



EMERGENCY PREPAREDNESS PLAN : 1st Annual Ian Tyson Memorial Music Festival

Version 23.07.06

The objective of this Emergency Preparedness Plan is to ensure the safety and well-being of all participants, attendees, staff, and volunteers during the 1st Annual Ian Tyson Memorial Music Festival. This plan outlines the necessary procedures and guidelines we have and will be utilizing to effectively respond to emergencies and minimize potential risks.

1. Risk Assessment:

- We have conducted a thorough risk assessment of the festival site, including potential hazards and vulnerabilities, and underground utility infrastructure locations.
- We have identified potential emergencies such as severe weather, medical emergencies, fire, and security incidents.
- We have completed an evaluation of the festival's infrastructure and resources to determine their adequacy for emergency response.
- We have ascertained that all Food Vendors have appropriate food handling certifications, and that Liquor Vendors have Pro-Serve certification.

2. Emergency Response Team:

- We have established an Emergency Response Team consisting of qualified individuals responsible for coordinating emergency response efforts.
- Designated team members with specific roles and responsibilities, include the following personnel:
 - Dee Stoetz – Mahikan Medical - Medical Officer
 - Graham Larkin – XA Security - Security Officer
 - Murray Rodgers - DV Chamber President - Site Safety & Evacuation Coordinator Officer
 - Samantha Istance – Festival Coordinator – Site Communications & Incident Reporting Officer
 - Kyle Warman – Festival Site Manager – Site Safety & Security Officer
- Our hired medical and security team members, who are trained in emergency response procedures, will be familiarized with the festival site layout before the gates open.

3. Communication:

- We have acquired equipment to ensure reliable communication channels, including mobile phones and walkie-talkies to be distributed among the Emergency Response Team, medical & security staff, festival staff, volunteers, parking shuttle bus drivers, and relevant external agencies.
- We have established a designated emergency communication centre at the Festival Site Office.
- Contact information for key personnel and emergency services has been distributed to all staff members, and Festival Staff contact information to our volunteers, parking shuttles, and vendors, and will be updated as required.

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4. Emergency Procedures: Medical Emergencies:

Mailing Address: PO Box 61, Diamond Valley, Alberta T0L 2A0 / **Email:** DiamondValleyChamber@gmail.com
Website: DiamondValleyChamber.ca / **Facebook:** Diamond Valley Chamber

- We will engaged two first aid responders from Mahikan Medical to be on-site to handle medical emergencies from noon until 10pm, in a clearly marked medical station equipped with essential medical supplies.
- Ensured that we have at least one Festival Staff member trained in basic first aid and CPR:
 - Samantha Istance – Festival Coordinator – Industrial Workplace 1st Aid
- Our key Festival Staff members have met with local Emergency Services representatives of TV & BD Fire Depts, RCMP, Search & Rescue, and Peace Officers to ensure that they are aware of the festival in the event that emergency response attendance and/or medical transportation may be required.

b. Severe Weather:

- We will monitor weather forecasts and alerts leading up to and during the festival through Environment Canada, and consult with local Emergency Services if inclement weather is indicated, prior to the festival opening.
- We have established procedures for severe weather warnings, including advising attendees of light rain sheltering options in existing tent structures, and broadcasting evacuation directions over the PA system in the event of extreme weather. We will be giving clear information repeatedly about potential weather events, over the course of the day, if indicated.
- In the even of an impending Weather Emergency, we provide attendees with clear directions to leave the site, in an orderly manner through the marked exits.
 - *“Please be advised that we have been advised of a weather emergency that will impact the festival site. Will all attendees, staff, volunteers and vendors, please gather your belongings and head to the exits in an orderly fashion and proceed to your cars. Parking Shuttles have been alerted and are on their way back with limited space to transport you back to your vehicles. In the event or rain and/or hail and you choose to shelter in place, please proceed to the Beer Garden, Children’s Area, or the Festival Office tents”*

c. Fire Safety:

- We have coordinated with both Town of Diamond Valley Fire Departments from Turner Valley and Black Diamond.
- We have requested that all food vendors have fire suppression equipment on board food trucks, or in their tent structures, and adhere to safety guidelines.
- We will have clearly marked Emergency Exits on the festival site, and in the Beer Gardens
- All Staff and Volunteers will be provided with emergency evacuation information prior to and on the day, and a scripted message will be broadcast over the PA system,
 - *“Please be advised that we have a fire on the festival site. Will all attendees, staff, volunteers and vendors, please gather your belongings and head to the exits in an orderly fashion to meet at the Muster Area across the road and await further instructions. Emergency services have been alerted”*
- We have established a designated Meeting/Muster point outside the festival site for evacuation purposes at the open lot across from the festival on 3rd St. SW

d. Security Incidents:

- We have advised Officer Donald Racette, from the local RCMP law enforcement agency in Turner Valley, and Officer Matt Hogan, Black Diamond Peace Officer, of the event
- We have hired XA Security as trained security personnel to handle various security incidents, including crowd control and suspicious packages. There will be one XA Security member, and an additional Festival Volunteer at each gate to ensure that no drugs or outside liquor is brought onto the grounds.
- We will post a list of Festival Rules at the Entrance/Exits to the festival grounds, as attached herein
- In the event of a serious security incident, the RCMP will be contacted on 911 and a scripted message will be broadcast over the PA system,
 - *“Please be advised that we have been alerted to a serious security incident on the festival site. Will all attendees, staff, volunteers and vendors, please gather your belongings and head to the exits in an orderly fashion to meet at the Muster Area across the road and await further instructions. Emergency services have been alerted”*

5. Evacuation Plan:

- We have discussed an evacuation plan with our local authorities which includes the following:
 - Clearly marked evacuation routes and assembly areas
 - Drill advisories will be discussed with staff, vendors, and volunteers, pre-opening or pre-shift, to familiarize staff, and volunteers with evacuation procedures.
 - Periodic clear instructions will be delivered to attendees during festival through PA broadcasts,
 - *“Please familiarize yourself with the festival Exits/Entrances (MC points them out) and ensure that you listen carefully to any Emergency information messages and instructions that are broadcast during the festival. In the event of an emergency, you will be advised to leave the site in a calm, orderly manner and return to your cars and/or meet at the clearly marked Muster Point across the road (MC points to the site). Parking shuttles will be brought back to site for transportation back to the festival parking lots, if required. Thank you for your cooperation and helping us make this a fun and safe event for everyone”*
 - In the event on an Evacuation Emergency, our Parking Shuttle Buses will immediately be called back to the festival site for attendees to load onto to transport them away from site.
- Establish a muster area in the open field to the west of the festival site on 6th St. SW.
- Ensure there are sufficient transportation options available for evacuation, including shuttles.
- Consider individuals with disabilities or special needs and provide appropriate assistance during evacuations.

6. External Resources:

- We have established and will maintain communication with local emergency services, including the Town of Diamond Valley Fire Departments in Black Diamond and Turner Valley
- We have provide detailed information about the festival site's location to emergency services for quick response, and will schedule and conduct a site walk-around on either the July 29th, during set-up, and/or on July 30th pre-festival opening
- Share the Emergency Preparedness Plan with external agencies to ensure coordination during emergencies.

7. Training and Education:

- Conduct a training session for all staff, volunteers, and relevant personnel on emergency response procedures.
- Educate attendees about emergency procedures through announcements, signage, and the festival's website.

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8. Plan Review and Revision:

- Review and update the Emergency Preparedness Plan based on lessons learned, changes in regulations, or identified vulnerabilities.
- Conduct post-event evaluations to assess the effectiveness of emergency response procedures and make necessary improvements.

The effectiveness of this Emergency Preparedness Plan relies on regular communication, training, and collaboration among all stakeholders involved in the 1st Annual Ian Tyson Memorial Music Festival.

For further information, please contact the following personnel:

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*Kyle Warman : Festival Site Manager – 780.812.9696 / FunFarmKW@gmail.com

*Murray Rodgers : Chamber President / Festival Manager – 403.830.5127 / MakkEnergy@gmail.com

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