



KENTUCKY DERBY
FESTIVAL

*The stories you
tell happen here.*

2017

SAFETY MANUAL

**KENTUCKY DERBY
FESTIVAL**

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KENTUCKY DERBY FESTIVAL SAFETY MANUAL

PURPOSE AND OVERVIEW

The management of the Kentucky Derby Festival, Inc., is vitally interested in the safety of all people involved in Festival events: the Board of Directors, the Staff, the Volunteers and all participants and spectators. We will take all practical steps to provide a safe and sound atmosphere for the enjoyment of our events.

It is the responsibility of everyone involved in the Festival to conduct themselves in a manner that will not endanger themselves, Volunteers, Staff or participants and spectators. As such, the Festival has developed an overall policy statement of risk management that is listed below.

It is the responsibility of Board Members, Staff Members and Volunteers to conduct themselves in a manner that enhances and maximizes safety by following these guidelines while working on events:

- Safety for themselves; fellow Board Members, Staff Members and Volunteers; participants and spectators.
- Protection for the Festival property and for public and private property.
- Each Volunteer or Board Member should report to a Staff Member any potentially unsafe condition or act they see at an event.
- Each Volunteer, Board Member and Staff Member is encouraged to know and understand the safety guidelines that apply to the work they are performing.
- No one shall work at an event while under the influence, or apparent physical or mental impairment, resulting from the use of non-prescribed medication, illegal drugs or alcohol. In addition, no one shall work at an event while using prescription medication if the use of the prescription medication would cause physical or mental impairment.
- Each Volunteer, Board Member and Staff Member should be knowledgeable of emergency plans (such as fire escapes and equipment, evacuation routes and other safety procedures) for each event.
- Volunteers should report any incident immediately to the event Chairperson and appropriate Staff Member so that a situation report can be filed.

This manual contains safety guidelines for conducting a Kentucky Derby Festival Event. Please read this carefully and understand it fully. Your knowledge of these rules is essential in maintaining safe and enjoyable events.

EMERGENCY INFORMATION

The Festival will implement an Emergency Information System should the decision be made to cancel or change an event, or if there is a crisis or emergency situation at an event. Authority to place the System into effect is delegated and limited to any of the following:

- **Festival President, Chief of Staff and Sr. Vice Presidents**
- **Festival Vice Presidents**

It is not the policy of the Festival to cancel an event. Should a cancellation be necessary, only the persons listed above shall make the decision jointly or individually.

Upon implementation of the System, communication shall flow as follows:

- A.** President, Chief of Staff or Sr. Vice Presidents shall contact VP of Communications, Chair of the Board, and Event Chairman.
- B.** The Sr. VP of Events shall contact (as deemed appropriate):
 - Metro Louisville Police Department
 - Metro Louisville Mayor's Office of Special Events
 - Metro Louisville Office of Public Works
 - Metro Louisville Fire and EMS
 - Metro Louisville Parks Department
 - Metro Louisville Sheriff's Department
 - Transit Authority of River City (TARC)
 - Federal Aviation Authority
 - American Red Cross
 - US Coast Guard
 - Any other governmental support agencies deemed appropriate
- C.** The VP of Communications shall contact the following:
 - Radio Stations
 - Television Stations
 - Newspapers and Print Media
 - Update website with related information
 - Send emergency text message

D. The only authorized representatives of the Kentucky Derby Festival who will speak as part of the Emergency Information System are:

- Festival President and CEO, Chief of Staff and Sr. VPs
- Festival Vice Presidents
- Festival General Counsel

E. Office Phone System

It is essential that the switchboard have open lines that can be used for outgoing calls for emergency assistance and requests. Incoming calls will be limited and passed through to personnel only if the call is related to the immediate situation. No information will be given by phone unless authorized by the President or Vice Presidents. All media requests will be passed on directly to the Vice President of Communications.

RESPONSIBILITIES AT EVENTS

The Festival wants each and every Staff Member, Volunteer and participant to have a fun and positive experience, and safety is a key element.

In order to promote safety at our events, it is recommended that Staff and Volunteers consider the following:

- Check your area upon arrival for unnecessary debris, hazards, boxes or containers that are not clearly labeled.
- Do not allow anyone into the work area who is not properly identified or does not have the proper credentials.
- Wear your name badge or other proper identification.
- Notify the Event Manager or security of suspicious packages, people or activities.
- Never try to handle a security-related action alone. Typically, paid security is on-site. Report the incident and have them take the appropriate action.
- Use common sense and good judgment!

SHOULD A SITUATION OCCUR

Even with the best of plans, the occasional accident, incident or situation may occur. How the Volunteers, Staff, and participants

handle an incident is vitally important to all involved. The following “do’s and don’ts” should help to enable those at the scene to handle a situation in the best and most effective way:

DO

- STAY CALM!
- Immediately notify the Event Manager and the Event Chairman.
- Enlist the help of other Volunteers and Staff to assist you.
- Keep the area clear of spectators in order to allow authorities or emergency equipment to enter the area.
- If there is any likelihood of injuries, notify the appropriate medical services.
- Refer media to the Festival’s Vice President of Communications only if and when you are approached by media.
- Get the names, addresses and phone numbers of any injured parties and all witnesses; utilize other Volunteers and Staff to ensure no one is missed.
- Complete a “Situation Report” as soon as possible and submit it to the Event Manager.

DON’T

- Speculate on the cause, fault or outcome to anyone, including media.
- Attempt to handle the situation by yourself; notify the Event Manager immediately.
- Attempt to move an injured person who is not able to move on his or her own.

THE SITUATION REPORT

An important piece of information following an incident is the “Situation Report.” The report is needed for record-keeping and possible insurance reporting, and will be the primary documentation the Festival has of the incident. The report must be filled out ASAP.

Situations can present themselves in a variety of ways. The following are examples of the types of situations that warrant a report:

- Minor and major injuries

- Disturbances or crowd problems
- Any situation involving security or emergency personnel
- Property damage
- Altercations
- Any incident involving arrest or police action
- Threats of physical force or violence

The report, a copy of which is at the end of this manual, should be filled out completely, accurately, and at the time of the incident or immediately thereafter.

- Get the names, addresses and telephone numbers of all parties, including any witnesses. Verify spelling of names.
- Give factual descriptions of what occurred and the injury or damage done, but DO NOT offer opinions on whom, if anyone, may have been at fault.
- All items on the report must be completed. If information is unknown, state that on the form.
- State the connection of the involved individual(s) to the event (spectator, participant, Volunteer, etc.). Immediately give the completed form to the Event Manager, who will immediately notify the appropriate Staff.

FESTIVAL VEHICLES

Vehicles may be provided to the Festival Board of Directors and Staff for use during a limited time before, during and after the Derby Festival. These vehicles are intended for your personal and professional needs as they relate to the Derby Festival. Under no circumstances should these vehicles be used to transport event participants or spectators.

Each person issued a vehicle will be required to provide proof of liability insurance with a minimum coverage of \$100,000 per person and \$300,000 per occurrence. This coverage can be secured by having an insurance agent add this vehicle to your existing automobile insurance policy. Check with your agent regarding your coverage when driving a vehicle other than your own.

The Festival will purchase comprehensive insurance for vehicles to insure for damages such as theft, vandalism, glass breakage, etc.,

and collision insurance for accidents involving Festival vehicles.

The costs of the premium for the above-mentioned insurance and any applicable deductibles will be billed to the Board Members and/or Volunteers.

RESPONSIBILITIES OF VEHICLE USAGE

One of the most recognizable signs of the Derby Festival is the appearance of the official vehicles in the spring. Because the vehicles are well known and identifiable, vehicles must be operated in a courteous and safe manner at all times. As with any vehicle, there are responsibilities of the road, which must be followed in order to reduce the likelihood of accidents. A few pointers to remember are:

- All drivers, including spouses, must read and sign the “Official Vehicle Agreement” distributed by Festival prior to distribution of the cars.
- **Each driver is responsible for any damage, injuries, expenses, and costs of whatever nature resulting from his or her use of the vehicle.**
- Each driver is responsible for any parking violations or other violations that may occur while the vehicle is in their possession.
- The vehicle may be driven by the assignee or, on a limited basis, his or her spouse (if the spouse is a Named Insured on the assignee’s auto insurance policy). Persons under the age of 18, unlicensed drivers and uninsurable drivers, including family members, are not allowed to drive the vehicle. Under no circumstances should someone who is not a Named Insured on the assignee’s policy be allowed to drive the vehicle.
- Vehicles may be driven only within a 75-mile radius of Louisville.
No exceptions!
- Vehicles may not be used for towing, trailing, any political purposes, or criminal purposes, including driving while under the influence.
- You will be required to attend selected Festival functions with the vehicle. If the car is needed for the Pegasus Parade or other activity, you must agree to attend or turn in the vehicle when requested to do so.
- Vehicles must be picked up and returned at the designated dealer at the specified times. All vehicles should be returned clean and with a full tank of gas.

- Upon receipt, check your vehicle for damage. Any damage found upon final turn-in will be billed to the driver.
- The license plates, both front and rear, must be displayed on the vehicle at all times. DO NOT remove these legal tags for any reason.
- Keep a copy of the “Official Vehicle Agreement,” a copy of the Certificate of Insurance and the Registration Certificate in the glove compartment at all times. This is your authorization to drive the vehicle.
- Should an accident occur, notify police. Any and all damage should be reported immediately to the Festival office and your own insurance carrier. A written document stating names, addresses, phone numbers, and insurance carriers for involved parties should be given to the Festival office.
- Festival will attempt to arrange locations providing free or discounted car wash services. It is your responsibility to keep the vehicle clean at all times.

KENTUCKY DERBY FESTIVAL SITUATION REPORT

To be completed in its entirety immediately following a situation and given to the Event Manager as soon as possible.

PLEASE USE ADDITIONAL PAGES IF NECESSARY

Report Completed By: _____

Daytime Phone Number: _____

Cell Number: _____

Your Address: _____

Event/Location: _____

Date: _____

Time: _____

Injuries/Property Damage: _____

Individuals Involved:

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

Names of Witnesses:

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

Name: _____

Address: _____

City: _____

State/Zip: _____

H Phone: _____

W Phone: _____

C Phone: _____

