

2024 Sunrise Music Festival Emergency Action Plan

INTRODUCTION

Instigate Entertainment is committed to operating a safe event. When an emergency situation occurs on the Festival premises, it must, to the extent reasonable possible, take the necessary action to safeguard its guests and employees, and to minimize damage to festival property, neighboring property and the effect on festival operations. Management understands that such action should be preplanned, in writing, prior to such an emergency and should be consistent across all operations. This Emergency Action Plan, hereinafter referred to as the EAP is part of management's effort to meet this objective.

Our organization should be prepared to evaluate and respond appropriately to emergency situations, so as, to prevent or minimize injury or illness to guests, festival personnel and the general public, and to minimize resulting damage. This will be accomplished through a combination of festival personnel and outside emergency response agencies, with the participation of each being determined based upon the severity of the situation.

Management is working with PLM Consulting LLC on refinements to its plans. Ms. Pat Mialy of PLM is a twenty-eight year veteran of the Loveland Fire Rescue Authority with fifteen years of experience as an Emergency Manager in Loveland, Colorado. In collaboration with Larimer County Emergency Services, Larimer County Sheriff's Office, County and Municipal Emergency Management and Loveland Fire Rescue, PLM has developed an Emergency Evacuation Plan for events at the Sunrise Ranch property. That Plan is attached and incorporated by reference.

ADDITIONAL EMERGENCY ACTION PLANS

Fire: Due to the relative high density of staff and patrons, Festivals have an advantage when it comes to quickly identifying and responding to fire. Due to the large number of observers and on-site communication capabilities, fires are typically identified at the incipient stage. Stages, large tents, other key locations and many staff golf carts will be equipped with hand held fire extinguishers. Additionally, Applicant will station a fire response pump truck or wildland fire engine at the event site to aid in initial response. If available, Applicant will provide staff the fire response equipment through Loveland Fire and Rescue. If LFRA does not have availability, an alternate provider will be contracted.

The festival will rely on the services of the local Fire Protection District, and/or other local Fire Departments to respond to fires beyond the incipient stage (that which can be normally extinguished with a hand held fire extinguisher or on-site fire response apparatus).

Provider: Loveland Fire and Rescue Authority

Injuries: Advance Life Support level care will be available at all times in the Event Medical Tent. The provider will be in direct contact with emergency dispatch as well as the nearest Level 1 Trauma Center. The Medical Team will be on a house radio and in constant communications with the event team. Injuries/illness that require transport to another facility will generally be handled by:

- **Provider: Thompson Valley EMS**

In the event that a situation exceeds festival personnel capabilities, event staff will classify the incident, implement necessary evacuation plans, and alert the applicable outside emergency response agencies (i.e. fire department, EMS local emergency planning committee, outside contractors, etc.) as necessary, for assistance.

Our primary concern in the event of an emergency is the safety and well being of all personnel, guests and the general public.

This plan is intended to act as a guide in actual emergency situations, assign responsibility for implementation of the plan in the event of an emergency and familiarize festival personnel with local emergency response authorities, the location of the potential hazards and the plan to control emergency situations, should they arise.

INITIAL ACTION

Upon discovery of an emergency incident, or potential situation which could lead to an emergency, staff at the Festival are instructed to contact the appropriate department or the Festival Director in the Production Office through one of the following methods: telephone, radio, or direct verbal communication.

WHO TO CALL IN THE EVENT OF A MEDICAL EMERGENCY:

During Load-In, Load-Out (before or after the medical team is on-site):

- Contact the Festival Director or Admin Dept. via Radio, if unavailable call 9-1-1

During Event Days (or once the Event Medical Tent is established):

- Contact the Medical Team via Radio, if unavailable contact Security via Radio.

WHO TO CALL IN THE EVENT OF A SECURITY THREAT:

During Load-In, Load-Out (before or after the security team is on-site):

- Contact the Festival Director or Admin Dept. via Radio, if unavailable call 9-1-1

During Event Days (or once the Event Security HQ Tent is established):

- Contact Security via Radio, if unavailable contact Admin Dept. via Radio.

MULTIPLE CASUALTY INCIDENTS (MCI)

Definition/Overview – Though a number of events may be called catastrophic or disasters, there is no one agreed upon definition of an MCI. For the purpose of this plan we shall consider an MCI to be any time that on-site medical services become overwhelmed and outside resources need to be summoned. Should the situation occur that on-site services become overwhelmed and adequate/appropriate patient care becomes jeopardized, the Event Medical Director will notify the Festival Director and advise activation of MCI Plan.

The Festival Director, Festival Liaison or their assign will notify local 911 and advise nature and scope of incident, the approximate number of casualties, best access into the area, possible staging area for incoming ambulances and any possible hazards, including if decontamination of patients may be needed.

Event Medical Director will send on-duty EMS Supervisor to Incident Command Post to function as liaison.

If a Multiple Casualty Incident ("MCI") is called, all Festival EMS personnel will follow the Incident Command as set up by Loveland Fire and Thompson Valley EMS. Once on-site, Fire/EMS are in control of the incident response.

Event Medical Director will establish communications and triage station, close to the patients but outside any area of hazard

Communications officer in conjunction with local County 911 Center will notify all applicable hospitals of the need to prepare for incoming patients.

Concert EMS personnel utilizing the START (Simple Triage and Rapid Treatment) system will initiate triage. Attempts will be made to keep the triage area geographically confined in order to remain efficient. Patients will be prioritized after three parameters have been evaluated. Level of consciousness, respiratory status, and perfusion status are all briefly examined, and if a deficit is found the patient is High Priority requiring immediate transport. If all three conditions are within normal limits, the patient is Low Priority and is ok to have delayed transport. Patients who have obvious fatal injuries will be considered dead and will be assigned no transport status. Transport officer will report to the ambulance staging area and assign patients to incoming transport vehicles.

The Communication Plan and Initial Response Plan is as follows:

The Command Post for incidents is the Production Office located behind the Main Stage. Top-level Admin Staff serve as the Event Command Staff for Emergencies. These positions include the Festival Director, Festival Liaison/Safety Manager, Evacuation Manager and Communications Unit. They can be reached on the ADMIN channel.

***EXPLOSION: CONTACT EVENT COMMUNICATIONS UNIT,
if no response, dial 911***

- Clear unaffected spectators from the area.
- Form a perimeter and create a lane for Fire/EMS personnel.
- Assist with evacuation if called for by the Command Post.
- A Supervisor will respond with Fire personnel to help determine the nature of the explosion.
- Report findings to the Command Post.
- Evacuation will be ordered if the explosion is determined intentional and appropriate person(s) notified of the event.

***HAZARDOUS SUBSTANCES SPILL / LEAK:
CONTACT EVENT COMMUNICATIONS UNIT, if no response, dial 911***

- Clear unaffected spectators from the area. Move them upwind away from hazard cloud.
- Assist with evacuation if called upon by the Command Post. Command will start additional units rolling towards site if evacuation is called for.
- Evacuation will be ordered if substance is not rapidly controlled or is unknown.
- Await instructions from police.

***TRAUMATIC INJURY / MEDICAL EMERGENCY:
CONTACT MEDICAL, CONTACT EVENT COMMUNICATIONS UNIT, if no
response, dial 911***

- Assist if requested through the Command Post.
- Clear traffic lanes for ambulance if requested through Command Post.

***MISSING / LOST PERSONS:
CONTACT EVENT COMMUNICATIONS UNIT***

- Reunifications and coordination will be managed through the Medical Tent near main gate area.
- Dispatch will inform security staff of a lost child and what location that child was found in. If there is any indications of foul play, Security shall search any vehicles leaving the site until the child is found.

- If search is to take place outside the event grounds, it should be requested/coordinated through the Command Post to the Sheriff's Office.
- Follow report writing procedures for investigation

SEVERE STORM:

- Await instructions from COMMUNICATIONS UNIT on severe weather conditions.
- Remove all barricades from entry area, open all gates, instruct patrons to return and remain inside their cars.
- Staff who are under safe shelter conditions should remain there. Staff in open areas should seek safe shelter and return to post when storm passes.

POWER FAILURE:

- Contact COMMUNICATIONS UNIT.
- Assure crowd, all is being done to restore the power.
- Watch for angry group that may form due to outage, report immediately to Command Post.

ASSAULTS: (ALL TYPES)

CONTACT EVENT COMMUNICATIONS UNIT, if no response, dial 911

- Escort victim to security office if possible, to take report.
- Detain perpetrator if SAFE to do so, if not inform the Command Post.
- Transport perpetrator to processing area.
- Watch for angry groups, mobs forming, report such activity to the Command Post.
- Be careful not to destroy any evidence, if possible.
- Follow report writing procedures for investigation.

PERSON (s) WITH WEAPON (s) / ACTIVE SHOOTER

CONTACT EVENT COMMUNICATIONS UNIT, if no response, dial 911

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Larimer County Sheriff personnel are contracted to be on site and may be reached on the Security Channel.

Because active shooter situations are often over within 10 to 15 minutes, individuals must be prepared both mentally and physically to deal with an active shooter situation.

If you hear shots fired on the event site or if you witness an armed person shooting or threatening people (active shooter):



Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the “RUN, HIDE, or FIGHT” protocol. If you have a radio, report your location and situation to the Security Team (and on site law enforcement if available) on the SECURITY channel. If that channel is busy, the CHAT channel may be utilized.

RUN: Evacuate If Possible

- If there is considerable distance between you and the gunfire/armed person, quickly move away from the sound of the gunfire/armed person and locate a secure place to hide. Wooded areas of the site may provide effective cover.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else has reported the incident.

The information that you are able to provide law enforcement may be critical, e.g. number of shooters, physical description and identification, number and type(s) of weapons, and location of the shooter.

HIDE: Hide silently in as safe a place as possible

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of the armed person's view.
- Silence phones and turn off other electronics.
- If you are outdoors and cannot RUN safely, find a place to hide that will provide protection from gunfire such as a brick wall, large trees or buildings
- Remain in place until you receive an "all clear" signal from law enforcement.

FIGHT: Take action to disrupt or incapacitate the shooter

- As a last resort, fight. If you cannot evacuate or hide safely and only when your life is in imminent danger, take action.
- Attempt to incapacitate or disrupt the actions of the shooter.
- Act with physical aggression toward the shooter.
- Use items in your area such as fire extinguishers or chairs.
- Throw items at the shooter if possible.
- Call 911 when it is safe to do so.

Immediately after an incident:

- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives display empty hands with open palms.

Note:

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.

BOMB / TERRORIST THREAT:

CONTACT EVENT COMMUNICATIONS UNIT, if no response, dial 911

- Try and determine validity of the threat.
- Try to confer with persons at the threat location to establish any recent unusual activity.
- Quietly clear spectators from the threaten area. Use excuse of small gas leak or other practical event, other than a BOMB THREAT.
- Report all findings to the Command Post.

IF SUSPICIOUS PACKAGE IS FOUND DO NOT TOUCH IT, OR ATTEMPT TO REMOVE IT !

Form a perimeter and create a lane for police/fire.

ALL EFFORTS SHOULD BE MADE TO NOT PANIC SPECTATORS. IF EVACUATION IS REQUIRED AND TIME ALLOWS, MOVE PEOPLE QUIETLY STARTING AT THE REAR OF THE CROWD. LET BAND CONTINUE TO PLAY IF THREAT IS NOT IN THEIR AREA. Await instructions from the Larimer Sheriff's Office.