

Example only...Please revise to your event.

Downtown Helena Inc Outdoor Special Event Emergency Operations Plan (EOP)

This outdoor special event emergency operations plan (EOP) is meant to train event volunteers/staff as well as to create a more specific EOP for events. It is the DHI Operation Director's duty to train event staff in the following potential emergencies.

DHI and/or Point S will secure the following supplies for the Soapbox Derby:

- Basic first aid kit
- Safety cones
- Safety vests
- Megaphone
- Sandbags (~10)
- Walkie-talkies
- 2 fire extinguishers (1 at 6th and Cruse; 1 at 6th and LSG)

DHI will also hire local law enforcement officers to be on-site at the event, and secure the presence of an ambulance and on-site EMT.

Finally, prior to the start time of each event, the event coordinator(s) will hold three staff/volunteer meetings. Staff/volunteers must attend at least one of the following:

- Wednesday, 9/21 at 6:30pm (at Ten Mile Brewery)
- Wednesday, 9/21 at 7pm (at Ten Mile Brewery)
- Saturday, 9/24 at 9am.

At these meetings, the event coordinators (Jordan Conley and Jake Crawford) will go over the following:

- Any questions related to the EOP
- Any concerns related to weather forecasts or ongoing threats of violence
- Evacuation Routes for the Site (4 directions)
- Chain of Command, including:
 - On-site event coordinator(s) (see above)
 - Station "Leaders"
- Location of Emergency Supplies
- Use of Walkie-Talkies, Fire Extinguishers, and Safety Vests
 - Note: Use of Walkie-Talkies will be reserved for the event organizers, the emcees, 1 person at each intersection, 1 person at the start, and 1 person at the finish line
 - Primary channel and back-up channel will be established
- Crowd Control at the Intersections (keep bystanders clear of bales)
- Strategy for moving straw bales in case of an emergency
 - To the sides of the intersection

- List of who is CPR-trained

Fire & Medical Emergencies

In Case of a Medical Emergency:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information). Give the nature of emergency, the location (use exact addresses if possible), and your name and phone number where you can be called back.
2. Notify the on-site EMTs
3. Do not move victim unless absolutely necessary.
4. Stay on the telephone until the Dispatcher has all needed information and allows you to hang up.
5. Alert event organizers either verbally (if in close proximity) or via walkie-talkie.
6. Start clearing away crowds.
7. Event organizers will then issue orders related to clearing the way for emergency vehicle access, including the moving of straw bales. Directions will be issued by either Jake or Jordan to the station leaders at each intersection (6th and Jackson; 6th and Last Chance Gulch)

In Case of a Fire:

1. Call 911 (Stay on the telephone if possible until the dispatcher has all needed information).
 - a. Use the fire extinguisher if possible
2. Give the nature of emergency and the location. Stay on the phone long enough to answer any questions the dispatcher might have. This will ensure that proper equipment and staff respond.
3. Alert people in the immediate vicinity to evacuate to safest designated areas (see relevant venue maps). Use megaphone or, depending on the event, the microphone/sound system and stage.
4. Utilize staff and/or volunteers to clear all equipment (tents, staging, etc.) to ensure emergency vehicle access.
5. Never breathe the smoke from fire. Stay low and crawl if necessary to avoid it. Smoke from some plastics and other common materials are toxic. Stay upwind so combustion products will blow away you.
6. DO NOT REENTER THE AREA. If a life may be in jeopardy, notify the professionals and let them enter with proper equipment. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone missing.

In Case of Downed Power Line:

1. Treat all loose or downed power lines as if they are energized.

2. Warn others to stay away, and call 911. Give the location and stay on the line for instructions.
3. Alert the event organizers either verbally or via walkie-talkie so they can clear a path for emergency vehicle/power company access.

In Case of a Natural Gas Leak:

1. If you spot the signs of a gas leak—by smell, sight, sound, or other (see below)—leave the area immediately and call 911. Do not:
 - a. Attempt to locate the leak
 - b. Start up or shut down any machinery, vehicles, or equipment in or near the area
 - c. Smoke, light matches, or use a lighter
 - d. Use any electrical devices, including appliances, light switches, and phones.
 - e. Re-enter the area
 2. Give the location and stay on the line for instructions.
 3. Alert the event organizers either verbally or via walkie-talkie so they can clear a path for access and disperse crowds within the affected vicinity.
- Gas leaks may be detected by:
 - Smell: The most obvious sign of a natural gas leak is the “rotten eggs” smell.
 - Sight: In wet or flooded areas, there may be continuous bubbling
 - Sound: Gas leaks often emit a blowing or hissing sound

Weather Related Emergency

The event coordinator will be responsible for determining if weather conditions become a hazard to staff/patrons at the activity.

Before Any Event:

Before any event, the event coordinator(s) shall research types of weather that may occur during the particular time of year the event is scheduled. Once potential hazardous weather or conditions are identified, mitigation, preparedness and training efforts will be included in the event planning.

Lightning:

In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. If thunderstorms are forecasted with a >50% probability at T-3 hours re: the start of the event, the event shall be canceled, postponed, or transferred indoors. If prior to or during the event conditions develop where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard. There is no safe place outside when thunderstorms are in the area.

Evacuate to substantial buildings, enclosed parking structures and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls and floors, and has plumbing or wiring (excludes temporary, portable, or metal buildings).

Lightning Safety Rules:

- Keep an eye on the sky
- If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle
- Postpone activities promptly; do not wait for rain.
- If you cannot get to a shelter, stay away from trees
- If you are out in a field, get to the lowest point
- Move away from a group of people
- Avoid metal
- **Avoid contact with electrical equipment or cords, including instruments**
- Avoid contact with plumbing
- Stay away from windows and doors, and stay off porches
- Do not lie on concrete floors and do not lean against concrete walls

Wind:

Power outages may occur with as little as twenty-five mile per hour winds and can up-root trees with shallow roots. Wind can pose a hazard to participants or spectators, and if the event coordinator determines that winds pose a life safety issue, then activities might be suspended. At minimum, in the case of high winds, the event coordinator will:

1. Secure all road closure signs with sandbags
2. Secure all tents and tables with sandbags
3. Require all vendors to either secure their tents/tables or else disassemble them and suspend activities.

Hail:

Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event organizer should know or may want to pass on to participants are as follows:

- If you are outside, get inside.
- If you cannot find shelter, at least find something to protect your head.

Microburst Rainfall/Flash flooding:

Microburst rainfalls occur within a plume of air with high amounts of moisture are directed around a cold-core low or tropical cyclone. Flash flooding can frequently occur in of slow-

moving thunderstorms in urban environments where less plants and bodies of water are present to absorb and contain the extra water. Should excessive rainfall occur during an event, the event coordinator will:

- Listen to the radio or television for information.
- Be aware that flash flooding can occur. If the event site is in a low-lying area with the potential to flood, move immediately to higher ground.
- Be aware of streams, drainage channels, and other areas known to flood suddenly
- Let participants/attendees know not to walk through moving water. Six inches of moving water can make someone fall.
- Let participants know not to drive in flooded areas. If floodwaters rise around a car, abandon it. Move to higher ground.

Earthquake:

Earthquakes are the sudden, rapid shaking of the earth, caused by the breaking and shifting of underground rock. They occur without warning and cause fires, damaged roads, landslides, and avalanches. In case of an earthquake: **Drop, Cover, and Hold On.**

During the Earthquake:

- If you are outdoors when the earthquake hits, stay outdoors. If necessary, DROP to the ground and use hands and arms to COVER your head and neck.
- If you are indoors when an earthquake hits, stay indoors. Take COVER under a sturdy piece of furniture. If no furniture is available, DROP down to the floor on your hands and knees. If possible, crouch in an inside corner or interior wall of the building. Use your hands and arms to COVER your head and neck.
- If outdoors or indoors, do not use a doorway for cover except if you know it is a strongly supported, load-bearing doorway and it is close to you.
- If you are in a vehicle when the earthquake hits, pull over and stay inside the vehicle.

After the Earthquake:

- If inside, when the shaking stops, look around wherever you are taking shelter to make sure it is safe to move. Then exit the building.
- Avoid impacted areas after the earthquake. Stay out of damaged buildings until local authorities tell you that they are safe to enter.

Threats of Violence

While the safety of event participants and attendees is of the utmost importance, no DHI employee or volunteer is expected to risk their own lives for the safety of event participants or attendees. They do, however, have an obligation to report ALL threats or acts of violence

to the event coordinator. In the case of an active shooter, they are obligated to call 911 once they have reached safety.

Violent or Criminal Behavior:

Threats may be statements of intention or expressions of strong emotion. They can be indirect or direct, verbal or nonverbal. Shaking a fist or gesturing aggressively, throwing things, and showing a weapon are all examples of nonverbal threats. Verbal threats may be indirect expressions of frustration or anger directed toward a person or situation, or they may be direct statements of the intention to harm. **These situations are complex, and it is not expected that individuals will be able to assess whether the threat is serious and might actually lead to harm. However, it is expected that the DHI consider any threat or display of hate as potentially serious.**

In the event of verbal or nonverbal threats, on-site security should be alerted immediately. Employees who witnessed or are on the receiving end of a threat are expected to stay calm, disentangle themselves from the situation, and immediately find assistance. If the event coordinator is not aware of the situation, it is the responsibility of the employee to find them immediately after securing help from on-site security. It is the responsibility of the event coordinator, in collaboration with on-site security and local law enforcement, to determine next steps (detainment, escort from the premises, bans from future events, charges, etc). Employees, attendees, or volunteers who witnessed the threat may be called on to provide witness statements. All volunteers and employees must be alerted to the threat or act of violence at the earliest opportunity.

In case of threat of violence, the event coordinator shall always press charges against the individual(s) who made the threat. Moreover, such individuals will automatically be banned from all future DHI locations and events. Depending on the nature of the threat, the Operations Director, in consultation with on-site security and/or the DHI board, may also choose to end the event to protect the safety of attendees, participants, employees, and volunteers. In the event of such a cancellation, the reason for the cancellation shall be provided in order to ensure immediate cooperation and instill a sense of urgency.

Acts of Violence:

An act of violence in the workplace could occur without warning. If loud “pops” are heard and gunfire is suspected, participants, attendees, volunteers, and employees are to be instructed via verbal commands and megaphone/sound system to **Run, Hide, Fight:**

Run:

People often freeze when confronted with unexpected danger. This is a natural instinct, but unfortunately, it makes people an easy target for shooters. Instead, individuals should run away from an active shooter whenever possible. When running, you should:

- Leave your belongings behind
- Try to bring others with you, but don't wait for those who don't want to run
- Move to the exit as quickly and quietly as possible
- Run in a zig-zag motion if the shooter is still in the area

Hide:

If running is impossible or unsafe, take shelter in a safe place. The ideal hiding spot will be out of the shooter's view and provide some protection from gunfire but will not trap you or prevent you from being able to escape. When hiding, you should:

- **Call 911**
- Continue to try to think of an escape plan and look for opportunities to run

Fight:

If you are confronted directly by the shooter and cannot run, you will have to fight. Only fight as a last resort. Throw anything you can at the shooter, including drinks, equipment, etc. Make as much noise as possible and never stop moving. If you are in the room with other people, you should all try to swarm the shooter and take away their weapon. Target the head, eyes, throat, fingers, groin and any other sensitive areas that you can reach. If you get the shooter to the ground, take all weapons away and restrain them. Place the weapon in a trash can and carry it with you so that police do not see that you are armed and mistake you for the shooter.

Event Staff Information Sheet (To Be Completed and Distributed Closer to the Event)

Event Details:

Event Name: 2022 Annual Soapbox Derby

Date(s) of Event: September 23-34, 2002

Event Location(s): Downtown Helena, 6th from Cruse to Park and surrounding area

Street Address of Event: Constitution Park

Event Coordinator(s)

██████████

████████████████████

██████████

████████████████████

Event Volunteers

See volunteer tracker spreadsheet here:

Ambulance

To be parked on Last Chance Gulch in front of US Bank

Traffic and Crowd Control

Friday Afternoon: The event on September 23rd will start at 4pm with a “car show” wherein the entries will be lined up along the Pedestrian Mall (either along one side or in the middle where the existing tables are in front of Ten Mile, to allow continued emergency vehicle access). There will be three food trucks, parked on Last Chance Gulch, as well as two food vendors (one table, one bicycle) on the Pedestrian Mall. We are not requesting road closures on Friday, but would like to block off parking for the food trucks on LSG. We will pay for parking.

Folks will be able to observe the cars and chat with owners/drivers/sponsors. This event will be paired with a safety check by technicians from Point S Tires. We will also have a small kids’ events, where kids can decorate their own model cars (donated by Lowe’s) with markers and stickers, and can race them along a short course on the Pedestrian Mall (marked off by foam building blocks). The event will end by 8pm.

Friday evening: DHI and Point S staff and volunteers will set up signs warning of road closures and parking restrictions the following day.

Saturday Morning:

We will be closing the following streets to thru-traffic:

- Cruse from Broadway to Lawrence
- 6th from Warren to Park
- Jackson from Broadway to Lawrence
- Last Chance Gulch from 6th to Lawrence
- Fuller from Lawrence to 6th

DHI and Point S staff and volunteers will begin course set-up at 6am, with the goal of having all fencing up by 7am and all straw bales in position shortly thereafter. Fencing will be up against the curb, with the straw bales in front of the fencing. The middle of the street will be clear for the course and emergency vehicle access. Representatives from Parking/Transportation, Fire, and Police have agreed to come survey the course around 9:30am to ensure permits have been followed. Event organizers are requesting the opportunity to address any concerns prior to the start of the event. Fencing and large hay

bales will line the entire course along 6th from Cruse to Fuller, with gaps at the intersections of Jackson and Last Chance Gulch, where there will be medium bales but no fencing. Instead caution tape will be stretched from one end of the intersection to the other. Volunteers/staff will be stationed at the beginning and end of the course, as well as positioned throughout. Each intersection will have at least two volunteers on each side to keep spectators clear and to move the straw bales for emergency vehicle access.

Parking spots for 1 ambulance and 4 food trucks on LSG and derby car pick-up on Fuller will be blocked off that morning with cones.

We are requesting open container approval from 4-8pm. The stage and beer garden will be in Constitution Park. We are hoping to position the 4 port-a-potties on the widest section of the Sidewalk in front of US Bank (leaving the doors clear).

Saturday Evening: Straw bales will be removed and fencing cleared by staff and volunteers. The stage and beer garden will be shut down and removed by 10pm. Volunteers will sweep the street to remove leftover straw. Any cones or signs borrowed by the city will be collected by DHI to be returned on Monday morning by 8am.

Helena Public Safety Contact Numbers

EMERGENCY - Dial 911

Helena Police Dept (Non-Emergency): 406-442-3233

Helena Fire (Non-Emergency): 406-447-8472

Lewis and Clark County Sheriff (Non-Emergency): 406-447-8293