

2017 Louisiana Peach Festival Emergency Operations Plan



June 23rd to June 24th, 2017

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Handling Instructions

1. The title of this document is the 2017 Louisiana Peach Festival Emergency Operations Plan.
2. The information gathered in this plan is designated as For Official Use Only (FOUO) and should be handled as sensitive information not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or part, without prior approval from the Peach Festival Committee Planning Team is prohibited.
3. At a minimum, the attached materials will be disseminated only on a need-to-know basis and when unattended, should be protected against theft, compromise, inadvertent access, and unauthorized disclosure.

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Scope of Plan and Overview

The 2017 Louisiana Peach Festival Emergency Operations Plan establishes a preparedness and procedures protocol to handle emergency incidents that may occur during the timeline of the festival schedule and events. Planning for the potential risks and hazards associated with this type of event can be difficult, but is essential to the event's success. This plan is a collaborative effort of all agencies that will be involved in the event including festival planners and emergency response personnel. The Peach Festival is considered a special event that brings a large number of local residents as well as visitors to the community. Emphasis should not be placed on the total number of people attending, but rather the impact on the community's ability to respond to a large-scale emergency or disaster and the exceptional demands that the event places on local resources. The safety of festival attendees, volunteers, vendors and participants is the primary concern of festival planners.

This document highlights emergency issues that should be addressed in the early stages of planning, promoting or sponsoring such an event. Considerations should be given to the scope of the event, the risks to spectators and participants, impact on the community and the logistical support required, including festival personnel and first responders. This plan should be analyzed to identify areas of strengths and weaknesses that need improvement and a means to develop corrective actions.

Event Details

Event Name

2017 Louisiana Peach Festival

Type of Event

Parish Wide Community Festival

Event Start and End Dates/Times

June 23, 2017 to June 24, 2017

Opening Friday at noon, closing Saturday at 11:30 pm.

Location

Ruston, Louisiana

Sponsor

Ruston/Lincoln Chamber of Commerce

Emergency Support Agencies

Ruston Police Department, Lead Law Enforcement

Lincoln Parish Sheriff's Office

Ruston Fire Department, Lead Fire/EMS/Rescue

Lincoln Parish Fire District

Ruston Public Works

Lincoln Parish Office of Homeland Security and Emergency Preparedness

Northern Louisiana Medical Center

Emergency Planning Considerations

Event Staffing and Credentials

- Festival staff personnel need to be identifiable either by uniform, vests or otherwise visible means to festival attendees during an emergency.
- Credentials identify specific personnel that require access to festival venues and are required to perform an operational role or function.
- Festival staff should have a means to communicate via radios or cell phones and a plan of communication for the event.

Event Emergency Responders

- First responder personnel need to be in designated uniform easily identifiable to festival staff personnel and festival attendees.
- First response personnel should be staged at designated areas throughout the festival venue or if on patrol/roving the festival venue, use the same primary routes as attendees.
- First responders and festival staff personnel need to be familiar with the overall festival venues as well as law enforcement and fire/ems command posts locations.
- Law enforcement, fire/ems and public works personnel should coordinate and have a communications plan in place for event.

Event Cancellation or Postponement

- An overall event or part of the event may need to be cancelled, postponed or interrupted due to an unexpected incident. Event planners and emergency response personnel need to work together to know when to initiate a decision of this nature and who will have the authority to make this call.
- Have a means to communicate with attendees in the case of an emergency, disruption or cancellation. Examples include public address system or portable bullhorn.
- Have a plan in place to manage crowd reactions to cancellations, etc. in an effort to assure festival attendees of the reasons for such a decision and a means to provide for the re-admission of patrons to the venue(s).

Special Events Planning and Coordination

- Special events and activities planned during the festival need to be thoroughly planned and coordinated with festival planners, emergency response agencies, special events sponsors and others on a need to know basis.
- Example: Ruston Junior Auxiliary will sponsor the Annual Peach Festival Parade this year. This event needs to be planned and coordinated with input from the Junior Auxiliary, local law enforcement and fire/ems personnel. Each entity needs to understand the parade route, the timeline of the event, number of parade participants and other critical details that will allow for a smooth and safe event for participants, workers and spectators.

Emergency Planning Considerations -Continued

Event Means of Access, Egress or Evacuations

- Event planners need to ensure that all entrances are easily accessible for attendees.
- More importantly, make sure venue exits are clear and flexible to allow for crowds to get out or evacuate quickly in case of a major emergency.
- Event planners should have an evacuation plan for festival attendees and designated shelter areas to direct attendees to.

Inclement Weather

- Weather should be monitored at all times by event staff and first response personnel.
- Event planning needs to consider all ways that weather can impact attendees and take appropriate measures.

Emergency Plan

- Key event staff personnel should understand the purpose of the emergency operations plan and when to implement emergency measures.
- Staff members should know the proper method to report an emergency, who all to report the incident to and basic actions that should be taken.
- All staff and first response personnel need to be familiar with the overall festival venue sites, festival traffic/pedestrian routes, and command post locations.
- A **pre-event briefing** should be held to include all event staff, volunteers and emergency response personnel to make sure everyone is familiar with plans, last minute changes, procedures and actions to be taken in case of emergency incidents.

Mobile Command Posts (Locations)

- The Lincoln Parish Mobile Command Unit and the Ruston Fire Department First Aid Unit will be staffed by Police and Fire department personnel and will be located on the south side of West Park, between Trenton and Monroe streets.
- The Peach Festival Volunteer Booth(s) will be on the north side and center of Park Avenue directly across from Railroad Park and on the south side of Georgia Avenue across from the Civic Center in the First National Bank parking lot. Both locations will be staffed by committee members and volunteers.
- The Lincoln Parish Health Hut will be located at the Sexton Parking Lot and will be used by the Ruston/Lincoln Chamber of Commerce personnel as a command/office.
- Law enforcement, Fire/ems and Peach festival staff members will have roving patrols by means of a variety of motor vehicles between all venues.

Emergency Procedures

Reporting Emergencies

- **For all emergencies CALL 911.**
- Stay calm and carefully explain the problem and location to dispatcher.
- Follow dispatcher's instructions and do not hang up until told to do so.
- Stay calm and keep others calm until help arrives. Then notify your supervisor or any first response personnel. Follow instructions of all emergency responders on scene.

Medical Emergencies

- Contact law enforcement or fire/ems personnel first, then notify your supervisor and follow instructions.
- Assist in keeping area clear for emergency response vehicles.

Missing Persons

- Contact Ruston Police Department and follow instructions.
- Stay with missing persons and escort to designated rendezvous area per instructions from law enforcement personnel or until reunited with family or party.

Severe Weather/Sheltering

- Monitor weather conditions at all times.
- If event is cancelled or postponed due to inclement weather, direct and assist visitors to exits or designated shelters in a calm, orderly fashion.
- Alert officials of any injuries, damage or persons requiring assistance.
- All staff members, volunteers and first responder personnel need to alert attendees to move to local businesses, etc. for sheltering in the event of severe weather.
- Remain indoors until all clear is given.

Emergency Procedures - Continued

Fire Alarms

- **Call 911.**
- Be familiar with exits, assist in evacuation of attendees.
- Alert officials to persons who may require assistance.

Suspicious Package

- DO NOT TOUCH, PANIC OR USE WORDS THAT MAY CAUSE PANIC.
- Contact Ruston Police Department and follow instructions.
- Assist in evacuating the immediate area, per instructions.

Suspicious Person/Violent Act

- Contact Ruston Police Department and provide detailed information.
- DO NOT attempt any physical confrontation with the person(s) and do not block their means of egress to an exit.
- Alert other bystanders and follow instructions from first responders.

First Response Emergency Measures

- Ruston Police Department, lead law enforcement, will coordinate with supporting law enforcement agencies for event security, traffic and crowd control and other law enforcement measures as needed.
- Ruston Fire Department, lead fire/ems/rescue, will coordinate with supporting fire departments and ems for event fire watch, provide emergency medical aid and other measures as needed.
- Ruston Public Works personnel will provide support services and will coordinate with event staff, law enforcement & fire/ems as needed.