

## **Outdoor Special Event Public Safety Plan**

**Operations Director:** Grace Piontek, 928.606.1106

**Production Manager:** Marley Magner 573.289.0090

**Booze Admiral:** Adam Boisclair 573.239.2293

**Executive Director:** Arin Liberman 202.714.4934

Executive Director has authority to cancel event. Operations Manager, Production Manager, and Events Director have authority to postpone event due to public safety concern.

Event volunteer can be identified by a uniform t-shirt (color TBD) and wearing a lanyard with yellow VOLUNTEER pass. Event staff can be identified by wearing a green CORE pass, pink ALL ACCESS pass, or yellow JUGGERNAUT or VOLUNTEER pass. Event staff are responsible for delegating responsibilities to volunteers.

Event layout information can be found at the end of TF\_map2024.pdf

### **Event communications plan**

Event organizers will communicate with each other via cell phone and two-way radios. All event organizers have wearable contact card with all necessary contact information. In the event of an emergency, attendees will be communicated to verbally by staff using loud, clear, and concise instructions. Corded and battery powered sound amplification are available on site throughout the event.

In the case of inclement weather prior to event start, attendees will be communicated to via social media channels, website, and word of mouth through fest staff using languages such as “[Event] postponed to ##:##PM (or canceled) due to inclement weather. Please see truefalse.org for more information.” During the Fest, when appropriate, announcements will be made from the stage of each screening to disseminate information Fest-wide.

### **Emergency Notification**

Notification of emergency will be disseminated to attendees as appropriate via social media, word of mouth, sound amplification, and when necessary notices from stage at each venue.

#### *Scripted messages for attendees in the case of weather:*

“A severe weather report was received that indicates potential impact to Columbia. The following precautions are being taken to protect True/False attendees. [event] has been moved indoors (or cancelled). Please see truefalse.org or ask a staff member for more information.”

#### *Scripted messages for attendees in the case of emergency (evacuation)*

“Due to (emergency, fire, medical situation, etc) this area is being evacuated. Please make your way to the nearest exit and evacuate the area.” Additional directional information will be provide by staff as available at all exits.

#### *Scripted message for attendees in case of shelter in place:*

“Due to (tornado warning, outdoor threat, etc), seek shelter immediately. The closest shelters are Missouri Theater and Picturehouse (Missouri United Methodists Church).”

In case of emergency, the following individuals are responsible for these tasks

- Notify event lead of emergency/severe weather: Operation Director
- Disseminate pre-scripted messages for announcement: Operations Director, Event Producer, Executive Director
- Ensure sheltering locations are open (if applicable): Operations Director, Production Manager
- Ensure event staff/volunteers are in place to direct guests out of event site: Events Producer, Operations Director
- Make announcement(s) to attendees: Events Producer, Executive Director
- Ensure all event activities have ceased: Operations Director, Production Manager, Executive Director

### **Attendee Entry/Exit**

Entry/Exit of full street closure is available through north and south ends of 9th street from Locust and Elm, respectively.

Entry/Exit of tent are marked on the map of TF\_map2023.pdf. Entry/Exit of the tent is available on the south east corner, and along the west side. Attendees may enter/exit the event from the north or south side of tent along sidewalk. Staffed stanchions will be used to monitor in/out capacity using a clicker system. Staff will maintain communication with Events Producer regarding capacity. Attendees must present an eligible pass or ticket to gain entry to the event.

### **Crowd Management**

True/False Venue Management Staff and Event Staff will undergo crowd management training with CPD/CFD prior to event (February 12). We will have 8+ staff on site for Jubilee, March March, Reality Bites, and Buskers Last Stand. Outside of these events, the area will be monitored and crowd managers will be staffed according to capacity. Staff responsible for crowd management will conduct an inspection of the area of responsibility and identify and address any egress barriers, conduct an inspection of the area of responsibility to identify and mitigate any fire hazards, verify compliance with all permit conditions, direct and assist event attendees in evacuation during an emergency, assist emergency response personnel when requested and other duties required and specified by fire code official and Public Safety Plan.

### **Medical emergencies**

In the case of a medical emergency (such as loss of consciousness, excessive bleeding, etc.), the volunteer will call 911 first then alert a staff member. If it's clearly a minor event then staff can be notified first but if there is any doubt it is best to err on the side of caution and call 911 before making other notifications. When calling 911, staff will know their location. Staff will not do anything they are not trained to do. Staff will secure the scene and ask patrons to move away from the scene, especially if emergency personnel are en route. Staff will not move the injured person. If the injured person is conscious, staff will ask them questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident. If the injured person is unconscious, staff will shout to get the person's attention, using the person's name if it is known. If there is no response, staff will tap the person's shoulder and shout again, while checking for normal breathing. Again, staff will not do anything they are not trained to do. If another patron identifies themselves as a medical professional with the necessary skills to assist in assessing the

situation, staff may allow them to help. Staff will continue to assess the scene and wait for medical professionals to arrive.

### **Weather Monitoring**

In the event of inclement weather, Operations Director and Event Producer will be responsible for monitoring weather via National Weather Service as well as local weather reports and radars. Collectively the Operations Director, Event Producer, Production Manager, and Executive Director will determine when to postpone or cancel event. Executive Director has the authority to cancel the event due to weather.

### **Pre-event Briefing for Staff Volunteers**

All volunteers and staff are oriented prior to event at an all-volunteer orientation on February 19, 2022. Additionally, directly prior to event, staff and volunteers will have a huddle to review all necessary information re: event logistics, details, safety, and communications.

### **Security Considerations**

Please see T/F Safety Plan 2022 and T/F Alcohol Management Plan for all security consideration policies and procedures.