



**O U T D O O R   A D V E N T U R E   X**

**June 17-18, 2023**

# **EMERGENCY PROCEDURES**

**(CODE 99)**

**CONFIDENTIAL**  
**Updated 4/28/23**

# COMMAND GROUP

In regard to any emergency event, no one should speak to any media as a representative for the 2023 Outdoor Adventure X, Emerald X, LLC. The only people authorized to speak to the media are the following.

**Lindsay Hubley – 317-716-2680**

**Emily Boden – 317-601-9917**

**Jessica Kirchner – 317-716-2678**

## Command Group Meeting Area

The Command Group will meet at The Show Office in the Learning Center.

In the event of inclement weather conditions or any emergency-related (CODE 99) issues related to the event, the following people will make up the Command group:

### Event Command Group

		<u>Phone # (Duty)</u>
Lindsay Hubley	Emerald X, LLC	317-716-2680/Sales
Emily Boden	Emerald X, LLC	317-601-9917 /Command
Jessica Kirchner	Emerald X, LLC	317-716-2678 /Marketing
Toby Hafer	Emerald X, LLC	270-703-1734/Operations
Shawn Parker	Emerald X, LLC	310-408-3119/Sales
Shawn Kane	Kane Consulting	801-391-5981/Command
Sarah	Snowbasin Resort	

The Command Group will be called to a predetermined sight via: Radios/Cell Phones as needed for face-to-face discussion.

Weather and fire conditions will be monitored starting 2 weeks prior to the event week. Event Staff will have direct access to weather info during the event and in the event extreme weather is forecasted, event command will receive immediate updates.

Lindsay Hubley and Emily Boden will be the key decision-maker on-site with the input of the command group on the continuation, termination, delay of the event or implementation of the emergency/evacuation plan. Jessica Kirchner will serve as key decision-maker if neither Lindsay or Emily are available.

## CODE 99

**Any life threatening injury or illness, any significant security issue, any significant facility issue and any issue related to a severe weather event may constitute CODE 99.**

Anyone with a radio can declare a POSSIBLE CODE 99.

If you believe you have a POSSIBLE CODE 99, broadcast on the Command Channel that you have a POSSIBLE CODE 99 and request a staff member to confirm. Report the type of incident (Injury, Security, other emergency) and location. Remain calm.

When the Command Channel receives a POSSIBLE CODE 99, a call will go over all radio channels. This call will indicate that there is a POSSIBLE CODE 99 and to halt all activities, and switch to the COMMAND CHANNEL (Channel 1) and maintain radio silence, and await instructions.

One of the following staff members will respond to the location of the reported POSSIBLE CODE 99 to confirm the issue and take charge of the incident. The following Event Staff members will be able to confirm a POSSIBLE CODE 99

Lindsay Hubley  
Emily Boden  
Jessica Kirchner  
Toby Hafer  
Shawn Kane

Once a POSSIBLE CODE 99 has been confirmed, the Staff Member will broadcast that there is a CONFIRMED CODE 99 and will request the following actions to happen:

- The appropriate resources (Medical, Security, Law Enforcement) be dispatched to the incident site.
- A runner goes to the operations storage area and retrieves 2 rolls of caution tape and reports to the scene.
- Security team members to secure the site and string the caution tape.
- Keep in mind, we cannot prevent photos from the public, but we can secure a site large enough to help deter close up photos.
- A staff member reports to the incident site to start taking pictures.
- Staff member to report to the main entrance, or assigned entrance to the venue to assist incoming resources.
- A staff member to establish a staging area if needed on site to stage incoming resources as needed.
- Staff members to locate along an emergency route from the established entrance/staging area to the incident site.
- Release unaffected staff and operations back to their normal radio channels and operations.
- A staff member with blank incident reports and note paper and pens so that staff can start interviewing witnesses.
- Request a Public Information Officer (PIO) from an appropriate agency.

## **Assignments**

### **Runners**

1. Azure O'Neil
2. Shawn Parker

### **Site Security**

1. Shawn Kane

2

### **Photographer**

1. Brooks Roe
2. Andrew Jackson

### **Main/Assigned Entrance**

1. Lance Erwin

2. Jacob Davis

### **Staging**

1. Uli Munos

2.

### **Emergency Route/Escort**

1. Dustin Nere

2.

### **Admin staff**

1. Chelsea Estep

2. Amanda Devore

# COMMUNICATION PLAN

## Relay of Procedures and Responsibilities

Lindsay Hubley (317-716-2680) will be responsible for relaying the information to the following people:

- Shawn Parker
  - Sales Team
  - Sponsors
  - Vendors

Jessica Kirchner (317-716-2678) will be responsible for relaying the information to the following people.

- Marketing Team/ PR Team /Education Team/ Training Team
- Director of Communications
- Classroom Training operations
- On site media
- Public address announcements

Emily Boden (317-601-9917) will be responsible for relaying the information to the following people:

- Toby Hafer
  - Operations Team
  - Venue Lead
  - Venue Security/Management
  - Food and Beverage
  - Local Law enforcement
  - On site EMS and Fire
  - Contract Security
  - Volunteers

## CIVIC OR PUBLIC SAFETY EMERGENCY

In the event of a Civic or Public Safety Emergency, members of Law Enforcement will advise the command group of the impact on the event and the recommendation on activation of the Emergency Plan.

- This recommendation will trigger the Emergency Plan which may result in the delay, cancellation or the evacuation of multiple locations within the event.

Upon enacting the Emergency Plan, information will be relayed to the event staff and necessary personnel via the relay plan on page 3.

### **Active Shooter or Immediate Response Situational Procedures**

In the event of an active shooter or immediate response situation, below are a list of good practices.

- Be aware of your environment, take note of any possible dangers and the two nearest exits nearest to your location
- If you are in a secure space, stay there and maintain a safe location
- If you are in a dangerous location, identify the nearest safe space, make your way there and assist anyone near you in a cautious manner
- As a last resort, attempt to disarm the active shooter. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Upon arrival of law enforcement, remain calm, do not scream or yell and follow officers' instructions. Put down any items in your hands, raise your hands, spread your fingers, and avoid any quick movements.
- Information to provide law enforcement: Location of shooter or suspect, weapons, number of suspects, physical description of suspects, number of spectators in harm's way and possible number of victims.

### **Unattended vs. Suspicious Packages**

**Unattended Package** – a package or item with an unknown origin and contents, but there is a lack of evidence (bomb threat, history of associated threats, unusual markings, wires or lights attached, leakage of any liquid material, noise emanating from the package or unusual odor, etc.) that upgrades the call from being unattended to a suspicious package.

**Suspicious Package** – a package identified as potentially containing explosives or other hazardous materials that requires bomb technician skills and equipment to investigate. Examples of evidence that would upgrade an unattended package to a suspicious package would be a threat in that area, history of associated threats, unusual markings, wires or lights attached, leakage of any liquid material, noise emanating from the package or unusual odor, etc.

**Note:** All suspect packages will be investigated and cleared by the appropriately qualified agency and personnel.

## **Weather Monitoring and Procedures**

### **Inclement Weather**

Weather conditions will be monitored prior to and during the event. Any information on inclement weather that is forecast will be distributed to the Command Group which will determine the status of the event for inclement weather conditions. After a decision has been reached, the communication plan will relay information to necessary staff, participants, vendors, exhibitors, and the public.

## **Weather Watch**

### **If a severe thunderstorm or tornado WATCH is in effect:**

A watch indicates that conditions are favorable for severe weather to develop. Event Staff will monitor and communicate to the Command Group. We will follow the communication plan on page 5 to communicate this information to all personnel via radio indicating that elevated thunderstorm monitoring is occurring.

A watch script will be provided to all PA outlets. Marketing and Communications staff will oversee communication to all outlets. The Event will continue.

Event watch script is below.

## **WEATHER WATCH**

The National Weather Service has issued a \_\_\_\_\_ watch which indicates conditions are favorable for severe weather to develop.

Event and Public Safety Officials are monitoring the weather closely and will notify you of any changes or warnings.

## **Weather Warning**

### **If a severe thunderstorm or tornado WARNING is in effect:**

A warning means that severe weather has been detected and is imminent. The Event Staff will communicate this information to the Command Group who will then assemble at the predetermined meeting point for the event.

Vital information to be shared will include the threats with the storms and the time until which the warning is in effect. If the threat is imminent to the Event Venue based on information received from Weather Sources, a mandatory evacuation or a secure in place of the venue will take place. Once the Command group determines weather related evacuation is warranted the **Command Group** will initiate the process and begin communication procedure.

## **WEATHER EVACUATION**

The National Weather Service has issued a \_\_\_\_\_ warning which indicates severe weather is imminent. At this time the Outdoor Adventure X has been delayed/canceled. Everyone must now evacuate the event and/or seek shelter.

## **Heat Contingencies**

Heat index will be monitored. The following safety precautions should be shared and announced as needed.

- Limit strenuous outdoor activity
- Find Shade
- Stay hydrated
- Watch for signs of heat related health issues.
- Staff will have bottled water provided in their respective vehicles.

## **Wind Conditions**

**Monitoring**

Monitoring will take place during the event.

**Event tents**

If wind speeds reach a sustained level of 25mph, Command Group will make a decision on tent evacuation. If an evacuation is deemed necessary, Event Staff will have pre-determined people to make notifications. Any banners or high flags, feather flags and inflatables will be addressed.



## **EVACUATION PLAN**

The decision to evacuate the Venue will be made by the Command group. Lindsay Hubley of Emerald X, LLC will be the main decision-maker and point of contact with Local officials. If Lindsay is not available, Emily Boden or Jessica Kirchner will act as the key decision-maker.

### **During Event**

The first step is to stop all interior events. A pre-designated staff member will notify all interior events or competition. That staff member will coordinate with onsite staff the appropriate evacuation routes and assignments.

### **Announcer's Script**

After interior events have been stopped, announcers will be informed to read the evacuation script to the public attending the event.

### **Tent Evacuation**

If tents need to be evacuated, the decision will come from the Command Group. Notification will be made through various means.

## **MEDICAL PLAN**

### **Medical Emergencies**

If you happen upon an injured person, contact Medical Staff on-site. Speak slowly and clearly and do not yell. Give your name, location, and your assessment of the situation. Indicate the approximate age, gender, and general condition of the patient. Do not comment on the incident or the person's injuries unless information is requested by medical personnel as being necessary to the medical treatment of the injured individual

Attempt to prevent movement of the person until medical personnel arrive.

If the person can walk and needs basic first aid, escort them to the nearest available First Aid.

Medical Incident reports (page 14) should be used by personnel.

If you do not have a radio available or cell phone number, call 9-1-1 and follow their directions.

# SECURITY

## **Non-Medical Security Situation**

A non-medical security situation can be any hazard that can happen at an event. **“See something, Say something.”** Examples include an unattended package, suspicious package, protesters, vandalism or theft, disabled vehicle, violence, facility breach, etc. If it can impact people or cause loss to property, report it.

For all non-medical security situations, contact the Director of Operations on site.

Do not attempt to intervene. Check around you for police officers and ask them for assistance. When reporting an incident, speak slowly and clearly. Give your name, location and your assessment of the situation.

# MISSING PERSONS

## **Lost Person/Child**

### **If you are notified of a lost child by a parent or guardian:**

- Contact the Show Office on radio channel 1. The Show Office will then relay the information to other staff groups. All exits will be notified immediately to be on the lookout for a child meeting the description given.
- Venue Security and Law Enforcement will be notified and will come to your location to speak with the parent/Guardian.
- If there has been no success after 10 minutes of everyone being notified, please notify everyone the person is still lost and continue to do so until the Child is found.

### **If you notice a child by themselves without a parent/guardian. That will be described as a “Lost Parent”.**

- If you come upon a lost child, make sure that you stay with them. Do not leave children unattended. If the lost person is an adult, please ask them to stay with you until their party is located. Please refer to **Describing a Lost Person** below.
- Notify the show office. Security or another staff member will meet you and bring the child to the Show Office. Announcement will be made over PA and staff will search for parents/guardians

## **Describing a Lost Person**

Please include the person’s age, clothing description. If referring to the child’s race, say Caucasian, African American, Asian, or Hispanic. If the child has some sort of physical or mental challenge, please refer to them as a special needs child/person.

### **Notes**

- Lost children should not be released to a guardian until proper identification has been provided. Please note an unusual reaction by a child/person when reunited. If an unusual reaction is noted, please advise the Director of Operations and Law Enforcement, and monitor the situation.
- Once the child/person has been found, notify the rest of the team.

# RADIO CONDUCT

## General Conduct during Emergency or Urgent Situations

- You need to switch to the Control/Command channel to make an emergency call.
- Remain calm at all times; do not panic; do not yell into the radio
- Assess the situation before taking action
- When taking action be sure to speak slowly so all information can be evaluated, and the correct act can be made
- Do not say patient/or involved party names over the radio

## Use of 2-way Radios/Cellular Phones:

- Make sure the channel is clear before initiating a call.
- Hold down the “talk” button on the side of radio before speaking
- When calling: Example, “Eric to Chris” and if you are called say: “Go for Chris”
- Be sure to give the person you are calling time to respond, if they do not respond then call for them again.
- If you are the one being called and are busy, say “Please Standby” then respond to the call as soon as you are able.
- Be selective of what you are saying over the radio – remember everyone can hear you. Be brief and to the point.
- For extended conversations, please let the person know that you will call them on their cell phone or use a talk around channel
- Listen and be ready to respond if someone is trying to contact you.
- **Do not leave your radio unattended.**
- If you switch your channel to speak with another person in a different talk group, make sure you switch back after your call.
- Be careful not to press the talk button by accident. This is common when sitting with the radio attached to your belt.
- Headsets are available at radio check-out but are in limited supply.
- If you are having problems with your radio, check the battery as it may need to be replaced.

**All emergency and/or security situations must be relayed to the Control/Command radio channel for documentation purposes.**

## GOLF CART GUIDELINES

- Golf carts should be operated on Event Venue only.
- Carts are to be driven **ONLY** by the person checking out the cart. All persons driving the cart **must be at least 18 years of age.**
- **Do not offer or give spectators rides on your golf cart.**
- Carts are to be used for Event operation tasks only.
- Damaged or malfunctioning carts are to be returned and reported to the Event Staff/Logistics
- Drivers will be responsible for security of the cart – **ALWAYS** remove keys from **cart when left unattended.**
- Never overload the cart. Only carry the number of passengers that cart has seats.
- Driver must operate the cart at a safe speed at all times.
- Driver should obey all regular traffic laws while operating the cart.
- Driver should always look both ways before crossing an intersection.
- A spotter should be used at all times when backing up the cart.
- When parking, always set the parking brake and never block a drive lane, or pedestrian walkway during the event.
- The Event is a heavy pedestrian environment – drivers should be mindful at all times of pedestrian traffic and always be prepared to give them the right-of-way.
- Always conduct an inspection of the cart before usage. Check your fuel at least 1 time per day.
- Carts should be kept clean and free of debris at all times.
- Be aware of video or photo shoots. Do not drive through the shoot.
- Secure your carts at the end of the day. Return carts to the designated area at the end of the event.

# Lost Person Report

EVENT: \_\_\_\_\_

Time of Report: \_\_\_\_\_ am/pm

## Missing Person:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Physical Description/Clothing: \_\_\_\_\_

\_\_\_\_\_

Location last seen: \_\_\_\_\_

Time last seen: \_\_\_\_\_

Did the child/person have a favorite game/place, etc. during the event? \_\_\_\_\_

\_\_\_\_\_

## Reporting Info:

Name of person making report: \_\_\_\_\_

Phone number where you can be reached today: \_\_\_\_\_

Relationship to missing person: \_\_\_\_\_

Event staff/volunteer: \_\_\_\_\_

Time missing person is found: \_\_\_\_\_

# Event Incident Report

Ensure a copy of this report is given to the Emerald X, LLC STAFF REPRESENTATIVE. All information provided should be completed as soon as possible with the Emerald X, LLC STAFF REPRESENTATIVE

1. DATE OF EVENT: \_\_\_\_\_ 2. EVENT: \_\_\_\_\_

3. TIME OF INCIDENT: \_\_\_\_\_ 4. TIME OF REPORT: \_\_\_\_\_

5. PERSON(S) INVOLVED: \_\_\_\_\_

\_\_\_\_\_  
(Please include full name and contact information)

6. WEATHER SITUATION: \_\_\_\_\_

7. APPARENT CAUSE OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_  
Please attach additional sheet(s) if needed)

8. SITUATION (Who, What, When, Where and Why): \_\_\_\_\_

\_\_\_\_\_  
(Please attach additional sheet(s) if needed)

9. PERSON(S) CONTACTED/WITNESSES: \_\_\_\_\_

\_\_\_\_\_  
(Please include complete contact information for each person(s))

10. MEDICAL INFORMATION

A. Was Medical Treatment Required? YES / NO

B. Was First Aid Required? YES / NO

C. Was anyone transported to a Medical Facility? YES / NO

D. If anyone was transported, where were they taken? \_\_\_\_\_

E. Name of person or medical organization (i.e. IEMS, IFD) administering medical treatment?

\_\_\_\_\_  
11. Keep a copy of this report and add it to your AFTER-ACTION REPORT.

STAFF MEMBER NAME(S): \_\_\_\_\_

\_\_\_\_\_  
EVENT CHAIRPERSON NAME(S): \_\_\_\_\_

## **Gastrointestinal Illness Questionnaire**

(For use at medical staff during gatherings, to be used in addition to any patient information intake form.)

Date: \_\_\_\_\_ Person taking report: \_\_\_\_\_

Person Affected Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

What symptoms have you had?

Diarrhea Yes / No

Nausea Yes / No

Vomiting Yes / No

Abdominal cramps Yes / No

Headache Yes / No

Fever Yes / No

Joint or muscle aches Yes / No

Other: \_\_\_\_\_

When did the symptoms first start?      Date: \_\_\_\_\_ Time: \_\_\_\_\_

Do you know of others who have been ill with similar symptoms?      Yes / No

Include names and contact details for others on the reverse side of this form for further follow-up.

What have you eaten since being at this event and where was it purchased or obtained? Yes / No

List the food history below. Include all food, drinks, and any other snacks. It is important to list where the food was obtained.