

# Alabama Medieval Fantasy Festival

## Emergency Action Plan

\*\*\* This emergency action plan and the Almff handbook were developed and created as a comprehensive introduction and training manual for the team members who will be participating in the Alabama medieval fantasy festival. We developed this by incorporating a mix of freely shared information from colleagues, industry and education associates, online forums, and information from experienced festival owners and managers.

### **Attraction Location:**

4776 Fort Dale Rd.  
Greenville, Al. 36037

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### **Introduction & Purpose**

This plan sets forth the policy and procedures to be followed in the event of various types of emergencies.

The plans purpose is to prevent and minimize the potential for loss of life, injury, and property damage, which may result from emergency situations.

## **Definitions**

“Almff” shall mean the twice annual event sponsored by Oaksenj Inc.

“Cast” shall mean all persons constructing, operating, performing in or otherwise supporting the Almff production, and includes volunteers/employees of Almff.

“Live Fire” Shall mean any real burning fire

“Guest” shall mean members of the general public attending Almff

“Kingdom” shall mean the property located at 4776 Fort Dale Rd. Greenville, Al. for the purpose of producing the Almff event.

## **Gate Manager**

For each day the kingdom is open to the public there shall be a designated Employee or adult volunteer to serve as the Gate Manager. Gate Manager is required to be physically present in the kingdom for the duration of the time that Almff is open to the public. The gate manager shall be provided a two-way radio. In the event of emergency requiring outside assistance the Safety person/Security staff will notify the Gate Manager and Event Manager either in person/by runner/ by radio/ or telephone who will then call for such assistance.

## **Event Manager**

For each day the kingdom is open to the public there shall be a designated Employee or adult volunteer to serve as the Event Manager. The Event Manager is required to be physically present in the kingdom for the duration of the time that Almff is open to the public. The Event Manager shall have the over all responsibilities for the safe operation of Almff and for the implementation of the Emergency Action Plan.

## **Safety/Security Staff**

For each day the kingdom is open to the public there shall be a designated Employee or adult volunteer to serve as Safety/Security Staff and shall conduct frequent safety inspections of both public and non public areas of Almff before, during and after hours of operation.

Unsafe conditions (fire hazard, electrical or water hazard, tripping hazard, etc.) shall be corrected immediately if possible and reported to the event manager/gate manager/safety/security as soon as possible.

## **Communications**

At all times the kingdom is open to the public, the following staff shall be in communication via two-way radio and/ or cellular telephone.

- Gate Manager
- Event Manager
- Security/ Safety Staff
- Vendor Coordinator

Emergency announcements and instructions shall be by word of mouth and PA system.

## **Cast**

All cast members shall take responsibility for their own safety and the safety of those in their immediate vicinity. Observations of unsafe conditions of any kind shall be immediately brought to the attention of Safety/Security staff/Event or Gate manager or other responsible cast member. Cast shall familiarize themselves with the layout of Almf and the kingdom as a whole for emergency lanes, and paths to exits and alternate exits from the particular area that they are working.

## **FIRE PREVENTION PLAN**

As we are an out door event in a semi wooded area with wooden buildings and flowing period style clothing, we are very aware of fire danger. Our Fire prevention plan includes but is not limited to,

- \* Mandate all vendors to have a fire extinguisher in their booth space
- \*Mandate all festival owned building spaces have fire extinguishers
  - \* Minimize "Live Fire" sites to encampments
- \*Mandate that there is a fire extinguisher available at ANY Live Fire site
- \*Mandate a "Live Fire Watch " Person whose sole job is to watch a live fire to ensure containment of fire to the designated area
- \*Mandate all Live Fire be contained in a fire pit/ring/camp stove or fire place
- \*Mandate a twice yearly meeting with all current staff on fire safety.

## **Electrical Hazards**

All electrical equipment, lighting, fixtures, extension cords and outlet strips display cabinets and accessories, operating at 120VAC or greater shall be UL approved and inspected prior to use.

Electrical or extension cords which are , worn, frayed damaged in any way , have any prong or plug missing or faulty or missing ground prong shall not be used . Damaged or unsafe electrical equipment and cords shall be tagged for secondary inspection by a qualified person and removed from use immediately.

No cast member shall attempt to plug any thing directly into the main power box.

All extension cords in a walking zone shall be taped to the ground and marked with a high visibility color to denote a trip hazard.

### **Combustible Material**

Combustible waste materials shall not be allowed to accumulate in any building

During construction and operation trash shall be removed to a dumpster daily.

As feasible combustible material, props, tents, awnings shall be treated with a fire retardant.

### **Smoking**

Smoking shall in the outdoors sections of the kingdom and Almff only and cigarette butts shall be disposed of in the red sand filled receptacles marked for such located throughout the kingdom.

### **FIRE EMERGENCY PLAN**

- Cast members discovering a fire or smoke shall immediately notify safety/security staff
  - Upon notification or as instructed by the Event Manager an emergency announcement will be made.
- Upon Notification Cast members will usher Guests to the Parking lot ( our designated assembly area) and remain there until receiving the all clear from the Fire Department or the Event or Gate Manager

### **Accountability Procedure**

If possible Event/Gate Manager Safety/Security Staff shall access the Cast assignment board and used to account for cast in the assembly area.

The Event Manager shall inform the Fire Department of any Cast not accounted for.

### **R.A.C.E.**

The RACE method of fire response shall be followed in this order.

RESCUE: Rescue those in immediate danger

ALARM: Raise the alarm! Notify others by word of mouth

### **CONFINE**

If a fire is in an enclosed space confine it by closing doors upon exiting

### **EXTINGUISH**

- Attempt to extinguish the fire only if it is safe to do so.
- Use the portable fire extinguishers only if you have been to the extinguisher class and have been trained in their use.
- Extinguishers are located near the exits this allows you to proceed toward the exits and return with an extinguisher if it is safe to do so.
  - Always keep a clear path to the exit behind you.
  - NEVER allow the fire to get between you and an exit

### **P.A.S.S.**

P.A.S.S. is an acronym for remembering the proper procedure for using a portable fire extinguisher.

\*P- Pull the pin and completely remove it from the extinguisher handle.

\*A- Aim the extinguisher nozzle towards the Base of the flame.

\*S- Squeeze the handle to discharge extinguisher material.

\*S- Sweep spray of extinguisher back and forth across the base of the flames.

### **WEATHER EMERGENCY PLAN**

In the event of a tornado warning or if a tornado is sighted

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The Event Manager shall order an evacuation to the designated places of refuge.

All cast members shall stay in the designated area of refuge until the All Clear has been given by the Event Manager.

### **MEDICAL EMERGENCY PLAN**

In the event of medical emergency:

- Cast discovering a medical emergency will immediately notify the closest Event Manager/ Gate Manager or Security/ Safety Staff.
- There is a First Aid station with a registered nurse located at the front gate when Almff is open to the public
- Persons who are ill or injured and ambulatory should be helped to the First Aid station at the front gate to wait for outside assistance if necessary
- Persons unconscious or seriously injured should not be moved or repositioned! Nurse, E.M.T. and Event Manager should be summoned to the person down immediately.
- Nurse and Event manager shall evaluate and call for outside assistance as needed.

### **BOMB THREAT EMERGENCY PLAN**

In the event that a bomb threat is received or perceived

- Any cast member receiving a bomb threat or perceiving a bomb shall immediately report it to the Event Manager
- Cast members shall NOT exercise judgements regarding the validity of such a threat.
- Upon notification of a bomb threat the Event Manager shall inform the Fire and Police Departments and advise them of the threat.
- Event Manager and Gate Manager shall immediately begin evacuation of Almff to the designated assembly area in the parking lot.
- Clearance to reenter shall be obtained from the Fire Department and Police Department only.

## **EAP TRAINING**

- All Almff, Cast and Kingdom members shall be trained on the contents of the Emergency Action Plan.
- The Event Manager and Safety/Security Staff shall point out all means of egress from the kingdom and Almff.
  - The Assembly Area shall always be the parking lot
- Each cast member will receive a copy of the Emergency Action Plan.
  - Cast members will be required to sign a statement confirming both the receipt of the EAP booklet and their training.

## **ALMFF SAFETY INSPECTION**

We perform safety inspections for hardscape ( Buildings, stages, bridges, roadways power and water ports) Quarterly as well as the day before any event. There is a final inspection walk through the morning of the Event and again an hour after close of the Event to the public for the day. The following Items will be checked.

- Cross walks and lanes for trip hazards. Hazard shall be clearly marked.
  - Fire extinguishers clearly marked
    - Wires and hoses hidden
- Conditions of headdresses, masks and garb(costumes).
- Coffee pots at front gate and cookery turned on before opening and off at closing.
  - Ice chests clean and stocked with water
  - Check battery life on two-way radios and charge if necessary
    - All trash to dumpster
- Check all live fire sites designate fire watch for each live fire site for the day.

- Open of day fire watch builds a live fire inside the designated area and has control of the maintenance and safety of the live fire for the day.
- Open all doors and windows at start of day. Close all doors and windows at end of day.
- Close of day the designated fire watch will extinguish the fire one hour before closing. Immediately after closing Live fire sites will be checked for hot spots and making certain they are completely extinguished.

### **CAST EAP TRAINING STATEMENT**

I \_\_\_\_\_ Have been given a copy of the ALMFF Emergency Action Plan to keep and study. I have attended the EAP training class for ALMFF on \_\_\_/\_\_\_/\_\_\_\_. I understand the training and it's necessity.

Signature \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_

### **CAST LIABILITY WAIVER**

I \_\_\_\_\_ will participate in the Alabama Medieval Fantasy Festival (Almff). My volunteer duties consist of

\_\_\_\_\_ (actor, tickets, waste management etc.) As an event volunteer I understand that management must be notified of any and all incidents relating to the event, especially safety hazards, guest issues and equipment or hardscape failure.

As a volunteer, I understand that my actions (both good and bad) are viewed by the public and that affiliates me with Almff and its sponsors and so reflect on them as well as myself. I understand that if my actions are deemed inappropriate, my volunteer duties will be cancelled immediately and I will be removed from the event.

I do not hold Almff, the kingdom, Oaksenj Inc. and or any affiliates of the event responsible for property damage or loss, injury or death while participating in this event. I understand and acknowledge the risks and hazards of participating in this event and hereby forfeit my right to penalty, lawsuit, and or any civil or legal action against the afore named parties.

I have read and understand the safety training and EAP (Emergency Action Plan)

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_