



### DOWNTOWN RED DEER MARKET 2022 VENDOR APPLICATION

Thank you for your interest in the Downtown Red Deer Market. The 2022 Market is scheduled to run every Wednesday from May 25 to October 5. Market hours are 3:30 p.m. – 6:30 p.m., rain or shine.

#### Application Instructions & Checklist

- Y Complete, sign and date this application.
  - o Note: If your company is considered “organic” or you are a beekeeper, documentation supporting this must accompany your application.
  - o If your company is required to possess a valid Commercial Kitchen License, a copy must accompany your application.
  - o Please provide a copy of your Safe Food Handling Certificate.
- Y Initial each box in the *Rules and Regulations* to indicate your understanding and agreement of each policy.
- Y Complete and sign the waiver form.
- Y Complete and sign the *Vendor and Market Manager Guide* attached.
- Y Include a copy of your liability insurance with your application. A minimum of \$1 million insurance coverage is required.
- Y Include a copy of your Safe Food Handling Certificate.
- Y Keep a copy of your application and the *Rules and Regulations* for your reference.
- Y Submit your completed application, including payment, to the address indicated below.
  - o Cheques are payable to the Red Deer Downtown Business Association.

Submit your completed application and supporting documents to:

**Red Deer Downtown Business Association  
#120, 5009 50 Avenue, Red Deer, AB T4N  
4B2**

**Please note: If your application is incomplete, or the above requirements have not been met, it will be considered incomplete and will not be submitted for approval.**

If you have any questions, please contact [chelsey.ward@downtownreddeer.com](mailto:chelsey.ward@downtownreddeer.com) or (403)-340-8696.

All vendor applications will be reviewed using criteria that includes a.) market mix, and b.) the date the application is received. We reserve the right to limit market size and to reject applications with or without reason.

<i>For Office Use Only:</i>	
Date Application Received:	
Approved/Denied: Date:	
Reason for Denial:	
Notes:	



### DOWNTOWN RED DEER MARKET 2022 VENDOR APPLICATION

Vendor Business Name	
Owner Name	
Mailing Address (Including Postal Code)	
Phone (Home)	
Phone (Business)	
Phone (Cell)	
E-Mail	
Fax	
Are you a member of the Alberta Farmers Market Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list other markets where you are participating as a vendor:	
The Downtown Market reserves the right to limit items offered for sale and to inspect the premises of operation to verify compliance with market regulations. You will be advised which items are approved and of those that are not approved to sell at the Downtown Market. <b>Any proposed additions or changes to approved items require approval from the Market Manager before you are permitted to sell these items.</b> If you do not get prior approval before selling additional items, you will be asked to remove them from your table immediately.	
<input type="checkbox"/> I certify that I personally Make, Bake, Grow, or Raise all products offered.	
If NO, please explain:	
Is your product available at a retail outlet, sold wholesale or produced commercially?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please explain:	



My business requires that I possess a valid Commercial Kitchen License.  If YES, a copy has been included with my application.	Y Yes Y No  Y
My business is certified Organic.  If YES, I have provided appropriate documentation.	Y Yes Y No  Y
I am willing to volunteer my time for the benefit of the market.	Y Yes Y No
Please provide a complete, numbered list and describe your products in detail. Use a separate page if necessary.	



**2022 Fee Schedule**

- 1. Stall Size: 10ft. deep x 10ft. frontage.
- 2. Maximum of three (3) stalls per vendor unless approved by the Market Manager.
- 3. Cheques are to be made payable to the Red Deer Downtown Business Association. Payment must be included with your application.
- 4. NO REFUNDS will be given once your application has been accepted

Weekly Stall: \$25/Stall x \_\_\_\_\_ Stalls = \$ \_\_\_\_\_

Regular Seasonal Stall: \$275/Stall x \_\_\_\_\_ Stalls = \$ \_\_\_\_\_

Vendors who sign up for a Seasonal Stall will receive a Farmers' Market Feature on the Downtown Red Deer Market's Facebook page (@downtownreddeermarket).

Clearly mark each date that you are interested in participating in with a ✓. This will allow us to preserve the integrity of the market and plan in advance.

<input type="checkbox"/> May 25	<input type="checkbox"/> June 1	<input type="checkbox"/> June 8	<input type="checkbox"/> June 15
<input type="checkbox"/> June 22	<input type="checkbox"/> June 29	<input type="checkbox"/> July 6	<input type="checkbox"/> July 13
<input type="checkbox"/> July 20	<input type="checkbox"/> July 27	<input type="checkbox"/> August 3	<input type="checkbox"/> August 10
<input type="checkbox"/> August 17	<input type="checkbox"/> August 24	<input type="checkbox"/> August 31	<input type="checkbox"/> September 7
<input type="checkbox"/> September 14	<input type="checkbox"/> September 21	<input type="checkbox"/> September 28	<input type="checkbox"/> October 5

**Indemnities**

- 1. **Photos:** The Downtown Market may take photographs during market hours for use in advertising and promotions. I am willing to allow my photo to be used should it be taken.

Yes  No

- 2. **Rules and Regulations Compliance:** I am eligible, have read, understood and agree with the information provided herein and will comply with all market rules, regulations and guidelines as specified and understand that the Market Manager's decisions are final and binding.

Yes  No

Yes  No



## VENDOR RULES, REGULATIONS AND GUIDELINES

The following rules and regulations for the Downtown Market will be strictly enforced. Please note that these rules, regulations, and guidelines are subject to change without notice.

Please **initial each line below** to indicate understanding and acceptance and submit with your signed application.

- \_\_\_\_\_ 1. All products must be handmade, home baked or home grown (own property) in Alberta by the vendor, as per Alberta Agriculture requirements. No wholesale, resale, commercial, retail, or franchise businesses are permitted. The only exception to this stipulation is BC fruit and seafood on an as-required basis, not to exceed 20% of the market compliment.
- \_\_\_\_\_ 2. BC fruit vendors may sell only BC fruit, not fruit from California or other areas. BC fruit vendors must have Inspection Slips available at each market, which includes the name and address of the grower and date of purchase. **NO U.S. PRODUCTS ARE ALLOWED AT ANY TIME.**
- \_\_\_\_\_ 3. If Alberta produce is available locally, BC fruit vendors may not sell products considered to be major items for local producers (e.g. corn, tomatoes, peppers, strawberries, etc.) regardless of whether they are in season or not.
- \_\_\_\_\_ 4. A **Release Permit for interprovincial transport** of BC fruit must be obtained by vendors transporting their own fruit and be produced as requested by the Market Manager. Interprovincial trade of fruit requires an inspection certificate and proper labelling. **\*IMPORTANT REGULATION.\***
- \_\_\_\_\_ 5. All products sold at the Downtown Market must conform to Public Health Regulations and Standards of Cleanliness.
- \_\_\_\_\_ 6. All products and vendors must comply with all regulations of Alberta Agriculture, Alberta Health Services and the Red Deer Downtown Business Association/Market Manager.
- \_\_\_\_\_ 7. All prepared foods must be wrapped or covered. Dairy products such as whipping cream, cream or custard pies are not allowed unless accompanied by appropriate documentation from the Board of Health, which must be displayed each week.
- \_\_\_\_\_ 8. All samples must be covered and packed for takeaway. Uncovered samples will be removed. Vendors providing samples must supply garbage containers in a visible location that is easily accessible to customers. The use of samples is subject to change
- \_\_\_\_\_ 9. Vendors obtain the right to use the assigned stall(s) and are responsible to either use the space, or to provide a minimum of 48 hours advance notice that the space will not be utilized for specific date(s). You may notify the Red Deer Downtown Business Association by phone or email at [info@downtownreddeer.com](mailto:info@downtownreddeer.com) or 403-340-8696. Non-compliance of this rule will result in a letter of infraction and a \$40 fine. A second



instance of non-compliance of this rule may result in loss of vending privileges. **NO REFUNDS will be issued for non-usage of stalls or cancellation of contract.**

- \_\_\_\_\_ 10. Vendors **may not** loan, give or sublease the stall(s) assigned to them.
- \_\_\_\_\_ 11. All vendors are required to be set up and ready to operate by 3:30 p.m. on market days. Stalls that are vacant at 3:00 p.m. may be reassigned by the Market Manager. Late vendors are required to check-in with the Market Manager prior to setting up. If the late vendors assigned stall is still available and the vendor has been permitted to set up their stall, the vendor is responsible to carry their products to the stall or may be relocated at the end of the market if space permits.  
  
Vendors may access the site at 2:00 p.m., however no set up is allowed until 2:30pm. You may sell at anytime after 3:15 p.m. *ONLY* if the road is clear of all vehicles – please use your discretion.
- \_\_\_\_\_ 12. The Downtown Market is a **rain or shine** event. The market is open to the public every Wednesday from 3:30 p.m. – 6:30 p.m., May 26 – October 6, 2021. Vendors may not disassemble stall(s) until 6:30 p.m. and **all vendors must remain open until closing time.** We reserve the right to cancel in the event of extreme weather or snow.
- \_\_\_\_\_ 13. Vendors should be neat and clean in appearance and must conduct themselves in a professional manner at all times. Any complaints received regarding unprofessional conduct, the use of profane language, smoking, cleanliness of the vendor/vendor's products, etc. will be considered grounds for dismissal from the market. Insubordination, the consumption of alcohol or drugs, and fighting during the market is cause for immediate dismissal. No warnings will be given, and no refunds will be provided.
- \_\_\_\_\_ 14. Vendors may sell only approved items. The Market Manager must approve any changes or additions to product lines **in advance.** The Market Manager reserves the right to request the removal of all products considered to be unsuitable for sale at the Downtown Market.
- \_\_\_\_\_ 15. All products offered for sale will be of high quality. Inferior quality products noted by customers or the Market Manager will lead to a written warning. A second offence may result in the vendor being expelled from the market.
- \_\_\_\_\_ 16. All vendors must supply their own tables, complete with covering, per stall. The entire display area must be contained within the 10' x 10' area of the stall.
- \_\_\_\_\_ 17. Vendors must leave their stall area clean and remove all garbage from their stalls upon completion of the market. Failure to do so will result in a **\$75.00 fine.** Garbage cans provided at the market area are for the use of customers only – **vendors must remove their garbage off site.**



- \_\_\_\_\_ 18. All returned cheques are subject to a charge equal to current bank charges to cover the cost of processing. Cheques will be accepted from weekly vendors only when the vendor is pre-paying for the next season.
  
- \_\_\_\_\_ 19. All vendor vehicles must be turned off upon arrival, even during unloading. Vendor vehicles not forming part of the market display must be **removed from site by 3:00 p.m.** at the very latest and parked elsewhere. **No exceptions** unless otherwise cleared by the Market Manager.
  
- \_\_\_\_\_ 20. To participate in the market your booth must have 50 lb weights attached to each leg of your tent. Vendors that do not comply with this policy will not be allowed to set up their booth. Please see the attached Market Safety Policy for details on approved weights. **\*IMPORTANT REGULATION.\***
  
- \_\_\_\_\_ 21. I have read and understood the *Extreme Weather Policy* (attached).

I hereby certify that the information provided in this application is accurate and complete. Please sign below to indicate understanding and acceptance of the information contained in this application and the attached documents.

- Please check  the box if you would like to be contacted later in the season in regard to being a vendor at Red Deer Lights the Night 2021.

**An unsigned application will be considered incomplete and will not be approved.**

Vendor Name (please print)

\_\_\_\_\_

Signature: \_

\_\_\_\_\_

Date: \_



## **DOWNTOWN MARKET – WAIVER**

This waiver must be signed by the vendor and included with your completed application package at the time of submission.

In consideration of being allowed to use the facilities of the Downtown Market, located on Gaetz Avenue, between 50 Street and 48 Street, we the undersigned hereby agree:

1. To waive any and all claims against the Downtown Red Deer Market, Red Deer Downtown Business Association, and The City of Red Deer, its directors and officers, employees, agents, representatives, and volunteers.
2. To release any and all liability for any loss, damage, injury, or expense that occurs out of the use of any of the facilities of the Downtown Red Deer Market, Red Deer Downtown Business Association, and The City of Red Deer by the above-named vendor, their family, employees, or volunteers.
3. To hold harmless and indemnify the Downtown Red Deer Market, Red Deer Downtown Business Association, and The City of Red Deer from any and all liability for any property damage, personal injury to any third party or other financial loss or expense, including legal expense and costs of a solicitor-and-his-own-client full indemnity basis, resulting from the participation in any event to be held at the facilities of the Downtown Red Deer Market, Red Deer Downtown Business Association, and The City of Red Deer during the 2021 market season.

*We, the undersigned, hereby acknowledge that we have read the foregoing and understand its content, importance and meaning.*

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_

Witness name (please print): \_\_\_\_\_

Witness signature: \_\_\_\_\_

Date: \_





# Vendor and Market Manager Guide for the 2022 Downtown Red Deer Farmers' Market

March 2022

**PLEASE INITIAL, SIGN, AND RETURN THIS FORM with your completed application, ensuring you have read and understood all information on this sheet.**

## Overview:

The Red Deer Downtown Business Association is happy to announce that the 2022 Downtown Red Deer Farmers Market will take place starting on May 25, 2022. This document should be used to support vendors (as well as the Market Manager) in reducing the risk of transmitting COVID-19. Please read the following documents, [Workplace Guidance for Business Owners](#), [Guidance for Farmers' Markets and Public Markets](#), and this document (*Vendor and Market Manager Guide for the 2021 Red Deer Downtown Farmers' Market*) for reference.

[Guidance for Alberta-Approved Farmers' Markets During COVID-19](#) is another document to be read over as it provides helpful information and many links to important sources.

In order to run the Market in these uncertain times, both the Market Manager and the vendors need to work together and share the responsibility of keeping people safe and healthy.

**If you do not accept, understand, and adhere to the information, guidelines, and rules provided in this document, you will not be permitted to attend the 2022 Red Deer Downtown Market.**

The information below is to inform the reader of the potential measures that may be put in place to help prevent and control the spread of COVID-19. These are dependent on provincial regulations and are subject to change.

## Controlling Crowds:

- Because the Market is located on a public street, anyone can access the site. The Market Manager will be responsible for laying out directional signage for Market goers as well as information signs like, "Please stay 6 feet (2 meters) away from others" and more to help inform people and detour them from gathering.
- The Market Manager will be responsible to create a barrier (using signs, tape, or rope) to differentiate the Market from the public. This means that by passers will be able to use the sidewalk instead of walking through the Market.
- To reduce crowding at the lights and at booths, chalk will be used to mark 6-foot spaces, so people have an idea of how close they are. There will also be signage to remind people to make space for one-another and that the area is "higher traffic" and to be extra mindful of one another.
- Barricade staff will be responsible to politely remind people to adhere to these rules and to remind people to use sanitizer provided.



### **Booth Spacing**

- If required, all booths will have a minimum of 10 feet (1 stall) between one another.

### **Washrooms**

- Washrooms will be located in P4 for vendors and Market staff.

### **Symptom/Sickness Reporting**

- Vendors will be responsible to tell the Market Manager about any symptoms or sickness they may feel coming on prior to Market. This vendor will be responsible to find replacement staff to cover for them or they will need to remain at home and be required to remain absent from the Market for up to 2 Markets.
  - o If you do not report your symptoms/sickness to the Market Manager and it is found out later at the Market you do have symptoms or are sick, you may be asked to leave and may not be allowed to return back for the remaining season.

### **Sanitizing stations**

- Sanitizing stations will be available at the either end of the Market so that people can practice good hand hygiene.
- Vendors should bring their own sanitizers and have sanitizer available for customers.

**Please initial the boxes below, indicating you understand the rules and guidelines stated for vendors and the Market Manager.**

### **Vendor Responsibilities:**

- \_\_\_\_\_ A Market stall is considered its own place of business. All vendors (and businesses) operating are legally obligated to put measures into place to prevent the spread of COVID-19 among staff, volunteers, and customers.
- \_\_\_\_\_ It is MANDATORY to follow all measures set out by the Chief Medical Officer of Health (CMOH), Dr. Hinshaw.
- \_\_\_\_\_ Additional safety measures such as performing frequent hand hygiene, no serving of food samples (unless approved by the Market Manager), and the use of Personal Protective Equipment (PPE) such as masks or face shields.
  - o Other measures that should also be considered include creating barriers (like plastic) between customers and workers, preventing customers from gathering, and asking customers to refrain from touching any products and to point out the items they would like.
  - o Sanitizers and good hand hygiene should be practiced before using gloves. Gloves pose a risk for cross-contamination and should be changed frequently.
- \_\_\_\_\_ It is required that vendors have a way to sanitize their hands and to sanitize electronic pads before and after the point of sale.



- Other measures that should be considered during the point of sale include creating barriers between staff and patrons, requesting debit/credit payments, and ensuring that sanitizer and masks are available for workers.

\_\_\_\_\_ Consider updating your business' return policy to prevent the risk of transmission of COVID-19.

\_\_\_\_\_ You must continue to follow all existing legal requirements that normally apply to you and your business.

### Market Manager Responsibilities:

\_\_\_\_\_ The Market Manager is responsible for ensuring that the orders issued by the CMOH are always followed in all areas of and during the Market.

\_\_\_\_\_ The Market Manager will be responsible for providing appropriate signage throughout the Market such as physical distancing expectations, hand hygiene stations, coughing and sneezing etiquette, and cleaning and disinfecting practices

\_\_\_\_\_ The Market Manager will be responsible for providing directional signage to direct the flow of traffic.

\_\_\_\_\_ If necessary, the Market Manager will minimize the type and number of stalls operating. Vendor stalls will be spaced in a way that prevents the spread of infection.

\_\_\_\_\_ The Market Manager will ensure that there are no social activities such as face painting, singing, crafts, etc. unless otherwise directed by the CMOH.

### Important Documents

Please initial when you have read and understood the following documents:

\_\_\_\_\_ [Workplace Guidance for Business Owners](#)

\_\_\_\_\_ [Guidance for Farmers' Markets and Public Markets](#)

\_\_\_\_\_ [Guidance for Alberta-Approved Farmers' Markets During COVID-19](#)

**PLEASE INITIAL, SIGN, AND RETURN THIS FORM with your completed application, ensuring you have read and understood all information on this sheet.**

I hereby certify that I have read all the attached documents and the *Rules and Guidelines for Vendors and the Market Manager* above. Please sign below to indicate understanding and acceptance of the information contained in this form and the attached documents.



**An unsigned form will be considered incomplete and will not be approved.**

Name: \_\_\_\_\_

Vendor Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor and Market Manager Guide Continued

Vendors	<ul style="list-style-type: none"> <li>• A Market stall is considered its own place of business, comparable to retail outlets in a shopping centre. Any business operating during the COVID-19 pandemic is legally obligated to put measures in place that prevent the spread of infection amongst staff, volunteers, and customers.</li> <li>• Follow all mandatory measures set out in the Chief Medical Officer of Health’s orders. Consider additional steps, including: <ul style="list-style-type: none"> <li>○ Performing frequent hand hygiene,</li> <li>○ Creating barriers (e.g. glass or plastic partitions) between patrons and workers,</li> <li>○ Eliminating food sampling,</li> <li>○ Preventing customers from gathering,</li> <li>○ Asking customers to refrain from handling products and to point out the items they want bagged by staff, and</li> <li>○ Wearing appropriate personal protective equipment (PPE), such as masks (see the PPE section in Workplace Guidance for Business Owners) as required.</li> </ul> </li> <li>• Follow cleaning and disinfecting practices described in the workplace guidelines, including regular sanitation of any stall surfaces and equipment touched by workers and patrons.</li> <li>• Take precautions at the point of sale to reduce transmission. <ul style="list-style-type: none"> <li>○ Physically distance workers from patrons or install physical barriers.</li> <li>○ Sanitize electronic keypads after each use.</li> <li>○ Minimize the handling of money.</li> <li>○ Ensure gloves are available for workers handling cash.</li> </ul> </li> <li>• Update business return policies to prevent the risk of transmission of COVID-19. This may include eliminating returns of purchased goods (i.e. final sale only) or storing and cleaning items before they are put out for resale.</li> </ul>
---------	--

<p><b>Market Manager</b></p>	<ul style="list-style-type: none"> <li>• The Market Manager, or person in care in control of the Market, is ultimately responsible for ensuring that orders issued by the Chief Medical Officer of Health (CMOH) are followed in the Market and in any associated areas supporting the Market.</li> <li>• Place appropriate signage around all entries and throughout the Market outlining policies and procedures such as:             <ul style="list-style-type: none"> <li>○ Physical distancing expectations,</li> <li>○ Hand hygiene,</li> <li>○ Coughing and sneezing etiquette, and</li> <li>○ Cleaning and disinfection practices.</li> </ul> </li> <li>• Make hand sanitizer containing at least 60% alcohol available at entrances and exits for public and vendor use.</li> <li>• Have a plan to ensure that any worker or patron who has any COVID-19 symptom is not permitted into the Market.</li> <li>• Maintain enhanced cleaning and disinfection of common, high touch surfaces and washrooms.</li> <li>• Prioritize and minimize the type and number of stalls operating. Space vendor stalls in a way that prevents transmission of infection amongst vendors.             <ul style="list-style-type: none"> <li>○ Incorporate empty space between stalls.</li> <li>○ Locate stalls that are expected to have line ups away from other stalls to allow customer flow without crowding and mingling.</li> </ul> </li> <li>• Limit the number of customers within the Market at any given time to avoid crowding.             <ul style="list-style-type: none"> <li>○ Consider factors such as size of the Market space, number of vendors, types of vendors, popularity of vendor products, and likelihood of crowds gathering, in determining an appropriate number of customers allowed into the Market.</li> <li>○ Encourage patrons to exit the Market as quickly as possible following their purchase or completion of their visit.</li> </ul> </li> </ul>
------------------------------	---

The data found above was gathered from [Guidance for Farmers' Markets and Public Markets](#),



## **DOWNTOWN MARKET – EXTREME WEATHER POLICY**

Extreme weather is a major area of concern for event organizers in Central Alberta. As we know, extreme weather events can occur at any time during the summer season. Extreme weather events in Alberta may include:

- Thunderstorms
- High winds
- High volumes of rain
- Hail
- Tornado

Most of these scenarios include high winds. To mitigate risks brought on by high winds, we require a 50 lb weight on each leg of a 10 x 10 ft. tent. Umbrellas should have 90 lb weights, Fences and freestanding signs will be weighted with sandbags.

**The Downtown Market weather warning system will be conveyed using an air horn**, located with barricade personnel.

- A single blast of the air horn instructs vendors to ensure your booth(s) and displays are secure.
- Two blasts of the air horn indicate the market is closed due to extreme weather, and to pack up when it is safe to do so.

If a **weather watch** is issued by Environment Canada:

- You as a vendor may choose not to attend the market. We simply ask that you let us know of your decision not to attend in advance.
- If you choose to attend but feel the weather is worsening, you can leave the market site at any time. In this case, all goods must be walked out of the market area as no vehicles will be permitted onsite or to leave the site until the market is officially closed. This is to ensure the safety of all vendors and patrons.

If a **weather warning** is issued, the market will be cancelled. If the market is already operating when the warning is issued, it will be immediately closed.

### **Environment Canada classifications:**

**Weather watch:** When conditions are favourable for the development of severe thunderstorms with one or more of the following conditions:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw

**Weather warning:** When there is evidence based on radar, satellite pictures, or from a reliable spotter that any one or more of the following three weather extremes is imminent or occurring:

- Wind gusts of 90 km/hr or greater, which could cause structural wind damage;
- Hail of two centimeters (cm) or larger in diameter; or
- Heavy rainfall, as per rainfall criteria, excluding those for winter and during thaw



## **DOWNTOWN MARKET – EMERGENCY ACTION PLAN**

1. The first step in emergency planning is mitigation. Identify possible scenarios and take steps to ensure they don't happen or if they do, the effects of the disaster are reduced in scope.
2. The second step is to have action plans in place for when an emergency situation does occur.
3. The third is to debrief. Even if an event does not happen, talking about what worked, any unforeseen circumstances or flaws that were discovered in the plans when emergencies happen all lead to lowered risks in the future.

### **The Downtown Market has prepared for the following events:**

- Missing children/parents
- Structural fire
- First aid emergencies
- Evacuation
- Extreme weather

### **General information:**

- The Market Manager has basic First Aid certification
- Market staff are connected via radio
- Barricade personnel are stationary and located at 50 Avenue and 51 Street
- First aid kits are located with barricade personnel
- Air horns are located with barricade personnel
- The Market Manager is in charge in the event of an emergency, unless The City of Red Deer has taken control of a situation
- The Community Tent acts as the admin area for the market. Lost children/parents should be taken here. If the Market Manager is not present, he/she should be notified via radio and will meet the children/parents at the tent.

### **Missing children/parents**

If a child is reported lost, the Market Manager will be immediately notified in person or via radio. The Market Manager will provide a description to all market staff and will search the market, providing a description to each of the vendors during the search. The parent should remain at the Community Tent. When found, the child will be taken to the Community Tent. If the child is not found within a reasonable amount of time, the RCMP will be contacted to assist with the search.

If a child is found without a parent, they should be brought to the Community Tent and the Market Manager should be notified immediately. The Market Manager will obtain a description of the parents and provide it to market staff via radio.

### **Fire**

If there is a fire in or near the market area, the Market Manager must be notified immediately. If 9-1-1 has not been called, the Market Manager will make the call before directing all available resources to clearing people out of the area and creating an accessible route for emergency responders.



Anyone who has been injured will be moved safely away from immediate danger, if it is safe to do so. First aid responders will attend to injuries if able.

#### **Steps in case of fire:**

1. Notify the Market Manager
2. Call 9-1-1 if they have not been notified
3. Clear the immediate vicinity
4. Create access (clear a route) for emergency responders
5. Use fire extinguishers to extinguish the fire, if it is safe to do so
6. Allow emergency responders to take control of the situation, and assist them as needed
7. Debrief with staff and volunteers within 24 hours of the incident

#### **First Aid Emergencies**

1. Direct injured person to first aid personnel, or request via radio that first aid personnel attend to the patient
2. First aid responders will assess the patient
3. If first aid personnel determine an ambulance is needed, or that the patient requires hospital care, an ambulance will be called, and the Market Manager will be immediately notified
4. The Market Manager will direct staff/volunteers to clear a route for an ambulance if needed.
5. Debrief with staff and volunteers within 24 hours of the incident

#### **Evacuation Plan**

If an evacuation of the Downtown Market is necessary, the Market Manager will issue an evacuation order. Unless it is an extreme weather event, assume the appropriate authorities have been contacted prior to the evacuation order.

Barricade personnel should remain in place, unless in immediate danger.

All other staff/volunteers will take direction from the Market Manager and will assist in moving people off the event site in a safe and orderly manner.

P.A. systems, if available, will be used to announce the evacuation order.