

## 2018 COLORADO DRAGON BOAT FESTIVAL EMERGENCY RESPONSE PLAN

*All festivals bring large numbers of attendees and participants together into a confined area. The following situations are things that may occur and the CDBF team must be prepared to handle these quickly, safely and efficiently. Please review this information thoroughly and with your volunteers, so you all are prepared to respond if needed.*

### GENERAL CONCEPTS:

- Safety starts with everyone acting together as the “eyes and ears” of the festival. Take note of strange behavior, unattended packages, and any problem situations that may occur.
- Never put yourself in harm’s way. Property can be replaced. People cannot.

### COMMUNICATION PLAN:

- Anybody with a radio will stay on their assigned channel unless they are reporting an emergency.
- In the event of any emergency (see examples below), turn your radio to Public Safety Radio Channel 3 to report the incident. Once you have made the report, switch back to your original channel. A member of the Public Safety team or Police Command Post will convey any information needing dissemination on each of the channels.
- If you need to communicate about an emergency over the radio, please remain calm, speak clearly, and keep communications short – the radio space will need to be available for response.
  - Announce your location early allowing for police, medics and staff to be on their way to assist.
  - A member of the PS Team will meet at/near the emergency location.
- The PS Team will monitor the Safety/Security Channel and Pamelah will monitor the Production Channel. Police Command Post will also be on Security Channel 3.
- Upon interacting over channel 3 due to an emergency situation, return to your normal radio channel and make an announcement (if necessary). Remember, the public may hear these announcements, so speak calmly and keep from sharing unnecessary details over the radio.
- Immediately after an emergency situation has been secured, it is necessary for the PS Team and Sara to meet and review the circumstances. The meeting place will be assigned by Sara and announced on Channel 1.
- Police and Security monitor channel 3 activities. Public Safety does maintain direct communication contacts with security or police via personal cell phone numbers as a backup plan. NOTE: 911 is still a viable option if Public Safety, Police or Security is unavailable.
- Sara will be the first media contact. If she is unavailable:
  - **NO ONE ELSE SHOULD SPEAK TO THE MEDIA:**  
Please respond, “Please let me find someone who can answer your questions.”
- In case of injury, the closest OC person will remain with the injured party.
  - **SPECIFIC SITUATIONS:**
    - **Please remain at the scene so PD, Medics and/or Staff can find you and the situation you called about.**
    - **Please also indicate if a translator is needed at the scene.**
    - **EXACT LOCATION INFORMATION**  
Use major festival landmarks when providing locations.  
i.e. Performance Arts stage (stage right/left), Beer Garden, Team City, Race Team Finish Line, Bike/Scooter Corral (West or East), Shuttle Drop-Off, etc.  
If you need to indicate Marketplace, please indicate West or East end (or along Sheridan, Byron, or facing Lakeshore) and mention name of booth.

*Each Chairperson should have Incident Reports.*

### LOST PARENTS / CHILDREN

- Escort them to Volunteer Headquarters – assign one person to stay with the parent or child.
- Go to Public Safety Channel 3 to announce lost child. The PS Team and Police Command Post will hear the announcement simultaneously. Get a physical description of the other party and write it down.
- In the case of a lost child and only by Police request, the Performing Arts Main Stage can make an announcement to summon the parent (either by name or by description) to the main stage in hopes to re-unite the child. Depending on the circumstance, the same may be done for a parent who’s lost their child.

- If there is suspicion of abduction, Denver PD will give instructions on closing the event to foot traffic in and out of the event site. If this happens, announcements will be made on every radio channel.

### **SEVERE WEATHER**

- Prior to festival, local weather conditions (extended and day-of) will be reviewed. Should there be any concern in weather conditions Public Safety will coordinate with the Executive Director to determine course of action and will plan accordingly. Weather conditions will be monitored continuously during the festival.
- Sudden changes in the weather can be both frightening and dangerous. Remember to stay calm and follow the communication procedures.
- If the wind starts to pick up, check that all umbrellas have been lowered. Volunteers will be asked to assist in notifying race teams and general public to close and lower their umbrellas.
- When we have warning of inclement weather approaching, Marketplace, Race and Performing Arts will be notified and given the opportunity to share the information with participants/attendees. Many times damage and injury can be avoided with adequate preparation.
- If the severe weather lasts more than 30 minutes, check in with Channel 1 for announcements on potential further action.

### **CONFLICT**

- Never put yourself in harm's way.
- Radio Public Safety / Police Command Post on Channel 3 with information on the incident immediately.
- A member of the PS Team will respond and gather/document details for an incident report. Incident reports will be located at the Information Booth and Volunteer HQ.

### **INJURY**

- Radio situation on Public Safety Channel 3. PS Team and EMTs will hear the call for assistance simultaneously. All of the situations below require medical attention – do not attempt to treat anyone yourself.
- In case of heat stroke, let the person sit down and give the person water (preferably not ice-cold). Try to have the person sit down in an area that has movement of air.
- In case of seizure or heart attack, clear tables, chairs, etc., away from the person and allow them to lie comfortably. Even if the person is unconscious, they can likely hear you, so comfort them and tell them help is on the way. Identify the person's companion(s) and ask that they stay close by to give a medical history to the paramedics.
- All other injuries: Keep the person as calm as possible and let them know that help is on the way. If they decline medical attention, ask them to complete an incident report.
- For minor injuries (cuts, scrapes, sunburns, etc.), direct them to the paramedics' station located along W. Byron & Yates (near Marketplace vendors).

### **THEFT – LOST & FOUND**

- Go to Public Safety Channel 3 to announce situation. PS Team / Police Command Post will hear the announcement simultaneously.
- If you're talking with a victim of theft stay with the person until Public Safety and/or authorities arrive.
- Immediately begin filling out an incident report with the victim's/person's name, contact information, description of the stolen item and location of the theft (if possible). Upon completion of the Incident Report and arrival of Public Safety team and/or DPD, you may then return to your normal duties.
- If it is a report of a lost item, radio Volunteer Headquarters to ask if the item has been turned in to lost and found. Show the festival patron the location of Volunteer Headquarters to check lost and found.

### **EMERGENCY CELL PHONE CONTACTS**

Tarika Cefkin	Public Safety Chair	303-931-7695
Sara Moore	Executive Director	248-342-3121
Tesia Chen	Operations Manager	720-468-2204

***\*\*\*Please note that this emergency plan and enclosed contact information is confidential and only meant for use by the CDBF Operations Committee only. DO NOT distribute this information to the media, neighborhood residents or general public.\*\*\****