

Emergency Action Plan for Reggae on the Lake 2025

Purpose

TERRA Gives Back and Reggae on the Lake are dedicated to the protection of its guests, entertainers, sponsors, and vendors from emergencies such as fires and weather-related disasters. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure safety from emergencies during festival hours. It provides a written document detailing and organizing the actions and procedures to be followed by festival staff and volunteers in the event of an emergency.

Event Details:

- Event Name: Reggae on the Lake
- Date: September 6, 2025
- Location: Lake Anne Plaza, 1609 Washington Plaza North, Reston, Virginia 20190
- Expected Attendance: 2,000 at any given hour
- Performer Green Room: Approximately 20-30 performers will be in the back room of Kalypsos Restaurant.

Venue Information:

- Outdoor venue centered around a man-made lake with retail shops and restaurants.
- Stage set up near the water with at least 3 easy points of exit.
- Security tent near the main entrance, equipped with a first aid kit and water for dehydration treatment.

Medical Services:

- Security tent will be outfitted with a first aid kit, water & ear plugs.
- Personnel and first-aid stations available and well equipped to handle common festival-related medical issues like heat exhaustion, dehydration, and minor injuries.

Emergency Contacts:

- Event Organizer: Ramon Pardo - 571-331-0519
- Emergency Response Needed: 911
- Local Law Enforcement (Fairfax County Non Emergency): 703-691-2131
- Reston Hospital Center: 703-689-9000

- Reston Fire Station: 703-437-7575
- On-site security will be accessible via walkie talkie
- A list of key contacts including performers, stage engineers, vendors & volunteers will be available at the security tent in case of emergencies related to them.

Weather Preparedness:

- Weather is typically mild in September, but we'll monitor forecasts for any potential changes.

Evacuation Plan:

- Three parking lots surrounding the venue will serve as assembly points in case of an emergency.
- Security staff will guide attendees to the nearest exit and the appropriate assembly point.
- Emergency evacuation instructions will be announced through the sound system in the DJ's booth.
- Emergency evacuation instructions will be sent via SMS to all registered guests through Eventbrite.

Communication Strategy:

- Security staff will carry walkie-talkies for real-time communication.
- Attendees will be notified of any emergency updates through the sound system in the DJ's booth.
- Registered guests of the festival will be notified of any emergency updates through SMS via Eventbrite.

Crowd Management:

- A full staff of trained security professionals will monitor the crowds in designated zones to ensure security and safety.

Lost and Found & Assistance for Vulnerable Individuals:

- The security tent will be used for lost and found items.
- Children or vulnerable adults found without a guardian will be provided water and an announcement will be made over the DJ's sound system to locate their chaperone.

Fire Safety:

- Fire extinguishers will be readily available throughout the venue for any potential fire incidents.
- Event staff shall report fires and other emergencies by dialing 911.

Security Personnel:

- A full team of trained security professionals will monitor the event and stay in constant contact via walkie-talkies for coordinated responses.

Vendor Compliance:

- All vendors will receive the same emergency action plan and should comply with safety regulations.

Medical Emergencies:

- Water will be available in the security tent to address heat-related incidents.
- The security team will ensure crowd control to prevent crowd crush incidents.

By following this comprehensive emergency action plan, we aim to ensure the safety and well-being of all attendees, staff, and performers during the "Reggae on the Lake" music festival. This plan will be distributed to security, volunteer staff, and local businesses to ensure everyone is well-prepared for any potential emergencies.

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