

Emergency Plans

What's your level of preparedness?

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IFE A Webinar Series

Overview

- What's an Emergency Action Plan (EAP)?
 - Why do we need one?
- Developing a planning team
- Work with your Department of Public Safety
- Identifying risks
- Developing a plan
- Hierarchy of control
- Plan activation

What's an EAP?

- ▶ An Emergency Action Plan is a formal written plan developed by the event producer which identifies potential emergency situations and outlines and dictates procedures to be followed should an emergency take place.

Why do we need an EAP?

- ▶ Every event, large or small, should have a plan in place. An EAP serves as your roadmap for an evacuation or response during an emergency situation and reduces damage or loss. An EAP will also minimize the consequences of an emergency situation/event.

How does an EAP help my event?

- ▶ A well documented plan has two primary functions:
 - ▶ 1. It will dictate actions and responses based on predetermined thresholds or benchmarks
 - ▶ 2. It will eliminate decision making during an emergency situation

Developing a planning team

- ▶ Develop a planning team to provide input, direction and take ownership of your EAP
- ▶ Seek out participation from your local public safety officials. This would include police, fire and EMS
- ▶ Include members of your staff who will be charged with activating your plan
- ▶ Seek input from risk management professionals who do this for a living
 - ▶ Construction companies or large corporations all have risk managers or emergency management personnel

Work with Public Safety

- ▶ Municipalities or local governments will have different requirements for what is required or expected of an event producer
- ▶ Working in coordination with your local public safety officials identifies those responsibilities from the start
- ▶ Seek out your local Department of Homeland Security office. DHS is able to provide training, education and other training resources at no charge

Identifying Risks

- ▶ Perform a Risk Vulnerability analysis
 - ▶ What is the probability of a specific risk?
 - ▶ High
 - ▶ Moderate
 - ▶ Low
 - ▶ Unlikely
 - ▶ What is the overall impact of the risk on the event?
 - ▶ High, low,

Sample Risk Vulnerability Analysis chart

Type of Hazard	Probability				Impact	
	High	Moderate	Low	Unlikely	High	Low
Thunderstorms	x				x	
Lightning	x				x	
Tornado	x				x	
High winds		x			x	
Hail		x			x	
Hurricane				x		x
House/building fire				x		x
Car/vehicle accident			x			
Missing child/abduction		x				x
Plane crash				x		
Avalanche				x		x
Extreme heat/heat exhaustion			x			x
Complete power outage		x			x	

Identifying Risks

▶ Categorize Risks

▶ Medical

- ▶ Minor, Immediate or severe

▶ Weather

- ▶ Observe, Immediate or severe

▶ Security

- ▶ Minor or immediate
- ▶ Fire on site

▶ Civic emergency

- ▶ Police action; community event

Developing your plan

▶ Create a Command Group

- ▶ This group should be made up of event producer, a public safety official (fire and or police), medical or EMS and your **KEY DECISION MAKER**.
- ▶ Consider including members of your planning group

Developing your plan

- ▶ Establish a meeting area
 - ▶ Area should be safe and secured from event attendees
 - ▶ Ideally, this area will be indoors, not in a tent or out in the open should weather be a concern
 - ▶ Where is the meeting location should there be an evacuation
 - ▶ How will you call the group together?
 - ▶ If using two-way radios, you may want to code your notification as not to create a dramatic situation

Elements of your plan

- ▶ Establish thresholds or triggers
 - ▶ When a threshold or benchmark is met - this triggers an action in your plan
 - ▶ Creating predetermined thresholds and planned response takes guess work and decision making out of your process
 - ▶ This would include weather warnings or watches that may develop during your event.
 - ▶ Establish wind thresholds
 - ▶ Work with you vendors to establish wind thresholds (wind ratings) for items such as tents, stages, large video screens or temporary structures.

Elements of your plan

- ▶ Establish thresholds or triggers
 - ▶ What are the appropriate responses to specific triggers?
 - ▶ Predetermine if a delay or rescheduling is an option

Sample PA announcement for a WATCH

“The National Weather Service has issued a severe thunderstorm watch; which indicates conditions are favorable for severe weather to develop. Festival Officials are monitoring the weather closely and will notify you of any changes to programming or if any warnings are issued.”

Elements of your plan

- ▶ Consider developing a warm/cold weather plan
 - ▶ Extreme heat may require extra water, cooling tents, spray or misting stations, fans, ice tubs for your first aid stations
 - ▶ Extreme cold may require additional heaters or warming tents, shorter shifts for volunteers to limit exposure, additional supplies for first aid stations, warming blankets so supplies do not freeze
 - ▶ Delaying or rescheduling portions of your event

Developing your plan

- ▶ Determine a spokesperson(s)
 - ▶ A written plan will identify the event producer or their designee and no one else should speak publicly on behalf of the event.
 - ▶ This is a critical component of your plan - separate from the communications plan

Elements of your plan

▶ Create a Communications Plan

▶ Who says what, when?

- ▶ Identify who communicates with who
- ▶ Create a communication tree or a notification chart
- ▶ Provide scripting for any and all public announcements. Pre-record your announcements if possible
- ▶ Predetermine how you will communicate with the media and the public
- ▶ Establish a site or a method for distribution of information and who is responsible

Elements of your plan

- ▶ Create a Communications Plan
 - ▶ Develop an emergency contacts sheet
 - ▶ Include two phone numbers for key contacts
 - ▶ Who is responsible for communicating with volunteers and what is the message?
 - ▶ How will you communicate? E-mail; text message

Elements of your plan

▶ Lost kids/persons plan

- ▶ Establish a location and a plan for lost kids/persons
- ▶ Where is lost person held until accompanying person is found?
 - ▶ Who manages this area and are they good with children?
 - ▶ Equip this space with items to occupy children
- ▶ How is that communicated and how often?
- ▶ At what point is it considered an emergency when a lost person is not found?
- ▶ What action is taken when the lost person is located?

Elements of your plan

▶ Identify areas of responsibilities

▶ Who is responsible for what?

- ▶ Predetermine the person responsible for activating your plan
- ▶ Who does what during an evacuation?
- ▶ Does your event require multiple evacuation plans for multiple areas?
- ▶ Do you need to implement an evacuation in phases?

Elements of your plan

- ▶ Identify areas of responsibilities
 - ▶ Event producer's responsibilities
 - ▶ Local Public Safety official's responsibilities
 - ▶ Assist with traffic flow
 - ▶ Identify primary and secondary routes for emergency vehicles
 - ▶ Identify staging areas for emergency vehicles
 - ▶ Forecasting weather; identify sources for weather forecasts.

Hierarchy of control

▶ Identify Your Key Decision Maker

- ▶ The buck stops here. This is the event producer, CEO or designee. This is the person who has the ultimate authority to cancel, postpone or delay your event or activate your emergency plan.
- ▶ A second decision maker should also be listed on the plan, should the Key Decision Maker be unavailable

▶ Command centers

- ▶ If you establish a command center with multiple representatives, who has ultimate control?

Plan Activation

- ▶ Establish a timeline for development, creation and distribution of your plan
- ▶ Go over your plan with your working group for approval/sign off
- ▶ Create training or orientation sessions to go over the plan with key committees or volunteer leaders

Plan Activation

- ▶ Develop a distribution method for your plan
 - ▶ Who receives it
 - ▶ Is it printed or distributed electronically
- ▶ Conduct tabletop or other exercises

Plan Activation

- ▶ Post event - EVALUATE your plan
 - ▶ Was in used?
 - ▶ Was it effective?
 - ▶ How can it be improved?
 - ▶ Update your plan

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green, creating a modern and dynamic feel.

Thank you

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If you would like a copy, please e-mail me: tpowers@500festival.com