

3rd Annual Community Impact Day ft. Back to School, Health Fair & Gospel Fest

Safety, Risk Management & FAQ

Part 1: On-Site Emergency Procedures

Operational Principle: In any emergency situation, the safety of our families, volunteers, and partners is our absolute priority. Leadership and teams must remain calm, act with hospitality, and immediately execute these protocols.

1. Severe Weather & Lightning Plan

- Monitoring: The Site Layout & Logistics Leads (Larry & Chris) will monitor weather radars continuously throughout the day.
- Evacuation Trigger: If lightning is detected within a 10-mile radius, or if severe high winds/storms occur, the outdoor event will be paused immediately.
- Signal: The Operations Lead will sound a continuous air horn blast to signify an evacuation.
- Action Protocol:
- All outdoor volunteers and zone leaders will calmly direct attendees inside the main Imagination Station building.
- Partners must abandon tents and outdoor setups immediately—do not attempt to pack up materials or loading assets during an active weather evacuation.
- The event will remain indoors until Larry & Chris officially issue an "All Clear" signal.

2. Medical Response Protocol

- Medical Response: The event's designated first aid station and on-site public safety personnel will coordinate the initial response to medical incidents. Volunteers should immediately notify the Operations Lead by radio or contact the nearest law enforcement officer or EMS personnel. Do not move an injured person unless they are in immediate danger.

3. Lost Child Protocol (Code Blue)

- Action Protocol:
- If a lost child is identified or approaches a booth, a volunteer must escort them immediately to the main Community Impact Tent (Command Center).
- Two background-checked adult volunteers must remain with the child at all times.
- Notify the Operations Lead (Mark) via radio immediately. Broadcast the child's description (age, clothing, gender) across the internal staff radio network only.
- Strict Security Rule: Never broadcast a missing child's name over the public stage loudspeakers or main entertainment sound system. This is an elite safety standard that protects the child's identity and prevents panic.

4. Security Issue / Crowd Disturbance

- Action Protocol:
- If a physical altercation, verbal conflict, or crowd disturbance occurs, volunteers and partners are instructed not to engage or attempt to break it up.
- Immediately step back and signal a GSP committee leader or locate an active law enforcement officer within the Veterans & First Responders Village.
- On-site security and law enforcement partners will handle the situation with immediate authority and professionalism.

Part 2: Frequently Asked Questions (FAQ)

- **What time can we arrive to set up our booth?**
 - Load-in begins strictly at 8:30 a.m. and closes at 10:15 a.m. All booths must be fully set up by 10:30 a.m. for our unified prayer briefing.
- **Where do we park our vehicles?**
 - You may drive your vehicle near your designated Village area to unload your materials. Immediately after unloading, all partner and volunteer vehicles must be moved to our designated overflow parking lot. The main lot and street spaces are strictly reserved for seniors, veterans, and families.
- **Are we allowed to bring a pop-up canopy/tent?**
 - Yes, pop-up tents (standard 10x10) are highly encouraged for outdoor zones. However, you must bring weights or sandbags to secure your tent. Tents without proper weights will not be permitted by the logistics team due to safety regulations.
- **Will electricity be available for our display?**
 - Electricity is extremely limited on the grounds and is strictly reserved for main stage audio equipment and specialized healthcare screening devices. Please plan for your booth to be entirely self-powered. Personal generators are not allowed unless explicitly authorized by Larry & Chris.
- **What happens if it rains?**
 - Community Impact Day is a rain-or-shine event. We have structured indoor backup spaces within Imagination Station to ensure the outreach continues seamlessly regardless of the weather.
- **Can our organization distribute food or candy?**
 - You are welcome to distribute small, pre-packaged, individually wrapped promotional items or candy at your table. Bulk food, hot meals, or grocery distributions are centrally managed by our core Food Committee to meet local health and safety codes.
- **Can we sell items or fundraise at our table?**

- No. Every single resource, item, and service distributed during Community Impact Day must be 100% free to the public. No retail sales or active financial solicitation are permitted on the grounds.

Part 3: Incident Report Form

Date & Time of Incident: _____

Specific Location on Site: _____

Name(s) of Individuals Involved: _____

Role (Attendee / Volunteer / Vendor / Sponsor): _____

Description of the Incident:

Action Taken / Medical Response Provided:

Witness Names & Contact Info:

Report Completed By (Name & Title):

Part 4: Emergency Contacts Directory

Role	Name	Direct Contact Number
Event Director	Paula E. Davis	765-404-0568
Operations Lead	Mark Balbin	765-323-4512
Site Layout & Logistics Leads	Larry & Chris	765-464-4929
Volunteer Coordinator	Linda	765-532-1930
Sponsorships & Partnerships	Rebecca Wright	765-543-8129
Vendors & Resource Fair Lead	Yolanda	773-554-9340
Medical Station Lead	[Insert Name]	[Insert Phone Number]
LPD Police Liaison	[Insert Name / Chief Galloway Contact]	[Insert Phone Number]
LFD Fire / EMS Liaison	[Insert Name]	[Insert Phone Number]
Imagination Station Contact	[Insert Venue Lead Contact]	[Insert Phone Number]
Street Closure/City Utilities Contact	[Insert City Contact]	[Insert Phone Number]
Command Center Lost & Found	Main Community Impact Tent	On-Site Radio Channel 1

Part 5: Heat Safety Plan

Late August weather in Indiana can easily exceed 90°F with heavy humidity, creating high risk for physical exhaustion.

- **Hydration Protocol:** All volunteers are required to hydrate hourly. The Logistics team will run golf carts to distribute cold water bottles directly to booths.
- **Water Stations:** Three dedicated hydration points will be stationed prominently across the venue: the main Community Impact Tent, the Health Fair, and the Volunteer Hospitality Area.
- **Cooling Locations:** The air-conditioned interior of Imagination Station is the official on-site cooling refuge. Anyone displaying signs of dizziness, heavy sweating, or red, dry skin must be escorted indoors immediately.
- **Shade Breaks:** Area captains must schedule rolling 15-minute shade breaks for outdoor volunteers to ensure your team remains fresh and protected.

Part 6: Vendor Safety Checklist

Yolanda's team will inspect each table display prior to the 11:00 a.m. gates opening using these criteria:

- **[] Tent Security:** Pop-up canopy is securely anchored at all four corners with sandbags or structural weights.
- **[] Clear Walkways:** Table displays and inventory bins do not spill forward into the pedestrian pathways.
- **[] Trip Hazard Prevention:** Any necessary electrical extension cords are flat and completely taped down with heavy gaffer tape.
- **[] Table Stability:** Display tables are completely balanced, stable, and covered neatly.
- **[] Emergency Aisle Maintenance:** A clear 10-foot perimeter path behind the vendor tents is maintained at all times for first responder access.
- **[] Waste Management:** Individual trash containers or bags are available at the booth for quick cleanup.
- **[] No Open Flames:** Open cooking flames or exposed heating elements are strictly prohibited unless explicitly pre-approved by the Fire Liaison.
- **[] Electrical Compliance:** All electrical cords or equipment are heavy-duty, outdoor-rated, and free of visible fraying.

Part 7: Volunteer Safety Reminders

- **Wear Your Badge:** Keep your official volunteer identification credentials visible at all times during the event.
- **Zone Integrity:** Never leave your assigned area or village without notifying your direct Area Captain.
- **Two-Adult Standard:** Never be alone with a child for any reason. Always maintain the clear presence of a second background-checked adult.
- **Proactive Reporting:** Report any physical hazards (loose cords, broken glass, leaning signs) immediately to Larry or Chris.
- **Call Before Moving:** If an attendee falls or is injured, call for medical assistance via radio immediately. Do not attempt to physically move them.
- **Stay Hydrated:** Take advantage of the Volunteer Hospitality Area to rest, recover, and drink fluids consistently.
- **Represent with Grace:** Keep a calm, warm, and highly courteous demeanor, even when addressing crowd challenges or heavy vendor lines.

Part 8: Incident Levels & Escalation Matrix

- **LEVEL 1: Minor Incident (Field Resolved)**
 - Examples: Minor cuts/scrapes requiring a basic adhesive bandage, lost personal items, or small layout adjustments.
 - Action: Resolved on the spot by the nearest volunteer or Area Captain. Document on an incident sheet if appropriate.
- **LEVEL 2: Serious Incident (Requires Command Escalation)**
 - Examples: Active lost child tracking, vehicle fender-benders in the overflow lot, minor heat exhaustion, or aggressive verbal behavior.
 - Action: Report instantly to the Operations Lead (Mark) via radio. Deploy designated security or the on-site first aid lead to the scene.
- **LEVEL 3: Critical Emergency (Immediate Event Pause/Evacuation)**
 - Examples: Structure fire, severe incoming storm/lightning horn, active physical violence, severe medical emergency, or structural collapse.
 - Action: Immediate radio call to the Event Director (Paula Davis) and Operations Lead. Law enforcement and 911 services are engaged instantly. Activate public announcement systems for orderly evacuation if directed.

Part 9: Opening Safety Briefing Script

To be read by Larry, Chris, or Paula Davis to all assembled teams during the 10:30 a.m. Unified Prayer Briefing:

"Good morning, team! Welcome to Community Impact Day 2026. Before we join hands in prayer and open the gates to the families of Greater Lafayette at 11:00 a.m., please listen closely to our essential safety briefing.

First, the weather today is expected to be hot. Please ensure you are drinking water every single hour. Our Hospitality Area is stocked and open, and our mobile golf carts will be coming around with ice-water refills. If you or anyone near you feels dizzy, escort them inside the cooling center at Imagination Station immediately.

Second, our primary First Aid Station is located at the main Community Impact Tent, and our public safety partners are stationed right inside the Veterans & First Responders Village. If a medical issue arises, do not move the person—radio Mark or grab an officer immediately.

Third, if a child is separated from their family, bring them directly to the main Community Impact Tent. Do not broadcast their name over our stage microphone; our team will handle coordination silently over the radio on Channel 1.

Finally, please check your immediate area right now to ensure walkways are completely clear, cords are taped down, and your tents are weighted. Thank you for your servant's heart today. Let's step out with excellence and honor our community. Let us pray."

Part 10: Closing Procedures Protocol

Beginning promptly at 2:00 p.m., the following operational shutdown sequence will be executed under Mark's direction:

1. Public Announcement: The main stage emcee will make a final announcement thanking our sponsors, partners, and families, officially concluding Community Impact Day 2026.
2. Stop Registrations: All active registration intake tables, passport validations, and back-to-school backpack distributions will conclude processing.
3. Grand Prize Drawings: Final raffle drawings or Community Champion acknowledgments are completed from the main stage.
4. Vendor Breakdown: Yolanda's team will direct vendors to begin packing their materials. No vendor vehicles are permitted back into the main walk-zones until 2:15 p.m. to allow pedestrian crowds to safely exit the gates.
5. Trash Removal: Linda's teardown crews will sweep the entire property, placing trash bags into central venue dumpsters.
6. Equipment Inventory: Larry and Chris will count and stack all rented tables, chairs, and tents to prepare for pickup.
7. Final Walkthrough: The Event Director and Logistics Leads will conduct a physical walkthrough of Imagination Station to ensure the facility is left in pristine condition.
8. Debrief Session: A brief, 15-minute leadership debrief will convene at the main tent to log immediate field notes, compile incident report forms, and congratulate committee heads on an excellent deployment.