

PUBLIC SAFETY PLAN

EVENT NAME

SPONSORING COMPANY:

EVENT LOCATION:

EVENT DATE/TIME:

CONTACT INFO:

On Site Event Contact

Emergency Contact

EVENT SECURITY

- A. Security Services
 - a.
- B. Area Control
 - a.
 - b. A site plan is distributed to volunteers, the Wellington Fire Protection District and LCSO officers
 - c. On Site Event Contact has received FEMA ICS-100 and ICS-700 Training
 - d. On Site Event Contact is registered for emergency notifications through NOCOAlert
 - e. There will be one volunteer for every 250 attendees

EMERGENCY PROCEDURES:

- A. NEARBY EMERGENCY SHELTERS:
 - a.
- B. COMMUNICATION:
 - a.
- C. ON SITE EVENT CONTACT RESPONSIBLE FOR:
 - a. Monitoring a weather source (National Weather Service) two or more hours before the event and deciding whether or not to proceed with the event based on that information.
 - b. Checking the tent structures for any changes since installation – stakes pulling out of the ground, loose poles, ropes or straps etc.
 - c. Ensuring tents are spaced properly
 - d. Ensuring 10' spacing between generators / food trucks
 - e. Making sure volunteers are aware of the location of fire extinguishers and first aid supplies
 - f. Exits are properly marked
 - g. First-aid stations are clearly marked
- D. DURING THE EVENT: Monitor the weather and evacuate attendees and vendors in the event of any the following conditions:
 - a. If a Severe Weather Alert is posted by the National Weather Service.
 - b. If lightning strikes within 1 mile (count of less than 5 seconds between lighting and thunder).
 - c. Damaging winds causing large trees to sway or leaves to be ripped off trees
 - d. Fire or explosion
 - e. Heavy rain causing standing water
 - f. Snow, hail or ice accumulation
 - g. Active Shooter
 - h. Bomb Threat
- E. MEDICAL EMERGENCY
 - a. Move individual away from hazard if it is safe to do so

- b. Dial 911 for ambulance.
 - c. Move attendees away from all exits
 - d. Utilize off-duty LCSO officers for assistance
- F. SECURITY EMERGENCY / ACTIVE SHOOTER
- a. Identify potential security risks and report unusual behavior to the local authorities
 - b. Quickly determine the most reasonable way to protect your own life. Remember that attendees are likely to follow the lead of employees and managers during an active shooter situation.
 - c. Evacuate
 - i. If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - 1. Evacuate regardless of whether others agree to follow
 - 2. Leave your belongings behind
 - 3. Help others escape, if possible
 - 4. Prevent individuals from entering an area where the active shooter may be
 - 5. Keep your hands visible
 - 6. Follow the instructions of any police officers
 - 7. Do not attempt to move wounded people
 - 8. Call 911 when you are safe
 - d. Hide out
 - i. If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
 - ii. Your hiding place should:
 - 1. Be out of the active shooter's view
 - 2. Provide protection if shots are fired in your direction
 - 3. Not trap you or restrict your options for movement
 - 4. Dial 911, if possible, to alert police to the active shooter's location
 - e. Acting against the shooter as a last resort
- G. IN THE EVENT OF EVACUATION:
- a. Use the on site cell phones or radio to call 911
 - b. Use radios to disperse volunteers to notify attendees that there is weather or other emergency and that it is unsafe to stay in the park. Attendees will be directed to designated emergency shelters by way of the marked exits
 - c. Volunteers will assist guests in tearing down equipment as long as it is safe to do so