



RBC BLUESFEST DRIVE-IN

EMERGENCY PREPAREDNESS PLAN

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Emergency Preparedness Plan

1 INTRODUCTION

The RBC Bluesfest Drive-In is a multi-day, multi-artist music festival planned for July 31-August 15, 2020 at the Place des Festivals grounds of Zibi Development, 40 Rue Jos-Montferrand, Gatineau, Quebec. The staff and management understand their responsibility to provide a safe and secure environment for patrons. Experience has shown that large music events like the RBC Bluesfest Drive-In require event-specific planning and procedures in order to provide proper evacuation in the event of an emergency. This Emergency Preparedness Plan establishes the basic framework for emergency preparedness for the RBC Bluesfest Drive-In and is not intended to cover every emergency. Therefore, it is understood that during an emergency it may be necessary to deviate from the framework of this plan, returning to the plan as soon as possible when the emergency permits.

2 LEVELS OF EMERGENCY RESPONSE

"i jg' ja dYUfj Y H Uh Yj Yfm k Ufb]b[ž]bVXYbh cf' h fYUhi]g' HfYUHX' Ug' h ci [\ ']h]g' U fYU' Ya Yf[YbWmfYei]f]b[' U WfHJb` Yj Y` cZ Ya Yf[YbWmfYgdcbgYž Yj Yb`]ZH Y']b]j]U' gci fW']g' i b_bck b" For the purposes of these Emergency Procedures, 2 levels of emergency response have been established, The two incident levels of emergency response are:

1. @j Y` ðÈ @WJnYX` #GjH' GdYVZjW` bVXYbh **CODE YELLOW** This is an incident that is developing and has the potential to escalate. Response is in accordance with normal operating procedures. Authorities Having Jurisdiction (AHJs) may become involved. There is the potential for media attention. Notification to the Executive Director is appropriate. Consideration will be given to open the Incident Command Post (ICP). The Emergency Control Group (ECG) to be placed on standby and shall be ready to assemble if required. Some examples include:
 - Approaching strong weather storm
 - Flood potential
 - Minor fire
 - Fight
2. @j Y` ðÈ DchYb]jU' GjH' 9j UW Ufjcb` bVXYbh **CODE RED** This is a threat that impacts the Festival and requires damage assessment. AHJ(s) will be involved and may assume control of portions of the Festival site. The Executive Director is notified and in turn will notify the next person in the chain of command. The ICP and possibly EOC is opened. Key event personnel are assembled at the ICP or EOC. Some examples include:
 - High Winds
 - Serious Flood Potential
 - Health Threat
 - Water Emergencies
 - Major Fire
 - Serious Injury or Death
 - Threat of Terrorist Act
 - Bomb Threat
 - Dangerous Goods Spillage

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Emergency Thresholds

Emergency level thresholds define when a situation changes levels. The threshold points are as follows:

- 1) **CODE YELLOW incident;** when the situation has potential to affect more than one person or place
Example: One case of food poisoning turns into multiple cases or when there is multi-unit equipment failure
- 2) **CODE RED incident;** when the situation moves from being a potential hazard to an imminent hazard or when a small crime becomes a criminal act.
Example: potential storm hits the festival or fight leads to potentially fatal wounds
- 3) **A major incident to an area wide emergency;** when the situation moves from affecting the festival grounds to affecting the surrounding area or the city of Ottawa.
Example: Dangerous goods spilled into the river, a potential bomb threat has become an actual bomb threat or a mass casualty act has been committed.

03 EXAMPLES OF EMERGENCY RESPONSE

This plan establishes the basic framework for emergency preparedness for the RBC Bluesfest Drive-In. Some examples of how to respond to specific emergencies are provided in the following sections. Notwithstanding, this plan is not intended to cover every emergency. It is understood that during an emergency it may be necessary to deviate from the framework of this plan, returning to the plan as soon as possible when the emergency permits.

03.1 WEATHER THREAT

The Festival has retained Event Weather Plan to develop a weather model specific to the precise geographic location and dates of the 2020 RBC Bluesfest Drive-In. A daily minimum of two, high resolution, site-specific, short-term weather forecasts of 48 hours will be delivered to the ED, Site Managers, Site Operations Manager and the Technical Director/Production Manager. The reports provide easily comprehended, professionally interpreted data with graphics summarizing key weather variables such as temperature, wind speed & direction and precipitation.

Every effort will be made to adhere to the established Festival schedule. Should a delay occur due to weather or storm activity; and the delay is so lengthy as to render adherence to the original Festival schedule impossible, the Technical Director/Production Manager, in consultation with the Executive/Artistic Director and Site Operations Manager, will modify the schedule. Should the weather or storm activity occur during any workshops and artists performances, the performances and workshops will be suspended until the weather or storm activity has passed. If the weather or storm activity is still in active progress when there are performances/workshops scheduled, then the performances/workshops will be cancelled until the weather or storm activity has passed.

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03.3 ON-SITE FIRE

In the event of a Fire:

- a) Notify Technical Director and Central Command who will notify the on-site Emergency Services, the on-duty Police, Security and the Incident Site Managers. The Technical Director will notify the Executive Director that Fire Services have been dispatched.
 - Give the Incident Site Managers as much information as possible on the location and what is burning, what may have caused the fire to begin (example, grease if it was from a food vendor, electrical if it is near the stage)
 - Evacuate all guests and patrons in immediate danger to a safe location, (location should optimally be in the opposite way the wind is blowing).
 - Help people requiring assistance.
 - Proceed to a safe area and wait for the fire department.
- b) CALL 9-1-1
- c) Individuals in the immediate area of danger must evacuate immediately, they must not be allowed back into the danger zone to pick up personal items.
- d) Do not let anyone attempt to move vehicles from site. All access routes must be clear for emergency vehicles.
- e) Upon assessing the fire threat, the Incident Site Managers and/or Security Director or AHJ will notify the Event Commander if/when the area is safe to return to or if a partial or full evacuation is required.
- f) Keep any witnesses in a safe location, if possible near the scene. Complete the Incident / Occurrence report only after the situation is under control and everyone is safe.

03.7 MISSING CHILD / LOST PERSON

Individuals reporting lost persons shall remain at their location for 5 minutes with the child to see if the parent or guardian attends the area. After 5 minutes, the child shall be escorted to the admin office, where a security team member will assist them in recalling details (obtain the name, age, description, place last seen, and potential destinations). Radio transmission using the code "Family Matter" will alert security of the situation and provide a description of the lost person.

Level 1- Immediate Area Search

Level 2 – Site-Wide Search

Level 3 – Police Assistance

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03.8 FOUND CHILD

Immediately upon recognizing a lost child, obtain the name and age of the child and if possible the name of the parent/ caregiver.

When lost persons approach Bluesfest staff and/or volunteers, they will be escorted to the admin office, where security will assist them in locating their companions.

04 SITE EVACUATION

The Gatineau Police, the Fire Department, or other Authorities Having Jurisdiction (AHJ), in concert with the Emergency Control Group (ECG) and event security will assess each incident/threat and determine if and when a full or partial evacuation of the site is required. Fire, bomb threats, inclement weather may warrant temporary relocation or full evacuation of the site.

When full or partial site evacuation is required, the Event Commander (EC) via Central Command shall ensure that all key personnel are aware of the emergency. The Incident Command Post (ICP) or Emergency Operations Centre (EOC) is opened. Damage Assessment Teams are dispatched. Each person participating in evacuation should know his/her role.

In the event of a full emergency evacuation of the site, direct patrons off the site. Patrons should continue to walk to a designed safe location, per the AHJ. They should not try to exit the site in vehicles.

Do not let anyone attempt to move vehicles from site. All access routes must be clear for emergency vehicles. The service vehicle access is available and will be kept clear for emergency vehicles to access the interior of the site at any time. Temporary barricades may be required to delineate a route for emergency vehicles to enter the site, while guests are exiting.

04 FULL EVACUATION

Should an emergency occur while the Drive-In is in full operation, all vehicles are to remain onsite and all patrons are to proceed to the Muster point

Evacuation Plan Guidelines

During evacuation, Senior Management will have a designated Command Centre. Managers will be throughout the site updating the Command Centre and distributing information, as available, to each department. Staff and volunteers will get instructions from the Command Centre. Communications flows from the Command Centre to the Event Commander to the Directors,

Managers and finally staff and volunteers. If you are NOT receiving instructions from management, contact you Manager.

If a decision is made to ~~leave~~ the premises, the following announcement is to be made:

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“Attention Please, Attention Please, Due to an unexpected incident, we are taking precautionary measures and need to evacuate the site. Please proceed to the nearest exit.”

“Attention s’il vous plaît, Attention s’il vous plaît, En raison d’un incident inattendu, nous prenons des mesures de précaution et devons évacuer le site. Veuillez vous diriger vers la sortie la plus proche.”

At all times, it is the staff/volunteer’s duty to maintain a safe environment for guests. You may be assigned a position to staff during an evacuation. It is important that you understand your role, and provide guests with correct information and directions

In the event of these announcements, volunteers and staff are asked to do the following:

Ask Manager for instructions during an evacuation:

1. Clear all staff, volunteers and guests from your work area.
2. Report to your designated meeting place.
3. Assist guests to evacuate in a calm and safe manner.
4. Once at a designated meeting place, further instructions will be provided by your Manager/the Management Team.
6. This may include:
 - Staffing pathways and/or gates.
 - Providing guests with information.
 - Providing guests with directions.

4.3 MUSTER POINT

Designated emergency muster points are established for each team at the festival.

- a) Volunteers are to rally at their check-in location
- b) Production teams rally at their respective production offices
- c) Staff rallies at their Operations Centre
- d) All patrol guards rally with the patrol supervisor and are deployed to either the exits, muster point or incident site.

4.5 GENERAL EMPLOYEE REQUIREMENTS

All Board Members, employees, volunteers, directors and coordinators at the RBC Bluesfest Drive-In shall be aware of the following locations:

- Entrances and Exits to and from the Festival grounds
- Emergency Assembly Areas (EAAs)
- Main First-Aid Station

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07 MEDIA

All information will be gathered, coordinated and disseminated by the Executive/Artistic Director or his/her designee. *I bU h cf]nYX'dYfgcbbY'UFYbchdYfa JHhX'lc'gdYU_ 'lc' h Y'A YX]Ucf'lc' fYYUgY]bZfa Ujcb"*

Appendix F Radio Channels (2020)

Channel
Security
Site
Tickets
Traffic
Production
Audio
Video
LX
Backstage

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