

## 4th of July 'Fire in the Sky' Safety Information for Staff

4th of July 'Fire in the Sky' is dedicated to providing a safe and fun community celebration for the 4<sup>th</sup> of July. As a staff member, you are responsible for managing volunteers and being a primary contact in case of emergency. If the incident can be handled with basic first aid, use the kit at the info booth or walk the person to the closest fire truck or ambulance- or otherwise dial 9-1-1. If you determine that the incident is not an "emergency" but still need assistance, you can call the **non-emergency number 573-442-6131** for assistance from Public Safety Joint Communications personnel. On-site safety personnel will be notified via 911.

The following information will help prepare you for a wide variety of incidents that may occur at the event. Please familiarize yourself with these procedures prior to beginning your shift.

Thank you for all your help and for ensuring the event runs smoothly!

### **COMMUNICATION**

1. Moira Crowell [REDACTED] (Primary Event and Emergency Contact)
2. Courtney Deters [REDACTED] (Secondary Contact - Kids Area/Food Trucks)
3. Erika Coffman [REDACTED] (Secondary Contact - Sponsor Area/Command Center)
4. Zach Nikin [REDACTED] (Additional onsite Contact - Park Infrastructure)
5. Gabe Huffington [REDACTED] (Parks and Recreation Director)

### **Contact Call Tree**

**For emergencies call 9-1-1. To report other concerns, call the person listed to report various issues, staff and information booths will have radios as needed. (the responding person will contact Moira if can't determine how to move forward):**

- **General & Medical Issues/Concerns: Moira -> Erika C. -> Courtney D. . -> Zach Nikin -> Radio Command Center (CPD/CFD/EMS)**
- **Sponsor Area/Weather Related: Erika C. -> Moira -> Courtney-> Zach N. -> Radio Command Center (CFD)**
- **Activity/Food Truck Related: Courtney. -> Moira -> Zach Nikin -> Erika C.**
- **CPD Will be onsite at 5:00 PM & CFD will arrive on site at 7:00 PM**

2-way radios will also be in use during the event and will be at the following locations and with staff. Radio locations subject to change based on event needs, but there will be at least 10 radios in use during the event and all event contacts will have one available:

Information Booth (Intern/PR Staff)  
Amphitheater Stage (Intern/PR Staff)  
Erika Coffman - Sponsor Area (Command Center/Weather Monitor)  
ADA Parking (Mobile)(Intern/PR Staff)  
Courtney Deters - Food Vendors/Kids Area  
Moira Crowell - Primary Event Coordinator (Floating)  
Zach Nikin - Park Infrastructure & Trash  
Tammy Miller - PR/Communications  
Nora Alahaideb-Bott (Kids Area)

**CODE Red - Medical Emergency**  
**CODE Blue - Non Medical Emergency**

## **SAFETY AND SECURITY LOGISTICS**

### **STREET and AREA CLOSURES**

- Parking lots at Stephens Lake Park will be closed at 11 pm on July 3. The SLP Beach lot will be used for ADA parking and pick-up/drop-off parking.
- North side of SLP from Riechmann Parking Lot to E Walnut will be barricaded on July 1
- The fireworks safety zone will be restricted beginning July 3 when fireworks arrive on site. J&M Display will have staff onsite through the day and into the evening on July 3, Citadel security is scheduled to begin at 12 pm on July 3, until 6 am on July 4.
- Old 63 will be closed from Jack Estes Way to West bound East Walnut at 5:30 PM on July 4
- East bound E Walnut will be closed to non-residential or Sponsor area traffic at 5:30 PM on July 4
- **Parking lot volunteers are scheduled to arrive at 5:30 PM for ADA lot, 6 PM Sponsor area lot, and 5:00 PM for Staff/Volunteer/Food Truck Lot. (I have requested ADA volunteers arrive at 5:30-5:45 PM, and one E Broadway volunteer at noon).**
- Trail Closures on Hinkson Creek Trail scheduled for 8:30 PM, will be monitored by volunteers
- **AT 9:00 pm Fire Dept staff communicates with J&M Displays to confirm that safety zone is secured.**
- The fireworks show will begin at 9:15 pm and will last approximately 20 minutes. After the show is over, CFD will do a safety sweep and volunteers/CPD will reopen the streets, lots, and trails.
- Staff and remaining volunteers will walk the Boone Hospital parking lot. Street sweeper has been requested to remove any trash or refuse (use of Gator and trash bags for this, if large amounts of trash need to be picked up).

### **SAFETY**

- PR Staff received crowd manager training and are expected to monitor the crowd and keep attendees safe.
- Columbia Police will be onsite to assist with emergencies and will manage the street closures on Old 63 and E Walnut.
- Citadel security will be onsite to monitor the fireworks zone from 12 pm July 3, to 6 am July 4.
- In the event of a major emergency CFD or CPD will take control and implement a plan to safely and swiftly direct people out of the impacted area.
- Staff and volunteers will assist with crowd control in the park. Volunteers working in parking lots or closures will wear safety vests.
- First aid kits will be kept at the information tent for basic first aid, CFD will be onsite for major medical emergencies.

### **FIRST AID**

First aid kits will be kept at the information tent for basic first aid, CFD will be onsite for major medical emergencies.

### **MEDICAL EMERGENCY PROCEDURES**

First-aid - in the event of minor illness/injury to a patron:

- Remain calm

- If you are the first one on the scene, alert another staff member or a volunteer
- If a volunteer alerts you of a situation, assist them with following the steps below
- Remain with the patron and collect contact information if needed.
- If the patron needs additional assistance and is unable/unwilling to relocate CFD, call the non-emergency number (573-442-6131 or 311) for assistance.

After the patron has received first aid assistance and the situation is resolved, please fill out an **incident report located at the parks and recreation information tables**. If the minor injury or illness cannot be managed with items in the first aid kit or is beyond your first aid knowledge, call the non-emergency number as indicated above.

**Major Injury/Illness/Ambulance Services:** Boone Health and MU ambulance will be on site, along with CFD. In the event of an emergency use the radios and cell phones to contact an event contact (Moira, Courtney and Erika), as well as the command center.

- Remain calm
- If you are the first one on the scene, alert another staff member or volunteer and Moira (or another event contact if she is unavailable/unresponsive).
- Dial 9-1-1 and provide information about the incident as requested by the 9-1-1 Emergency Telecommunicator. Please remember they are following set standardized procedures and protocols when obtaining information about the reason for the 9-1-1 call. Answer the questions as best you can and follow all instructions they provide.

**This may include:**

- Exact location of the patron
- Your name will be requested as the 9-1-1 caller
- Rough estimate of the patron's age
- Any knowledge about the nature of the injury/illness:
- Collapse
- Health related
- Medical History
- Heat related
- Alcohol related
- Bleeding
- Location of the injury on person's body
- Conscious/unconscious
- Remain with the injured patron until paramedics arrive
- Keep any accompanying family/friends as calm as possible and inform them that help is on the way. After the patron has received medical assistance and the situation is resolved, please fill out an incident report located at the parks and recreation information tables.

**Tips to Remember:**

- When calling in an emergency, always remember to remain calm
- Relay your location to the proper authorities using landmarks and/or addresses
- Always alert another individual to the situation. It is very difficult to manage the situation and make the proper calls if you are the only one aware of the situation.

**INCLEMENT WEATHER:**

**If there is a threat of severe weather, command center staff stationed at the Riechmann Pavilion will watch the weather and communicate with Joint Communications. They will**

**alert staff if weather is a concern.**

**We will have the ability to make announcements at the Stage and Activity Area via PA systems.**

**Severe Weather:** In the event of severe weather, the public should be notified at least 30 minutes in advance of approaching weather. 'Fire in the Sky' staff will calmly alert patrons that a severe weather warning has been announced and that they should seek shelter. Keep reminding patrons that a severe weather alert has been issued for Boone county. Patrons at Riechmann Pavilion can shelter in place. Sheltering in cars can suffice too, depending on the severity of the weather. If needed, attendees can see shelter in the bottom floor of Williams Street Garage. **DO NOT encourage patrons to seek shelter under trees.**

Constantly relay information to volunteer staff and assist them with directing patrons. 'Fire in the Sky' staff and Columbia Police/Fire personnel can assist in determining if the event needs to be cancelled.

**For up to date information about severe weather, staff can call the National Weather Service:**

(636) 447-1887

(636) 447-1876

Please identify yourself and the nature of the event.

**Tornado Warning:** In the event of a tornado warning for Boone County, the public will be notified as soon as possible via the sounding of the outdoor warning sirens. 'Fire in the Sky' staff will calmly alert patrons that a tornado warning has been issued for Boone county and that patrons should seek shelter immediately. If patrons are unaware of what the outdoor warning sirens means, relay appropriate information to them in a calm manner. Keep informing patrons that a tornado warning has been issued for Boone county and encourage them to seek shelter. **DO NOT encourage patrons to try and outrun the storm.** In the event that patrons are unable to reach an interior shelter, they may seek shelter in the nearest garage (Williams Street Garage). Instruct patrons to crouch near a side wall, behind support piers, or in an enclosed stairwell without glass. **DO NOT encourage patrons to seek shelter under trees.** Constantly relay information to volunteer staff and assist them with directing patrons. Fire in the Sky staff and Columbia Police/Fire will determine if the event needs to be canceled.

#### **LOST CHILD PROCEDURES:**

- **If you find a lost child,** or if a volunteer brings a lost child to you, **stay where you find the child/parent** and call the command post and then inform the info booth staff. If you are the first one to find the lost child, alert a staff member or volunteer of the situation, call the command post or ask the staff member to contact the command post.

Stay at the location where the child was found unless, or until, you receive other direction from the command post. If possible, ask the child to describe their parent/guardian (including their full name and cell phone number if known) and ask the child for their own name. Remain with the child and try to keep them as calm as possible until their parent/guardian is located. **DO NOT let the child wander away. If anyone other than the child's parent/guardian tries to forcefully take the child, immediately alert a uniformed officer or a staff member and/or call 9-1-1 for law enforcement assistance.**

- **If a parent or guardian reports a missing child**, alert another staff member or volunteer and stay in the same location with the parent where the child went missing. Staff members will then alert the command post and all other staff at the festival and provide them with a brief description of the child. If the lost child is not found quickly, call the command post or 9-1-1 for law enforcement assistance. After the child or parent has been helped and the situation is resolved, please fill out an incident report, which will be located at the parks and recreation information stations.

#### **Tips to Remember:**

- Use similar processes when dealing with a lost elderly person. Keep in mind you may need additional support when an individual is dealing with anyone who is differently abled mentally or physically.
- Be vigilant; turn up your situational awareness.
- The stage emcees can announce the lost child/lost parent from the stage.
- If the situation appears suspicious, do not hesitate to alert a uniformed officer or staff and dial 9-1-1.

#### **FIRE:**

If a fire originates in the area of the event where you are working, calmly alert another staff member or volunteer, call 911 and begin directing patrons away from the flames. Have staff member or volunteer contact the command center. Provide the fire department with your exact location. 'Fire in the Sky' staff will then communicate with other volunteers/staff members and coordinate with the fire department on-site. Once the area has been cleared by the fire department, please fill out an incident report located at the parks and recreation information tables. If the event is cancelled due to fire, relay appropriate information to volunteers. Volunteers will then assist with calmly informing patrons that the festival has been cancelled and that they should proceed to their cars and exit away from the fire. Constantly relay information to volunteer staff and assist them with directing patrons. Use landmarks and directions to help assist patrons while exiting.

#### **PUBLIC DISTURBANCE:**

**FIGHT:** If a fight breaks out in your event area, immediately alert another staff member and call 911. Provide the police department with the number of individuals involved in the fight and your exact location. **DO NOT try and intervene.** If you feel threatened, ask for assistance from another staff member. Direct volunteers to assist with crowd control by guiding patrons away from the individuals fighting. Once the Columbia Police have taken control of the situation, please fill out an incident report located at the parks and recreation information tables.

**Drunk and Disorderly:** If a patron is causing a disturbance you can ask them to move along if they are not threatening. If they are threatening, immediately alert another staff member and call 911. Provide the police with a brief description of the patron causing the disturbance and your exact location. If the patron tries to pick a fight, keep your voice low and reasonable. **DO NOT try to reason with or reprimand the individual.** If you feel threatened ask for assistance from another staff member. Once the Columbia police have taken control of the situation, please fill out an incident report located at the parks and recreation information tables.

**Inappropriate Behavior:** If a patron is exhibiting inappropriate behavior, alert another staff member and call 911 or non emergency number. Examples include public exposure, showing a

suspicious interest in a child/children, using loud and aggressive behavior, being a nuisance to another person, urinating in public, etc.

Provide the Police with details about the behavior and your exact location. **DO NOT try and approach/reprimand the patron yourself.** If you feel threatened ask for assistance from another staff member. Once the Columbia Police have taken control of the situation, please fill out an incident report located at the info tables.

### **BOMB THREAT/SUSPICIOUS PACKAGE/ACTIVE ASSAILANT:**

**Bomb Threat:** If you find/receive a bomb threat, immediately inform another staff member. Provide them with details about the bomb threat message and your exact location. The other staff member will then dial 9-1-1 and answer questions and follow instructions by the Emergency Telecommunicator. Once the Columbia Police/Fire Department has taken over the situation, instruct volunteers to calmly begin directing patrons away from the area and toward the nearest exit. Constantly relay information to volunteer staff and assist them as needed. The decision to cancel the event will be made by on-site Columbia Police Department staff. Once the event area has been cleared, please fill out an incident report located at the parks and recreation information tables.

**Suspicious Package:** If you find a suspicious package, immediately alert another staff member and provide them with a brief description of the bag/package as well as your exact location. **DO NOT attempt to move the bag/package.** If a volunteer reports a suspicious package in your event area, calmly ask if the bag/package belongs to anyone in the area. If the bag is not claimed, call the Columbia Police and provide them with a description of the bag/package and your exact location. After the police have taken over the situation, calmly follow any instructions they may give you and relay information to volunteers. Once the suspicious bag/package has been removed and the event area cleared, please fill out an incident report located at the parks and recreation information tables.

**Active Assailant:** In the event of an active assailant, remain calm and attentive. Immediately call 911 and inform a staff member. Ask the staff or volunteer to contact command center or event contacts immediately, provide as much detail as possible on location and situation. Instruct park attendees to exit the park in the opposite direction of the active assailant. Remember to RUN first when possible, HIDE when running is not an option, and FIGHT only when necessary.

### **General Tips For Event Safety:**

Always remain calm during an incident. If you are calm, patrons are more likely to remain calm as a result.

Always alert another staff member or volunteer when an incident occurs. It is a VERY difficult task to help assist a patron while keeping a crowd under control if no one else is aware of the situation.

If at any time you feel threatened and that the situation is out of your control, alert another staff member and call 9-1-1.

Keep the crowd informed of the situation. Lack of information results in a sense of panic. You don't have to provide all the details, but try and convey need-to-know information in short, simple, and easy to understand statements.

During an incident, if you feel like you are repeating yourself too much, you are doing your job correctly.

After an incident is resolved, please fill out an incident report located at Parks and Recreation information tables.

**Severe weather script for announcers:**

**Warning Script: Severe Thunderstorm**

The National Weather Service in St. Louis has issued a Severe Thunderstorm Warning for Boone County until \_\_\_\_\_ (enter time). A severe thunderstorm was near \_\_\_\_\_ (town) moving \_\_\_\_\_ (direction) at \_\_\_\_\_ mph. Towns in the path include: (list towns given in the warning)

This storm will produce:

Hail \_\_\_\_\_ (size)

Wind gusts \_\_\_\_\_ (speed)

*Any other information you would like to include.*

**Warning Script: Tornado**

The National Weather Service in St. Louis has issued a Tornado Warning for Boone County until

\_\_\_\_\_ (enter time). A severe thunderstorm with strong rotation was near

\_\_\_\_\_ (town), or a tornado was reported by \_\_\_\_\_ (source)

moving \_\_\_\_\_ (direction) at \_\_\_\_\_ mph. Towns in the path include: (list towns given in the warning)

People in the path should take cover immediately!

*Any other information you would like to include.*