for Ambulance/EMT Support	Saint Lucia Fire Service
	Request for Ambulance/First Aid Support	Saint Lucia Red Cross
	Request for Ambulance/First Aid Support	Saint John's Association of Saint Lucia
	Life Guard (events involving water)	
	Traffic Management Plan	Traffic Department
	Security Plan – <i>of at least 4 officers, must be in uniform</i>	Royal Saint Lucia Police Force
	Permission to assemble [for demonstrations etc.]	Royal Saint Lucia Police Force
	Work Permit	Labour Commissioner's Office
	CSME Certificate	Labour Commissioner's Office
	Copyright Music Licence	Hewanorra Music Society
	Request for NEMO Assistance	NEMO Headquarters
	Permission to use the beach	National Conservation Authority (NCA) 459-0278



EMERGENCY PROCEDURES

THE UNIVERSITY OF THE WEST INDIES
SPORT AND PHYSICAL EDUCATION CENTRE
ST. AUGUSTINE CAMPUS

THIS **EMERGENCY PROCEDURES** INSERT IS PROVIDED FOR YOUR SAFETY. TAKE A MOMENT TO READ IT NOW.

All exits are clearly marked. Please identify those closest to you.

IN THE EVENT OF A FIRE

If the fire alarm sounds, ushers will direct you to the large exit doors to the North or to the South. **REMAIN CALM** and follow their instructions.

IN THE EVENT OF AN EARTHQUAKE

Remain calm. Do not run or panic. Stay where you are. Most injuries happen when people are entering or leaving buildings. While an earthquake can be frightening, the actual ground movement is rarely dangerous.

Following an earthquake, there may be aftershocks. Take the same precautions for these.

You may then be instructed to leave the building. Please do so in an orderly fashion, as directed by the ushers, through the large exit doors to the North or to the South. **REMAIN CALM** and follow their instructions.

Once you are outside the building, please proceed to the Emergency Assembly Points located at:

- **THE CAR PARK EAST OF THE OUTDOOR COURTS**
- **THE RUGBY FIELD SOUTH WEST OF THIS BUILDING**

Move quickly to these locations.

Example
of flyer
for
patrons
of the
event.