

Free Press Summer Festival

Emergency Response

And

Emergency Evacuation Plan

Eleanor Tinsley Park – Houston TX
May 31 – June 1, 2014

I. Introduction

Purpose

This Emergency Response and Emergency Evacuation Plan (herein referred to as “Plan”) contains written policies and procedures to follow in the event of an emergency incident that may occur at the Free Press Summer Festival (herein referred to as the “Festival”). The primary purpose of the Plan is to limit the risk of death or personal injury to guests and employees and to minimize physical or structural damage to the Festival. The secondary purpose of this Plan is to prevent the disruption of normal event operations.

No matter what emergency incident has taken place, it is important that all staff members remember to use common sense, remain calm, determine the emergency, utilize this Plan and find help as needed.

For the purpose of this Plan, an emergency incident is defined as: “Any sudden, unplanned event that presents the possibility of serious injury or damage to persons or property and that could, or does, disrupt normal operating procedures and conditions in the facility.” Such incidents include, but are not limited to, those discussed later in this Plan.

This Plan is to be followed in order to provide a coordinated effort between all individuals within the complex and local authorities upon their arrival at the Festival.

It is understood that this plan cannot address every possible emergency incident that might arise. The guidelines set forth should be followed as closely as circumstances allow limiting the risk of personal injury or damage. The purpose of this plan is to lay out a command structure, sound decision-making process, and effective communication lines, so as to minimize the extent and severity of any emergency incident.

Training

All Festival management staff will receive a copy of this Plan prior to the Festival event dates. Training sessions will be conducted prior to the Festival for all management staff. All management roles and actions under the various scenarios of this Plan will be covered during any training sessions. It is anticipated that as this Plan is revised, there will be new editions. When a new edition appears, management staff will review all significant changes in subsequent training and orientation sessions until the next training session when the training plan will be revised to incorporate the revisions. Festival and Event Management expect all departments and contractors to familiarize their staff with these procedures and be able to provide a list, upon request, of all employees that have received this information.

II. Emergency Management Responsibility

The primary Event Incident Manager (or designee), will have overall responsibility for the coordination and implementation of the Plan and all emergency actions. In most cases, decisions, such as event cancellation and/or Festival evacuation will be made by the most senior executive officers of the site present, in collaboration with the Emergency Response Team (ERT). Evacuation of the Festival will begin only upon direct orders of the Event Incident Manager (or designee), the Command Center or ERT. The Command Center, discussed in further detail in Section III, will serve as the Free Press Summer Fest Emergency Command Center during an emergency incident. The sections that follow spell out who will gather at the Command Center, those who will remain at their posts, and those who will be directed to meet at some other location.

Emergency Response Team

The following personnel (or their designees) will report immediately to the Command Center, if they are not already present, upon notification of an emergency incident. These individuals will constitute the ERT and will direct the execution of all actions included in this Plan.

Primary Group

- HEMS Command officers (depending on incident)
- HPD Command officers (depending on incident)
- HFD Command officers (depending on incident)
- Festival Producers/Managers
- Festival Security Director
- Festival medical provider (depending on incident)
- Director of Site Operations
- Director of Festival Production
- Chief Engineer or Engineer On Duty
- Parking Site Manager
- Festival Security Contractor Manager(s)
- 24 Hour Security Manager

*The following should **NOT** report to the Command Center, but should stay at their normal posts pending further instructions:*

- Concessions personnel
- Catering/Restaurant Operations
- Site cleaning
- Box Office
- Merchandise
- IT personnel
- Guest Relations

Individuals listed above in the primary group are the individuals charged with the decision-making and should be notified first when the decision to convene the ERT is made. Individuals listed above in the secondary group are the individuals that will be charged with supervising the implementation of the decisions. Event Incident Manager or designee will do the minute-to-minute coordination and see that actions called for in this Plan are communicated to appropriate supervisory personnel in the Festival and are carried out. This does not change the need for decisions of the senior festival management of the festival regarding possible event cancellation, evacuation, and other scenarios discussed throughout this Plan.

III. Command Center

The Command Center, located Festival Operations compound, serves as the center for activation of the Plan and the location for all requests requiring assistance in accordance with this Plan.

Backup/Alternate Command Center

In the event the Command Center as identified above is inaccessible or otherwise non-functioning, an Alternate Command Center will be established at the following locations:

1st Alternate Location – Federal Reserve Building parking lot @ Taft South of Allen Parkway

2nd Alternate Location – Wiley Park – Genesee Street and Ruthven Street

3rd Alternate Location – Carnegie Vanguard High School @Taft and West Clay

IV. General Procedures for Emergency Incidents

The following procedures will go into effect in the event of an emergency incident. Procedures may be modified during a situation only at the direction of senior festival management or Incident Manager present in the Command Center. Unless specifically informed of any changes, all Festival personnel will follow these guidelines.

Emergency Situation Codes

The use of codes when referring to an emergency incident is to limit the likelihood of panic among guests. In the event of an emergency incident, the following codes will be used in communication:

CODE BLACK	Radio silence, Emergency transmissions only
CODE BLUE	Armed intruder or terrorist on property
CODE RED	Fire or explosion on property
CODE RED 1000	Bomb threat
CODE TEAM DELTA	Emergency Response Team assemble in Command Center location
CODE YELLOW	Suspicious person
CODE ZEBRA	Emergency evacuation order. Begin procedures for complete evacuation.

Other codes may be assigned for specific situations. If this happens, this section will be amended and redistributed accordingly.

Emergency Notification

Any emergency incident must be reported immediately to the command center via the appropriate corresponding command center channel. Command center personnel using the ERT Communications Flow Chart located in Appendix I, should immediately notify the ERT. All ERT personnel should immediately report to the command center to begin possible implementation of the emergency plan or to discuss any further actions that should be taken. Any normal event operation radio traffic should resume as normal until directed to do otherwise.

If the ERT is convened, the following steps will take place:

1. The ERT shall evaluate the need, and implement if necessary, radio silence (Code Black)
2. The ERT will evaluate the need for additional resources (i.e. additional on duty police, fire, or medical units) to resolve the emergency incident
3. The ERT will evaluate the need for evacuation. If it is determined there will be an evacuation, Event Staff will be contacted to ensure all emergency egress routes (i.e., blowout gates) are opened and unobstructed for the patrons to evacuate. Also, parking staff will need to confirm parking gates are open for egress.
4. The ERT will keep the Box Office informed of the status of the emergency incident and whether or

not the Box Office needs to cease operations.

During any emergency incident, senior management of the following operations should stay at their posts pending further instructions:

Concessions
Festival Exhibitors
Box Office
Merchandise
Production

Senior Management of these operations will be prepared, if directed, to report to an area near the ERT where they will receive further instructions.

Staff Roles

In the event of an emergency incident, the following procedures will immediately go into effect for all staff:

- Phone lines are to be used for emergency purposes only.
- Radio communication will be kept to a minimum.
- All staff members, including HPD, are to remain on post unless directed otherwise by supervisors or by the Command Center.

The roles for specific employees and contractors for an emergency incident are discussed below.

HPD—Festival Officers

All HPD officers, except the designated command officer, shall stay in their assigned sections and wait for further instructions from the command officer. The designated command officer (along with any additional needed staff) will report to the Command Center.

HPD—Traffic Officers

All HPD officers working traffic outside the Festival should stay on post unless directed otherwise by the Command Officer or by the Houston City Incident Commander. The Command Officer (if not present) shall call the Command Center to coordinate operations with other emergency personnel.

Spectrum Catering

Upon notification of an emergency incident, the General Manager will remain available to receive instructions from the ERT Team. As necessary, the General Manager will order concession stands and operations in the affected area(s) to be shut down. The Manager will make certain that the gas and electric services to these stands are turned off in conjunction with the Festival Site Department. The Manager shall also take whatever measures are necessary, within their control, to secure the concession stands.

All other vendors will immediately evacuate the affected area and will observe the perimeter enforced by Event Staff. Vendors will return to their check in point, if possible and practical or they will evacuate the Festival if so directed.

If possible, all vendors and concessionaires will secure all money away from patron's view.

The General Manager will be prepared to inform emergency personnel of the presence and location of any volatile, noxious, flammable, explosive or otherwise dangerous materials, chemicals or compounds. An inventory list of such materials along with a MSDS book will be kept in the Security Trailer, Site Office, and First Aid.

If an evacuation or emergency shelter order has been given the General Manager will take steps necessary to ensure all their employees assemble at the designated emergency shelter or muster point for accountability of employees.

Event Staff- Contemporary Services Corporation/ 5 Star

At the time of notification of an emergency incident, event staff will adhere to the radio silence order and will wait for further instructions from the Command Center.

Non-supervisory event staff will stay at their respective posts and ensure all paths of ingress/egress are open and free from hazards.

It is imperative that event staff remembers to remain calm and focus on the job at hand.

Event Staff will be prepared to direct guests to areas of safety and/or egress routes when notified by the Command Center. If egress routes pose a hazard to guests, or if directed to do so by ERT staff, event staff will be prepared to direct guests to alternate routes of egress.

Festival Exhibitors/ Production

Upon notification of an emergency incident, the Festival Manager located in the Command Center will determine if Festival Exhibitors and Production crews need to be notified of the emergency situation. If contacted, all Festival Exhibitors will remain at their designated location, unless otherwise instructed to do so from the appropriate Festival representative.

All Festival Production personnel need to remain at their designated location and continue operation unless instructed to do so from appropriate personnel. The Festival Manager will be in contact with Festival Production to ensure all employees are prepared in case further implementation of emergency procedures is needed.

V. Emergency Evacuation Procedures

General Procedures

Most emergency incidents will not require evacuation of the Festival. In the event of an incident serious enough to consider evacuation, such action will be taken only after a joint decision involving the ERT.

At such time, the ERT personnel present at the Command Center will notify all their subordinates as well appropriate command center personnel via radio or telephone of the evacuation decision. A Code Black will be issued via radio or verbally to prevent all non-essential radio and telephone communications. Emergency communications to all employees should follow emergency communications flow chart located in Appendix I.

Communication to Staff

Prior to a public address announcement, the Command Center shall order the staff to do the following:

1. Confirm all exits are opened, operational and unblocked.
2. Notify all staff of the impending Festival evacuation using emergency communication flow chart (Appendix III).
3. Communicate to supervisors, and ultimately the Command Center, any exits or egress routes that are unavailable.
4. If the Festival is into the nighttime hours then the determination will be made by the ERT to use the field light towers and performance stage lights to help illuminate the grounds of the Festival for evacuation purposes.
5. Confirm that all parking gates will be opened. Houston Police Department may be on hand outside the Festival to assist in such evacuation from parking lots.

Communication to Patrons

Prior to the message being announced over the public address announcing system Festival management will notify all stage employees of the evacuation order and order stage managers to use the stage audio system to make a public address announcement that the Festival is to be evacuated using a pre-scripted message, which is located in Appendix XVII. that the Festival is to be evacuated using a pre-recorded message after the stage announcements have finished transmitting its message. ***If necessary, evacuation will be organized and proceed in stages. The ERT Staff shall direct evacuation patterns by utilizing the Event Staff personnel.***

Staff Procedures for Evacuation

The following roles for employees and event staff are not meant to limit initiative, but to serve as a basic guide. Knowledge is key—know the facility and your assigned area.

Box Office Personnel

Immediately stop sales and close all ticket windows. If possible prior to evacuating, secure all money in the vault, and secure ticket stock. The Box Office Supervisor shall direct staff to proceed to the Festival muster point.

Concessions

Close all concessions, secure all money, and deactivate all cooking equipment if possible. Exit the festival and assemble at the designated Concessions muster point.

Site Staff

Communicate with the Command Center to determine the status of festival and which systems can be or need to be deactivated. Also serve as a resource to HFD.

Event Staff - CSC

Event Staff will direct guests as quickly as possible out of the Festival per the emergency evacuation plan to the nearest exit. If any exit paths are unavailable, direct guests to the nearest safe exit. Ensure that all exit paths are clear of any obstructions. Do not allow anyone other than emergency response personnel (including Fire/Police personnel) to enter the Festival. Communicate immediately to your corresponding Command Center if any exiting problems arise. Medical staff will assist in the extraction of injured guests as necessary.

Festival Exhibitors/ Production

Festival Exhibitors will immediately secure all money and merchandise and close all booths prior to evacuation announcements. Festival Exhibitors will proceed to their designated muster point and await further details from Festival Management.

Production staff will perform all necessary duties required by stage managers prior to evacuation and proceed to their designated muster point until given further details from Festival Management.

Muster Points

In the event the Free Press Summer Festival (FPSF) needs to be evacuated, it is imperative that each company operating within the Festival have designated muster points so that company can account for their employees.

Appendix IV contains a map designating all muster points for each company or group. Each company has a primary and secondary muster point in the event one or the other is not available. During an emergency evacuation, staff should proceed to their primary muster point unless instructed otherwise by management. The paragraphs below will detail each organization and their exact primary and secondary muster points.

FPS Festival

FPS Festival includes Box Office, Artist Relations, Transportation, Event Hospitality, and any other FPS Festival employed departments.

Primary Muster Point - Sabine Street and Memorial Drive
Secondary Muster Point – Sabine Street and Decatur Street

Event Staffing –CSC/5 Star

Event Staff includes any individuals working any positions for any of the Event Staffing contractors.

The primary muster point for CSC – Gillette Street and Allen Parkway
Secondary muster Point – Gillette and Hopson Street

Concessions –Spectrum Catering

Concessions include any individuals working for or directly contracted with SC, including the concessionaires, premium food service, and non-profit organizations directly contracted with Vendor.

The primary muster point for CSC – Park Vista Drive and Allen Parkway
Secondary muster Point – Park Vista Drive and Bluebonnet Place

Police/ Fire

Police includes all festival and traffic officers working for Houston Police Department and other LE Organizations. Fire includes all Houston City Fire and other FD personnel.

Primary Muster Point as determined by Houston City Emergency Management

Secondary Muster Point as determined by Houston City Emergency Management

FPS Festival Exhibitors

Festival Exhibitors include all food and non-food vendors not associated with Spectrum Catering.

The primary muster point for Festival Exhibitors – Crosby and Allen Parkway

The Secondary muster point for Festival Exhibitors – Crosby and Bluebonnet Place

FPS Festival Production

Production includes all stage managers, stagehands, runners, and wranglers.

The primary muster point for Production – Memorial Drive and Sawyer Street

The Secondary muster point for Production – Sawyer Street and Lubbock Street

Artist/Talent

Artist/Talent includes all individuals who are performing at the event.

The primary muster point for Artist/Talent will be their buses or trailers.

The secondary muster points for Artist/Talent Memorial and Silver Street

VI. Emergency Shelter Procedures

General Procedures

For the purposes of this plan, “emergency shelter” shall be defined as an order from HPD, HFD, or the ERT for guests and/or employees to evacuate or remain at a designated area at the Festival due to an emergency incident that is occurring inside or outside the Festival.

At such time a Code Black will be issued via radio or verbally to prevent all non-essential radio and telephone communications.

Prior to a public address announcement, the Command Center shall direct all radio personnel to notify their staff of the impending emergency shelter order.

Prior to the message being announced over the stage tower’s announcing system Festival management will notify all stage employees of the emergency shelter order, and the stage manager will use the stage audio system to make a public address announcement that the Festival is under a emergency shelter order using a pre-scripted message.

Staff Procedures for Emergency Shelter

The following roles for employees and event staff are not meant to limit initiative, but to serve as a basic guide.

Box Office Personnel

Immediately stop sales and close all ticket windows. Secure all money in the safe, and secure ticket stock. Remain in the Box Office and await further instructions.

Concessions

Close all concessions, secure all money, and deactivate all cooking equipment if possible. Remain in the concession/catering area, and await further instructions.

Site Staff

Communicate with the Command Center to determine the status of festival/stadium operating systems, and which systems can be or need to be deactivated. Also serve as a resource to the HFD.

Event Staff

Event Staff will ensure guests are safe and secure in the Festival Event Staff should remain at their posts and await further instructions from their supervisors.

After assignment is complete, all employees should await further instructions from their supervisors or managers who will receive their instructions from the corresponding command center.

Company Emergency Shelters

The paragraphs below will detail each organization and their exact primary and secondary muster points.

FPS Festival

FPS Festival includes Box Office, Artist Relations, Transportation, Event Hospitality, and any other FPS Festival employed departments.

Emergency shelter - Parking structure West Dallas and Clay Street

Event Staffing – CSC/5 Star

Event Staff includes any individuals working any positions for any of the Event Staffing Contractors.

Emergency shelter - Parking structure West Dallas and Clay Street

Concessions – Spectrum Catering

Concessions includes any individuals working for or directly contracted with Concession Vendor, including the concessionaires, premium food service, and non-profit organizations directly contracted Concession Vendor

Emergency shelter - Parking structure West Dallas and Clay Street

Festival Exhibitors/Production

FPS Festival includes Box Office, Artist Relations, Transportation, Event Hospitality, and any other FPS Festival employed departments.

Emergency shelter - Parking structure West Dallas and Clay Street

Artist/Talent

Artist/Talent includes all individuals who are performing at the event.

Emergency shelter - Parking structure West Dallas and Clay Street

VII. Media Relations

The Event Incident Manager, Festival Manager and Media Relations Manager (if present), in coordination with Incident Command Staff Public Information Officers, will be the only spokespersons during an emergency incident. Festival and/or Tour management will be consulted prior to a media announcement and will have appropriate input into any announcement. All such announcements will be coordinated with the Incident Commander.

All requests from the public or media for information shall be channeled through the individuals above. Requests from the media will be answered with the following response:

“As soon as accurate, thorough information is confirmed, management will make a statement at a designated location.”

(Note: “no comment” is NOT to be said)

The designated media spokespeople (as designated by management listed above) will prepare a short, concise, official statement for use by executive personnel and event staff personnel, but ONLY UPON INSTRUCTION BY THE COMMAND CENTER OR ERT PERSONNEL. All media releases will be approved in advance by the Event Incident Manager, Senior Director of Festival Manager and the Media Relations Manager (if present).

VIII. Hazard Specific Procedures

Purpose

The purpose of the hazard specific section is to outline the steps to be taken in the event of a particular emergency incident.

Each appendix will be written describing the particular hazard, situations that may fall within the scope of that hazard, and cover each entity's responsibilities during that emergency incident.

It should be noted that during certain emergency incidents, the roles of the municipality and other private agencies (i.e. HPD, HFD, and HEMS) may be different than their normal roles during general emergency incidents.

Covered Hazards

- Severe Weather/Natural Disasters (NWS Weather Policy)
 - Lightning
 - High Winds
 - Tornadoes
- • Fire/Explosion
- • Hazardous Materials (HazMat)
- • Mass Casualty Incident
- • Motor Vehicle Accident
- • Power Outages
- • Security Related Incidents; General
- • Other Incidents

IX. Severe Weather/ Natural Disasters

Lightning

Definition

Abrupt electric discharge from cloud to cloud or from cloud to earth accompanied by the emission of light. The flash of light that accompanies an electric discharge in the atmosphere (or something resembling such a flash); can scintillate for a second or more.

Description

As the Festival is primarily held outdoors, lightning and other severe weather issues can directly impact the overall operation of the festival. Severe weather, including lightning, will be monitored by Command Center and Security Office using WeatherTap website which is able to determine the distance and location of lightning in real time. In the event of lightning in the area, please follow the following procedures in order to ensure the safety of patrons and employees.

Roles/Responsibilities

Upon sight of lightning in the area, the following shall occur:

1. The staff member shall immediately contact their corresponding Command Center and notify them of the incident.
2. The Command Center will then convene the ERT and notify them of the situation.
3. ERT will evaluate lightning conditions using WeatherTap website based in Command Center. If the ERT determines that lightning will impact the festival's operations, the appropriate weather code will be relayed to all employees based on the NWS Weather Policy (Appendix II).
4. The ERT shall determine if the situation requires the festival to be immediately evacuated or if employees and patrons should seek emergency shelter. The applicable procedures discussed in the earlier portion of the plan shall be references for the specific roles and responsibilities.
5. Staff shall not allow anyone, other than emergency personnel, access to the festival if an evacuation order is given.

High Winds

Definition

High winds are defined as sustained wind speeds of 40 M.P.H. or greater lasting for 1 hour or longer, or winds of 58 M.P.H. or greater for any duration of time.

Description

High winds can be associated with or independent of severe thunderstorms. High winds are most likely to cause damage to persons or property by the debris they blow around in the air.

Roles/Responsibilities

If it is determined that high winds are beginning to threaten the safety of employees and patrons:

1. Command Center will notify ERT team members to convene in the Command Center
2. ERT will evaluate the high wind conditions using WeatherTap website based in Command Center. If the ERT determines that the high winds will impact the festival's operations, the appropriate weather code will be relayed to all employees based on the NWS Weather Policy.
3. Fall zone for all stage structures equal to 2 times the height of the structure will be cleared of all spectators and non essential personnel.
4. The ERT shall determine if the situation requires the festival to be immediately evacuated or if employees and patrons should seek emergency shelter. The applicable procedures discussed in the earlier portion of the plan shall be references for the specific roles and responsibilities.
5. Staff shall not allow anyone, other than emergency personnel, access to the festival if an evacuation order is given.

NOTE – STAGE HIGH WIND-LOAD ACTION PLAN: **When winds hit more than 30 MPH please see the Wind Action Plan in Appendix II.**

Tornados

Definition

A tornado is a violently rotating column of air extending from a thunderstorm to the ground.

Description

Tornadoes can have winds in excess of 250 mph and can occur at any time of year. Tornadoes can appear with little to no warning and can last from less than one minute to over an hour. The National Weather Service may also issue weather watches/warnings that will have an effect on actions to be taken. The National Weather Service has two categories of watches/warnings that apply to the area of tornadoes. These two categories are as follows:

1. Tornado Watch--Conditions are favorable for the development of tornadoes in and close to the watch area. Watches are usually in effect for several hours, with 6 hours being the most common.
2. Tornado Warning—A tornado is indicated by radar or sighted by storm spotters. The warning will include where the tornado is and what towns will be in its path.

Roles/Responsibilities

In the event the National Weather Service for the Houston City Area has issued a tornado warning/watch, the following steps shall occur:

In the event a tornado watch has been issued or a tornado has been sighted within 20 miles of the Festival, the following steps shall occur:

1. The Command Center shall contact the ERT to convene in the Command Center.
2. The ERT should determine if the Festival is in imminent danger and determine whether or not to initiate the evacuation plan.
3. If the evacuation plan is initiated, all Festival staff should advise guests to return to their hotels and leave the Festival grounds immediately.
4. After the Festival has successfully been cleared of all guests, all Festival staff should then proceed to the stadium for emergency shelter procedures.
5. The Event Incident Manager will update ERT members on developing weather conditions.

In the event a tornado warning has been issued, or the city warning sirens sound, the following shall occur:

1. The Command Center shall contact the ERT to convene in the Command Center.
2. All concessions stands should be shut down immediately.
3. The evacuation plan should be initiated. All staff should advise guests to seek immediate shelter.

4. After guests have successfully been cleared from the Festival grounds, all Festival staff should proceed immediately to their emergency shelter locations.
5. The Event Incident Manager will update ERT members on developing weather conditions.

When the tornado warning is lifted or it is determined that the Festival is not in harms way of the tornado, the Event Incident Manager shall advise staff by radio that it is acceptable for guests to return to the Festival. Staff shall assist guests in the calm and orderly return to the Festival. A public address announcement shall also be made advising guests it is safe to return to the Festival.

X. Fire/Explosion

Definition

A fire is a state, process, or instance of combustion in which fuel or other material is ignited and combined with oxygen, giving off light, heat, and flame. An explosion is a release of mechanical, chemical, or nuclear energy in a sudden and often violent manner with the generation of high temperature and usually with the release of gases; A violent bursting as a result of internal pressure.

Description

A fire can range in size from a small fire localized to a trashcan to a large structural fire. Explosions can result from fires, terrorism, or other accumulations of energy that needs to be released.

Roles/Responsibilities

Although the possibility of a large fire exists, it is more likely that fires at the Festival will be small and can be localized and contained with proper action.

In the event of a fire/explosion, the following steps shall occur:

1. Upon first sight of unusual fire or explosion indications (smoke, flames, etc.), Command Center should be contacted and the area immediately adjacent to the indications should be evacuated.
2. Upon notification of the fire/explosion, Command Center will issue a Code Red and will contact the ERT (to ensure investigation and coordination of resources for the incident), and HFD.
3. It shall be the responsibility of the ERT to direct responding crews to the appropriate areas and provide information about the fire to appropriate personnel.
4. All findings about the fire shall be immediately reported to the ERT and HFD.
5. Festival ERT members shall determine the need for, and the extent, if any, of an evacuation and other emergency actions.
6. Any other needed actions shall be implemented, and, if it is determined a full Festival evacuation is needed, staff shall assume their responsibilities of an evacuation.

Fires/explosions should be fought with portable fire extinguishers only if very small and localized to a trashcan or similar size. Only those persons who have been properly trained should attempt to use an extinguisher

XI. Hazardous Materials (HazMat) Incidents

Definition

Hazardous Materials (HazMat) are substances which have hazardous characteristics such as: flammable, corrosive, reactive, toxic, radioactive, poisonous, carcinogenic or infectious. These materials are considered hazardous because they present a potential risk to humans and/or the environment. A HazMat Incident is the release of a HazMat into the environment.

Description

As there are numerous HazMats stored at or around the Festival, as well as vehicle and railroad traffic in the vicinity of the Festival carrying HazMats, the possibility of a HazMat Incident at the Festival exists. A HazMat Incident can vary from a staff member coming in contact with a HazMat to a release or spill of a HazMat inside or outside the Festival.

Roles/Responsibilities

Roles for a HazMat Incident will vary upon the size of the HazMat Incident. A HazMat Incident can be when someone comes in contact with a HazMat, or when there is a HazMat spill.

An Individual Comes in Contact with a HazMat

In the event a Festival employee, contractor, guest, or other entity at the Festival comes in contact with a HazMat, the following steps shall be taken:

1. Immediately call your corresponding Command Center for medical assistance.
2. Remain in place and avoid contact with other individuals or objects, but move away from the hazard. Just because symptoms may not be visible or experienced immediately does not mean the HazMat is not causing damage.
3. Consult the MSDS for information on treatment. MSDS books are located at the Command Center, primary first aid tent, as well as the Security trailer. Ensure you know the correct name of the HazMat.
4. The Event Incident Manager will ensure a report is complete and coordinate the incident.

HazMat Spill

HazMat spills that affect the Festival can occur, either on site at the Festival or off site.

On Site HazMat Spill

If a HazMat spill occurs on site at the Festival, the following steps shall be taken:

1. Immediately contact the Command Center with the location of the spill and the HazMat spilled. Command Center will call all Event Safety personnel, and, if directed to do so by the Event Incident Manager, HFD.
2. Ensure no one besides HFD, Site, or Event Safety personnel are allowed in the area of the HazMat spill.
3. Note the type of HazMat, the amount of the HazMat that spilled, and whether or not the HazMat spilled into any drainage systems. Report this information to HFD, Site, or Event Safety personnel when they arrive.

4. HFD will evaluate the need and contact, if necessary, additional resources to handle the HazMat Incident.
5. If necessary as determined by HFD and Event Safety personnel, the ERT will be convened by the Event Incident Manager to manage the HazMat incident.
6. If deemed necessary by the ERT, evacuation or emergency shelter procedures will be initiated and staff shall assume the responsibilities of evacuation or emergency shelter procedures.

Off Site HazMat Spill

As the Festival is located near major interstates, railroad tracks and local roads, there exists the risk of a HazMat spill on these routes that can affect the Festival. A spill does not have to be in the immediate area of the Festival to present a hazard to the Festival.

If the Festival is notified of a HazMat Incident off site, the following steps shall be taken:

1. Upon notification, attempt to receive as much of the following information as possible:
 - a. Type of incident/HazMat
 - b. How long before the impact will be present at the Festival
 - c. How long will the impact be present
 - d. What course of action is recommended for the Festival
 - e. What is the prescribed course of action to take for anyone who may have been contaminated by the substance
2. Immediately notify the Command Center with the aforementioned information. The Command Center will contact the Event Incident Manager who will convene the ERT to decide the course of action.
3. If the decision is made to evacuate or emergency shelter, the evacuation or emergency shelter procedures will initiate.

Airborne HazMat

Many HazMats can travel through the air as a gas and can be colorless and/or odorless. If you come into contact with an Airborne HazMat, you should follow the instructions under "An Individual Comes in Contact with a HazMat."

***Note—Prior to an evacuation, emergency shelter, or move to muster point order additional Event Staff from other groups may be assigned to assist Festival Medics with moving patients to a safe location by their Supervisor, Event Safety Management, Command Center, or the ERT.**

****Note—In the event that a guest or employee of the Festival requiring medical treatment needs to be transporting to a medical facility off the Festival grounds by aircraft landing zone to be determined by HEMS**

XII. Mass Casualty Incidents (MCIs)

Mass Casualty Incidents (MCIs)

Definition/Overview – Though a number of events may be called catastrophic or disasters, there is no one agreed upon definition of an MCI. For the purpose of this plan we shall consider an MCI to be time that on-site EMS services become overwhelmed and outside resources need to be summoned.

1. Should the situation occur that on-site services become overwhelmed and adequate/appropriate patient care becomes jeopardized, the Concert EMS Director will notify central dispatch and advise activation of MCI Plan.
2. Dispatch will notify local County 911 and advise nature and scope of incident, the approximate number of casualties, best access into the area, possible staging area for incoming ambulances and any possible hazards, including if decontamination of patients may be needed.
3. Concert EMS Director will send on-duty EMS Supervisor to County Public Safety Command Post to function as liaison
4. Concert EMS Director will establish communications and triage station, close to the patients but outside any area of hazard
5. Communications officer in conjunction with local County 911 Center will notify all applicable hospitals of the need to prepare for incoming patients.
6. Concert EMS personnel utilizing the START (Simple Triage and Rapid Treatment) system will initiate triage. Attempts will be made to keep the triage area geographically confined in order to remain efficient. Patients will be prioritized after three parameters have been evaluated. Level of consciousness, respiratory status, and perfusion status are all briefly examined, and if a deficit is found the patient is High Priority requiring immediate transport. If all three conditions are within normal limits, the patient is Low Priority and is ok to have delayed transport. Patients who have obvious fatal injuries will be considered dead and will be assigned no transport status.
7. Transport officer will report to the ambulance staging area and assign patients to incoming transport vehicles.

XIII. Motor Vehicle Accident

Definition

A motor vehicle accident is any collision involving a motor vehicle and any other moving or stationary vehicle or object.

Description

The Festival will have an array of roads and parking lots composing the infrastructure of the Festival. With the roads/parking lots and the travel of vehicles through the Festival, the possibility of motor vehicle accidents exists.

Roles/Responsibilities

The roles/responsibilities of staff will depend on whether or not there are injuries in the motor vehicle accident.

Motor Vehicle Accident without Injuries

If there are no injuries in a motor vehicle accident, the following steps shall occur:

1. Immediately contact the Command Center and notify them of the location of the accident as well as the fact that there are no reported injuries.
2. Command Center will contact 24 Hour Security, Event Safety and Festival medics to respond to the scene of the accident.
3. Security personnel will take pictures of the accident as well as complete an incident report of the accident. HPD will follow established HPD protocols for the motor vehicle accident.

Motor Vehicle Accident with Injuries

If there are injuries in a motor vehicle accident, the following steps shall occur:

1. Immediately contact Command Center and notify them of the location of the accident, the fact there are injuries, and a quick assessment of the severity of the injuries.
2. The Command Center will contact Festival medics, Event Safety and Security to respond.
3. Event Safety personnel will help with the coordination of response services, as well as taking pictures and completing an incident report of the accident. HPD and HFD will follow established protocols for motor vehicle accidents.

XIV. Power Outages

Definition

A power outage is the complete loss of an electricity supply to an area.

Description

Power outages can have a number of causes. Power outages can be caused by situations varying from equipment malfunction to severe weather. It is likely in the event of a power outage at the Festival other procedures, besides those listed below, will be necessary to follow.

Roles/Responsibilities

In the event of a power outage, the following steps shall be followed:

1. Report the power outage to the Command Center.
2. The Command Center will notify the Site Department who will investigate the cause of the power outage.
3. The Command Center will contact the ERT to convene in the Command Center. If necessary, the ERT will instruct Security, or another individual, to issue the following, or a similar public address announcement: **“Ladies and gentlemen, may I have your attention please...we are currently experiencing electrical problems. Please remain where you are. An announcement will be made when updates are available. Thank you for your cooperation.”**
4. Reassure guests in your area of responsibility and advise them to remain at their location. All event staff with flashlights should help assist illuminate the festival grounds to ensure patron and employee safety.
5. After the Site Staff has determined the cause of the power outage, they shall anticipate the time or inability for normal power to be restored to the facility. This information shall be communicated to the ERT.
6. With the information provided by the Site Staff, the ERT shall determine whether or not the event is to continue. If it is determined the event will not continue and the evacuation plan will be initiated, the evacuation procedures of this document shall be followed.

In the event of a power outage, staff should use their flashlights to illuminate areas around them.

XV. Bomb Threat

Definition

A bomb threat is a communication of the presence or detonation of an explosive device.

Description

Most bomb threats are received by telephone. During events, it is most probable the receptionist will receive a bomb threat; however any staff receiving a bomb threat via telephone should use these procedures.

Some of the general guidelines that shall be followed during any bomb threat are:

1. Bomb threats shall be referred to as Code Red 1000 in order to not alarm guests.
2. Bomb threats shall never be discussed directly with guests or other employees not essential in rectifying the bomb threat.
3. Bomb threats shall never be discussed within hearing of guests.
4. REMAIN CALM when receiving or dealing with a bomb threat. Terrorists desire to incite panic and response, and remaining calm and professional ensures terrorists do not meet their goals.

Roles/Responsibilities

The individual receiving the bomb threat shall do the following:

1. Remain Calm. Speak politely to the caller and do not hang up on the caller.
2. Pay attention to and document the following details (All can be found on the Bomb Threat Checklist contained on page XX of this plan):
 - a. The caller's speech patterns
 - b. The caller's accent
 - c. The caller's tone of voice
 - d. The caller's age
 - e. Background noises
 - f. Any unusual characteristics of the call
 - g. The Caller ID number displayed on the telephone
3. As soon as the caller hangs up, the individual receiving the bomb threat shall immediately contact the Command Center and ensure completion of the Bomb Threat Checklist (Appendix VI).
4. The Command Center shall immediately notify the Event Incident Manager and HPD.
5. The Event Incident Manager shall convene the ERT at the Command Center.
6. The ERT shall prepare all necessary staff to conduct a search of the Festival grounds.

Search Procedures

If a search is to be conducted, the following shall occur:

1. The ERT shall coordinate all necessary staff for a search.
2. The areas to search include, but are not limited to:
 - a. Trash cans
 - b. Restrooms
 - c. Concession stands
 - d. Perimeter of the Festival
 - e. All Tents
 - f. Performance stages
3. As areas are checked, supervisors shall call the Command Center or to notify them the area has been checked so that it can be logged.
4. If asked about the purpose of the search, staff shall respond by stating, "An item of value has been misplaced".

Discovery of a Suspicious Item

If a suspicious item is discovered, the following shall occur:

1. Staff discovering the item shall not touch the item.
2. Utilize the assistance of another staff member to keep non-police personnel away from the suspicious item.
3. Go at least 300 feet from the item and use a radio or telephone to contact the Command Center of the discovery. Report the exact location and appearance of the item. The Command Center shall immediately notify the Event Incident Manager and the HPD command officer.
4. Upon direction from the Event Incident Manager, be prepared to evacuate guests around the area of the item as well as, if applicable, areas above and/or below the location of the item.

XVI. Other Incidents

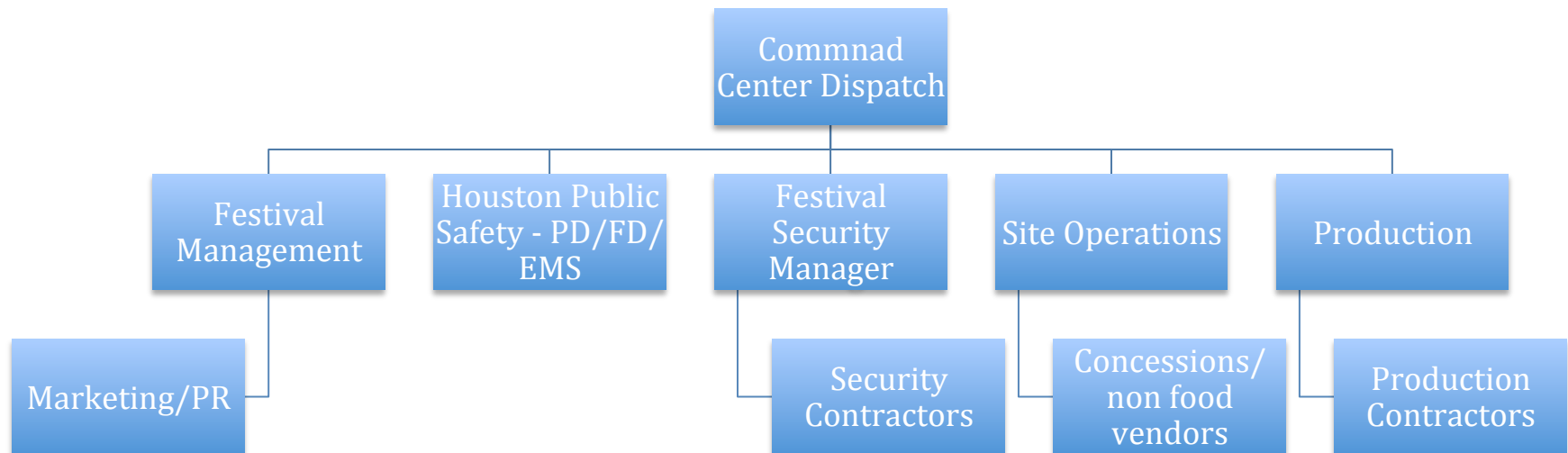
This plan has attempted to address all of the current possible emergency incidents staff that would require a staff response. As new emergency incidents present themselves, this plan will be modified.

In the event an emergency incident not covered in this plan occurs, the ERT shall utilize the procedures of the most applicable emergency incident mentioned in this plan, making modifications to the procedures to apply to the situation.

If none of the mentioned emergency incidents can be utilized to develop a procedure for an emergency incident, the ERT shall develop procedures utilizing the guidelines of this plan.

Any suggested improvements to this plan shall be given to any Event Incident Manager.

Appendix I: ERT Communications Chart



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APPENDIX II Severe Weather Decision Making

Threat	Alert Method	Festival Site	FOH	Backline	Video	Audio	Lighting	Stage	Concessions
Thunderstorms	Radio alert from Command Center	Double Check security of anchors	Secure and cover equipment	Secure and cover equipment	Secure and cover equipment	Secure and cover equipment	Secure and cover equipment	Monitor proximity	Monitor
Lightning Inside 6 miles	Radio alert from Command Center	Take shelter	Take shelter	Take shelter	Take shelter	Take shelter	Take shelter	Take shelter	Take shelter
Non-Severe Hail < 3/4 inch	Radio alert from Command Center	Take shelter	Shelter in place	Secure and cover equipment	Secure and cover equipment	Secure and cover equipment	Secure and cover equipment	Monitor	Monitor
Severe Hail >3/4 inch	Radio alert from Command Center FTF voice communication	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure	Shelter in fixed structure
Surface Winds 15-25 MPH	Radio alert from Command Center	Site proceed to festival area, collapse and stow pop up tents	Secure and cover equipment Monitor conditions	Secure and cover equipment Monitor conditions	Clear wall swing obstructions	Monitor PA Swing	Monitor Swing	Monitor	Monitor
Surface Winds 25-40 or Tornado Watch Issued	Radio alert from Command Center	Evacuate to fixed structure Stage Fall Zones enacted	Secure and cover equipment Monitor conditions	Secure and cover equipment Monitor conditions	Video Wall to deck	Land PA	All truss to deck	Secure and cover equipment Monitor conditions	Secure and cover equipment Monitor conditions
Surface Winds > 40 MPH or Tornado Warning	1 long air horn blast + radio communication	Evacuate to fixed structure Stage Fall Zones enacted	Evacuate to fixed structure	Evacuate to fixed structure	Video Wall to deck	Land PA	All truss to deck	Evacuate to fixed structure	Evacuate to fixed structure
Surface Winds > 60 MPH or Tornado Activity	1 long air horn blast + radio communication	Immediate retreat to shelter	Immediate retreat to shelter	Immediate retreat to shelter	Immediate retreat to shelter	Immediate retreat to shelter	Immediate retreat to shelter	Everything to the deck Immediate retreat to shelter	Immediate retreat to shelter

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