Operations Agreement
Show-Me Totality CoMo – Columbia Cosmopolitan Recreation Area and Gans Creek Recreation Area
Off-Track Productions
August 20 – 21, 2017

This agreement is entered into on this _____ day of _____, 2017 between the City of Columbia, Missouri ("City") and Off-Track Productions.

The Parties agree to the following provisions for the production of the 2017 Show-Me Totality event:

1. Approval is given to Off-Track Productions to utilize Columbia Cosmopolitan Recreation Area and Gans Creek Recreation Area for the 2017 Show-Me Totality event August 20-21, 2017, subject to the restrictions and conditions set forth in this agreement.

2. Set-Up Activities. Set-up for the event may occur beginning at 8:00 a.m. on Sunday, August 20, 2017. All tents, port-a-johns, and other temporary structures used for the festival shall be removed and other clean-up completed by 8:00 a.m. Tuesday, August 22, 2017. All areas of the park outside the fenced festival area shall remain open to the public.

3. Other Requirements, Plans, and Technical Map.

    a. Off-Track Productions shall comply with the festival layout set forth in the Show-Me Totality - Technical Map, which is attached to and made a part of this agreement.

    b. Portable Generators. Off-Track Productions shall provide City with information as to the number, size, and location of portable generators to be used at the Festival. Location of generators shall be shown on Festival Site Plan – Technical Map. Operation of the activity will be on Sunday, August 20 and Monday, August 21, 2017.

    c. Parking. Approval to hold this event does not authorize the parking or placement of any vehicles other than performance stages, tents, and concession operations on park property outside of designated parking areas. Vehicles utilized during festival set-up shall be the only vehicles allowed on the grass outside of any designated parking area. All vehicles, including those of event staff and volunteers, with the exception of event set-up are to remain on paved roads and/or designated parking areas.

    d. Portable Toilets. Parks and Recreation shall provide portable toilets for the festival as noted in the park special use application. Toilets shall be placed in locations agreed to by event sponsor and park staff. Toilets shall be removed

from park by 8:00 a.m., Tuesday, August 22, 2017. Information shall be included on the Festival Site Plan – Technical Map.

Parks and Recreation shall provide portable restrooms meeting ADA accessibility guidelines and to locate such toilets so as they can be accessed via an accessible route in accordance with ADA regulations.

e. Management of Trash, Recycling, and Clean-up; Deposit. Off-Track Productions shall submit a plan for review and approval by City staff detailing procedures to be used for the management of trash, recycling, and the clean-up of the park after the event. $1,000 damage deposit is required for performance clean-up/damages. This deposit is refundable upon conclusion of event if no significant clean-up or repair of damage to park facilities is required. Off-Track Events shall be responsible for actual costs of repair, in excess of $1,000 deposit, if set-up/operations result in significant damage to turf. Deposit is due by August 1.

f. Security Plan. Off-Track Productions shall provide a Security Plan to outline procedures to be implemented in the event of an emergency situation during the event.

g. Severe Weather/Emergency Shelter Plan. Off-Track Productions shall provide a Severe Weather / Emergency Shelter Plan to outline procedures to be implemented in the event of severe weather occurring during the event.

h. Off-Track Productions shall provide City with a plan to ensure event is accessible in accordance with the City of Columbia Special Event ADA Awareness Information.

4. Alcohol Sales. Off-Track Productions has requested permission to sell alcoholic beverages (beer and wine) as part of the concessions operations. All sales of alcohol at the Festival shall comply with the following provisions:

a. Craft Beer Cellar and Las Margaritas have permission to provide alcoholic beverages during the event.

b. Off Track Productions agrees to pay Columbia Parks and Recreation a $1,500 deposit to sell alcohol at the event. Deposit is due by August 1. In addition to the deposit, Off Track Productions shall pay 15% of gross revenue sales over the $1,500 deposit and shall be due thirty (30) days following the date of the event. Payment of fees shall be coordinated with Parks and Recreation Department Administrative offices (874-7460).

c. Alcoholic beverages shall only be sold at the beer garden shown on the Event Site Plan – Technical Map.

d. Alcohol sales are limited to two (2) alcoholic beverages per sale.

e. Pouring of alcoholic beverages into anything other than the cup intended for the beverage is prohibited.

f. Alcoholic beverages shall not be sold or served in glass bottles or glass containers. Alcoholic beverages shall be sold or served only in clear, plastic and/or commemorative cups. Alcoholic and non-alcoholic beverages shall be served in containers that are distinctively different from each other.

g. Bartenders and festival staff are responsible for insuring that ID's are checked before the issuance of wrist bands.

h. Intoxicated individuals will not be served.

i. Alcoholic beverages shall be served only at the following times: Sunday, August 20, 2017 from 12:00 p.m., or when public safety personnel have declared the perimeter is secure, whichever is first, until 10:00 p.m.; and, Monday, August 21, 2017 from 9:00 a.m. until 5:00 p.m.

j. All servers and event staff in the alcohol sales area are required to complete SMART training offered online by the University of Missouri on alcohol awareness and the restrictions listed above. Persons serving alcohol are required to carry a server certificate issued by the Department of Health and Human Services.

k. Off-Track Productions shall provide and keep in place signs at all bar stations stating: "ID Required – No More than 2 Drinks per Sale – Alcohol Sales End at 10:00 p.m. (Sunday) or 5:00 p.m. (Monday)."

The alcoholic beverage sales may immediately be halted for noncompliance with any of the above listed conditions. The City of Columbia Police Department shall enforce these conditions and may require closure of all alcohol stations upon determining that any condition has been violated.

5. Admission Fees. Off-Track Productions is authorized to charge admission to the 5K Race and the Bike Ride Events. The musical events will remain free and open to the public.

6. Special Event Fee. Participant Fee. Per City ordinance, a participant fee shall be charged for use of the park trail for the 5K race and Bike Ride. The participant fee is $2.40 per participant. This fee is based on the actual number of tickets sold as verified by a ticket audit and shall be due within thirty (30) days following the date of the event. Payment of fees shall be coordinated with Parks and Recreation Department Administrative offices (874-7460).

City of Columbia reserves the right to request an audit of ticket sales at any time during pre-sale or after the event.

7. Signage. Signs and banners promoting the event may only be displayed in the park on the days of the event. All such signs and banners shall be temporary and shall be removed from the park upon completion of the event. Signage to be placed outside of park area (i.e. streets) shall be outlined in a signage plan to be submitted by the Off-Track Productions to City. Signage outside of park area shall comply with the City's sign ordinance.

8. Concessions /Vendor Plan. Off-Track Productions shall submit a Concessions/Vendor Plan for review and approval by City staff. The plan shall identify the type of concession equipment to be used including portable concession trailers, tents, generators, grills, fryers, etc. The plan shall include a festival site plan – technical map; indicating the location of concession facilities, identification of vendors, and shall outline plans for disposal of any waste generated by vendor operations.

Any ashes resulting from the use of portable charcoal grills are to be removed from the park. There is absolutely no dumping of the ashes on the grass or grounds of the park. All grease, frying oil, and other waste products resulting from vendor operations must be removed from the park. Off-Track Productions is responsible for addressing these issues as part of the overall trash/recycling plan.

9. Insurance. Off-Track Productions shall obtain and maintain the following insurance in connection with the festival.

   a. Off-Track Productions shall take out and maintain for the festival Employers' Liability and Workers' Compensation insurance for all of its employees and volunteers working in connection with the festival for the duration of set-up, execution and breakdown of festivities (August 19 through August 21, 2017). Workers' Compensation coverage shall meet Missouri statutory limits. Employers' Liability limit shall be $500,000.00 each employee, $500,000.00 each accident, and $500,000.00 policy limit.

   b. Off-Track Productions shall take out and maintain for the festival such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from festival operations, whether such operations be by itself or by any one directly or indirectly employed or otherwise working for it for the duration of set-up, execution and breakdown of festivities (August 19 through August 21, 2017). The amount of insurance shall be not less than $3,000,000.00 combined single

limit for anyone occurrence covering both bodily injury and property damage, including accidental death.

c. Off-Track Productions shall take out and maintain for the festival Automobile Liability insurance in an amount not less than $2,000,000.00 combined single limit for any one occurrence covering bodily injury, including accidental death and property damage, to protect itself from any and all claims arising from the use of motor vehicles operated by it in connection with the festival for the duration of set-up, execution and breakdown of festivities (August 19 through August 21, 2017).

d. Off-Track Productions shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this agreement and that requires a 30-day mandatory cancellation notice.

e. Along with the necessary licensing and inspection and the requirements set forth in Section 9, Sound Concepts shall provide a certificate of insurance with the City of Columbia, its elected officials and employees named as additional insureds with coverage limits of no less than $3,000,000 per occurrence/$10,000,000 aggregate.

10. **HOLD HARMLESS. To the fullest extent not prohibited by law,** Off-Track Productions **shall indemnify and hold harmless the City of Columbia, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising by reason of any act or failure to act, negligent or otherwise, of** Off-Track Productions **, of anyone directly or indirectly employed by or otherwise working for** Off-Track Productions **, or of anyone for whose acts** Off-Track Productions **may be liable, in connection with the festival. This provision does not, however, require** Off-Track Productions **to indemnify, hold harmless, or defend the City of Columbia from City's own negligence. The indemnification set forth herein is a continuing obligation and survives the expiration or termination of the agreement. It is not necessary for a Party to incur expense or make payment before enforcing a right of indemnity conferred by this agreement.**

11. Off-Track's Responsibilities

a. Off-Track Productions shall work with the Columbia Fire Department to have Fire and Emergency personnel on site during the operating hours of the festival.

b. Off-Track Productions shall provide security, identification checking, emergency medical resources, fencing, and signage for the event.

c. Off-Track Productions shall be responsible for the set up and overnight security of structures in the Park.

d. Off-Track Productions shall be responsible for compliance with the Operations Agreement regardless of the failure of any third party to fulfill its obligations or promises to Off-Track Productions.

e. Off-Track Productions shall secure all necessary City permits required in connection with the festival.

f. Off-Track Productions shall comply with the Traffic, Transportation, and Parking Plans.

g. The Parties agree that Off-Track Productions (Off-Track Productions proposal is attached to and made part of this agreement):

1. Off-Track Productions will work with the Convention and Visitor's Bureau to create sponsorship packages that have a residual marketing value;

2. Off-Track Productions will provide logistical support;

3. Off-Track Productions will have support staff at pertinent meetings;

4. Off-Track Productions will develop and maintain an event website;

5. Off-Track will work with the Convention and Visitor's Bureau to effectively promote the event using social media;

6. Off-Track Productions will explore and implement the best live entertainment options within the agreed upon budget.

12. City's Responsibilities.

a. City shall provide trash and recycling services for the 2017 Show-Me Totality Festival in accordance with Solid Waste Plan.

b. City shall waive the staffing costs for public safety.

c. City shall provide bus services on an altered route to Cosmo Park. Off-Track Productions shall supplement Transit services by providing shuttles to and from the Columbia Mall in accordance with the Traffic Plan.

17. No Waiver of Immunities. In no event shall the language of this agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

18. Compliance with laws. Off-Track Productions shall comply with all federal, state, and local laws, codes, rules, and regulations in the operation of the festival.

19. The term of this agreement shall commence on the Effective Date and shall terminate six (6) months following the Effective Date.

20. Termination by Convenience. City may terminate this agreement for its convenience.

21. Termination by Default. Should Off-Track Productions be in default of any provision of this agreement, City may immediately terminate this agreement.

22. No Third-Party Beneficiary. No provision of the agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such person a third-party beneficiary under the agreement.

23. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.

24. Governing Law and Venue. This agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this agreement on the day and year first above written.

CITY OF COLUMBIA, MISSOURI

By: _____
Mike Matthes, City Manager

ATTEST:

_____
Sheela Amin, City Clerk

APPROVED AS TO FORM:

_____
Nancy Thompson, City Counselor

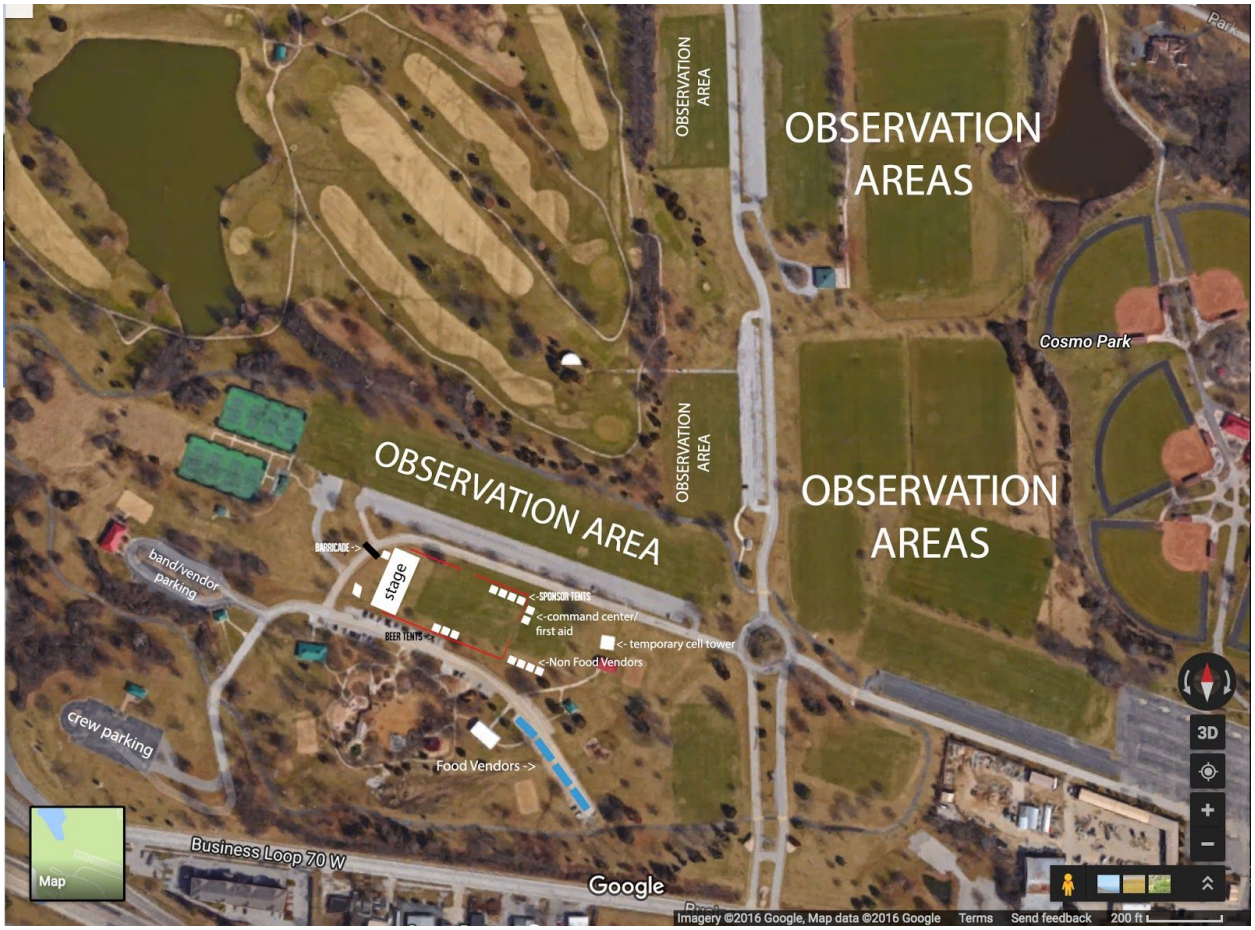
OFF-TRACK PRODUCTIONS

By: _____

ATTEST:

_____

Festival Site Plan - Technical Map



Como Eclipse: Show Me Totality - Safety Plan

About:

The City of Columbia, Missouri Visitors and Convention Bureau (herein referred to as CVB) in conjunction with Off Track Events (herein referred to as OTE) will be holding a variety of events at Cosmopolitan Park and Gans Creek Recreation Area on August 20th and 21st, 2017, for an event of historical proportions: a complete solar eclipse. Columbia, Missouri is one of a handful of cities across North America that will be in the “Path of Totality” for this happening. This means that Mid-Missouri will be under a complete solar eclipse for upwards of two minutes. The interest around this event is palpable and has been building for years, as astronomy enthusiasts from across the globe have been booking hotels and planning their trips to this part of the country. Estimates for this one time event vary from 50,000 to near 200,000. While it is hard to say exactly how many people will attend, it is the goal of CVB and OTE to be able to offer a multitude of activities. Such activities include:

-Totality Music Festival: A free music festival that will take place on Sunday, August 20th, featuring local and national acts.
-Totality 5k: A non-competitive 5k that will be run on the Bear Creek Trail
-Totality Ride: A leisurely bike ride on the Bear Creek Trail, featuring a pizza lunch and live music

Scope:

The safety of our attendees is paramount to successfully executing this event. As a result, OTE has developed a comprehensive plan to ensure that contingencies are in place to support the health and safety of attendees, vendors, employees and volunteers. The subsequent plan addressed in the following pages is effective from the morning of August 20th until final wrap of event on August 21st. These security and safety plans are intended to support and work in conjunction with the Operations Agreement, the City of Columbia Special Use Permit and existing city codes that support health and public safety.

Only Event Directors Mike Denehy and Colin LaVaute have the authority to delay aspects of planned events on behalf of the event. They will work closely with the City of Columbia and the Department of Health who also have the authority to interrupt or close the festival if there is a threat to public safety.



Emergency Communications Plan:

The Como Eclipse Festival will have a “dispatch” phone line that will be distributed to all volunteers, key staff, and city officials for quick reference and mitigation of issues as they arise. The festival dispatcher will have direct contact information for festival directors, production staff, all relevant city officials, vendors, and volunteers. Dispatch phone number is: 573-222-0261. The Dispatcher will have the authority to notify all relevant parties to resolve problems through communication.

In the case of emergency on a broad scale (imminent threats such as fires, extreme weather, terrorist threats, or broad public safety threats) the Dispatcher will have authority to send text alerts to the following individuals for propagation of communication to all present. Propagation personnel include:

-Mike Denehy: Event Co-Director
-Colin LaVaute: Event Co-Director
-Megan McConachie: Liaison, City of Columbia Convention and Visitors Bureau
-Brett Moore: Dispatcher
-Joel Henslee: Production/Stage Manager
-Adam McMillen: Head of Security

-Karen Chandler: Parks and Recreation
-Erica Coffman: Parks and Recreation
-Event Registered Nurse: Emily Amarosa
-TBD: Vendor Coordinator
-TBD: Traffic Coordinator
(City Officials On Site?)

Emergency announcements will be made by the following means:

- PA: The sound spread of the PA that will be used at the Main Stage will be loud enough that anyone present or near the Soccer Fields and Main Stage area will be able to hear it.

- Bullhorns: Vendor Coordinator will disperse emergency information to Vendor Area via Bullhorns. Security Guards will traverse other areas of the park to ensure those not directly partaking in events are in the know.

- Media Sponsors: Our media sponsors will send out pre-scripted alert notifications during live television or radio broadcast. These announcements will already be given to the media sponsors prior to the festival.

- Social Media: Our social media page will have pre-scripted alerts and updates for everyone who is following it with what is going on and the certain plan of escape if they are attending the festival or in the area.

Volunteers and Work Crew

Volunteers and work crew are trained to deal with handle an accident or medical emergencies using the following steps:

- Awareness - Alert the police or emergency personnel. If non are available call 9-1-1.
- Help move obstacles out of the way to assist the emergency personnel to accident location
- Assist with crowd control as needed - move bystanders away from situation to give emergency responders the space they need and to keep the scene calm.
- Contact the dispatcher to report the incident
- Lost Children and Adults: **Activation Authority: Anyone can call 911 or flag down festival volunteers to seek assistance. Follow the same procedures as for an emergency. Remain with them until help arrives. DO NOTMOVE A CHILD OR PARENT OR ADULT. Keep them there with you until a police officer arrives.**

Beer Garden and Music Perimeter -

The music and beer garden area will be secured in a fenced off area. The fencing will consist of orange snow fencing attached to planted T-posts. Participants of all ages will be permitted into the fenced area. The beer garden will check age IDs for those patrons who are purchasing alcohol and they will be issued age approved wristbands before being served alcohol. Alcohol will not be served to any patron who appears to be intoxicated.

Beer will be sold by Craft Beer Cellar. CBC will be working with a beer ticket system. Patrons will purchase beer tickets and then exchange tickets for beer. Those selling beer tickets will be carding and wristbanding patrons. Servers have the authority to double check anyone's age, at any time, even if they have a wristband.

Acceptable items in the beer garden area:

- Lawn chairs
- Water bottles

Prohibited items in the beer garden area:

- Coolers
- Glass Containers
- Weapons
- Pets (not including service animals)
- Outside alcohol

Signage will be posted as patrons enter the beer garden area clearly marking these prohibited items. Those who disobey the prohibited items rules may be ejected from the event footprint at any time. Security has the authority to use physical force when ejecting unruly patrons.

Volunteers vs Paid Security and Operations Crew

Having a professional security team is the key to a successful event. The security team will be trained for the event before the festival arrives. They will be given a detailed list of their jobs and responsibilities. Staff and crew will be recognized with easy to spot event shirts - Volunteers will all be assigned safety vests. Our crew of security guards will be led by longtime Manager of Security at The Blue Note Adam McMillen. Situations involving removal of a participant will be handled by a security crew member under the direction of Adam McMillen, Mike Denehy, and Colin LaVaute. Event staff may contact the Columbia Police Department personnel on site if law enforcement assistance is needed.

The OTE work crew, volunteers and other event contacts can be found here

Volunteers will be wearing orange event shirts. Paid Security Staff will be wearing black event shirts.

Transportation & Parking

Limited parking will be available at Cosmo Park. The parking area near the playground and the access road into this area will be closed to the public. Limited access will be provided to crew, vendors, emergency crews, performers and organizers of the event. All crew and volunteers that will be involved with traffic and parking operations will be wearing city sanctioned traffic vests. OTE will have a designated parking monitor that will traverse the parking lots to assess parking capacity throughout the day. Once capacity has been met, all parking staff will be notified and all additional vehicles will be directed to additional parking that will be made available at the Columbia Mall. There will be a shuttle service transporting patrons from (and back to) the mall to the park during the event! More information about parking and transportation will be posted when it is confirmed. OTE plans to use digital signs on Business Loop I-70 to inform incoming motorists when the lots are full. We will also get the message out via our media partners to people who are in the community. OTE will work closely with the Columbia Police Department to ensure we are using best practices in regards to traffic flow.

Shuttle pickup and dropoff:

Shuttles will begin running at 9 am on Monday morning until 3pm Monday afternoon.
Pickup points will will be:
-Cafe Court at the Columbia Mall: 2300 Bernadette Dr, Columbia, MO 65203

DROP OFF POINT: Drop off point for all shuttles, taxis, and Ubers will be at the Parks Management Center at 1507 Business Loop 70 West. ALL TRAFFIC will enter in the west entrance of the parking lot and leave the east entrance of the parking lot.



Parking lots and on site traffic direction:



If allocated by the City of Columbia, we plan to have three police officers assisting with the direction of traffic at the event. Two will be directing traffic at the Main Entrance and one will be directing traffic at the roundabout. In all promotions we will be encouraging people to take shuttles to the event, but we must be prepared for people who decide to arrive by car. Rather than allow entrants to park where ever they please, we will fill up each lot one at a time. Lots will be filled in a chronologically numeric fashion. The Police Officer directing traffic at the roundabout will first direct entrants to LOT 1. Two volunteers will be in place to assist parking in an orderly fashion. Once LOT 1 is full, the Police Officer will begin directing entrants to LOT 2.

Volunteers will be in place in each lot, assisting with parking in an orderly fashion until lots are full.

ADA PARKING: Those with clearly marked handicap credentials will be directed to the ADA Parking Lot North of the Main Event area. There will be a volunteer parking lot attendant on site to ensure only those with proper credentials access the ADA Lot.

Parking Lot Placards: The main road leading to the event/vendor area will be blocked off and managed by a volunteer just beyond the exit drive from the ADA Parking Lot. The only vehicles allowed beyond this point will have placards denoting whether they are Volunteers, Vendors, or Artists. Example placards are below. Off Track Events will do its best to distribute these placards beforehand. The volunteer in place at the barricade will have a list of accepted entrants and will have placards on hand to distribute to those vendors/volunteers/artists who had not received the placards prior to the event date.

Placard examples:







Full Evacuation of Park

Summary
Activation Authority: Colin LaVaute, Mike Denehy, Megan McConachie, City of Columbia

After decision to evacuate has been made, communication plan will be put into action by notifying key personnel and emergency management first, who will notify staff before coordinating announcement to the general public. Approximately 1 hour is needed for a full evacuation of the park.

Evacuation Triggers: (including but not limited to)

- **Severe or Threatening Weather**
- **Fire**
- **Structural Collapse**
- **Suspicious person**
- **Active Shooter**
- **Crowd Hostility**

Fans will be directed to exit the park at the closest emergency exit at the Parks Management Center. Organizers will work with shuttle drivers to re-route all buses to make continuous trips to transport all fans out of the park. All available golf carts will be used throughout the footprint to transport fans in need of assistance to the exits. Security Staff will sweep the footprint and make sure no one gets left behind and will be the last to exit the park.

Weather Plan

The festivities will take place rain or sun. If there is a weather threat we will have volunteers and crew members alert the participants at the main parking areas when they arrive. We will also post updates on social media before the event begins. During the event we will be able to make important announcements through the PA.

Trash and Recycling

Our volunteers will be instructed to keep the park clean throughout the event. They will be given special instruction on how to appropriately recycle materials. They will also stock the portapotties with toilet paper and keep an view of the the scene throughout the day. At the end of the day, their project is to make sure the park is is as clean as possible. We will work with the City of Columbia to get the necessary recycling dispensing bins. There will be a dumpster near site that will be used to drop garbage in.

Vendor Plan:

Our vendors will consist of both food and non-food participants. Vendors and sponsors who wish to exhibit will be in and just outside the fenced in event area. Food vendors will be relegated to the parking lot to the Southeast of the fenced in event area (see site map for reference). All food vendors will be instructed that they are to leave no trace after the event has concluded. Any and all waste as a result of cooking (fryer grease, trash created by vendor) must be taken away. Failure to do so will result in the loss of deposit made to OTE. We are currently in the process of obtaining vendors and will update vendors as they come on board.

Volunteer Responsibilities:

A list of our volunteer responsibilities will be posted as they are developed.

ADA/Disabled Services Information

All venues are ADA compliant, and our staff is there to provide any assistance if needed. Do not ever question someone's ADA request. Please consult each venue manual for available seating, entrances, and exits. The parking lot directly North of the beer garden area will be reserved for handicapped individuals.

Medical Response Plan:

Crew members will be trained to deal with medical emergencies. Volunteers will be instructed to contact a crew member/medical team to handle medical emergency. Volunteers will be instructed to:

- Review the situation and the surroundings. Get the attention of crew/medical members or police. In severe situations call 9-1-1.
- Get help to quickly move obstacles out of the way and to help direct emergency personnel to your location.
- Assist with crowd control if needed – move bystanders away so emergency responders can do their jobs.
- Contact the Dispatcher at 573-222-0261 to report the current status of the situation.

Unexpected Crowd Hostility

Activation Authority: Event Directors, Security Lead, and the City of Columbia

The primary role of event staff is to call 911 and get uninvolved patrons out of the area and wait for instruction from law enforcement and event management. Event management will decide if performances will be delayed or not.

Security Presence

Uniformed security shirts will identify you as someone that can help with the disturbance. Make sure you are well versed with the event layout and locations of entrances, exits and medical help.

Asset Management

Volunteers with a solid cash handling and/or banking background implement dual controls to manage cash, prepare cash drawers and to prepare deposits.

A rotation schedule is established in advance and security guards are scheduled to escort the banking representative.

An authorized banking staff member and a security guard transport festival cash to and from the various festival venues. The transport can be made on foot or a golf cart will be used. The golf cart driver for this task is also handpicked for security purposes.

"The bank" is set up in a discreet location and the location is only shared with the those volunteers and staff that "need to know."

Bar managers and merchandise managers are encouraged to call for an extra cash pick up if needed before the next rotation.

Active Shooter Incident

Activation Authority: Anyone can call 911 or flag down event security staff for assistance or alerts. Quickly determine the most reasonable way to protect your own life. Festival Patrons are likely to follow the lead of event staff and Volunteers during an active shooter situation.

RUN - Evacuate

1. Have an escape route and plan in mind. Follow your plan
2. Leave your belongings behind
3. Help others if possible
4. Prevent others from entering the area where the shooter may be
5. Keep your hands visible (don't look like the shooter)
6. Follow instructions of any police officers
7. Call 911 when you are safe

HIDE! If evacuation is not possible, find a place to hide.

1. Be out of view
2. Find protection
    a. If outside any barrier – picnic table, tree, storm ditch, sculpture etc.
    b. Inside any barrier – closed locked door, out of sight, under desk
3. Barricade yourself in if appropriate. Only as a last resort!
4. Remain quiet, silence phones, radios, etc.
5. Be prepared to fight back if the attacker finds you!

FIGHT! Out of Options! Last Resort –Take Action – Only if you are in imminent danger!

1. Attempt to disrupt and/or incapacitate the active shooter.
2. Act as aggressively as possible toward the shooter,
3. Throw items and improvise weapons at the attacker, until they are distracted enough for you to run away, or attack them.
4. YELL
5. Commit – Your life depends on it. Do not stop attacking the attacker until others arrive to help you

Law enforcement goes straight to the shooter, DO NOT ATTEMPT TO STOP THEM. Wounded will not be assisted until law enforcement signals rescue teams to come in and/or the wounded are evacuated to a safe area.

1. When they approach - Keep Hands Visible – No Quick Movements – They may push you down for your own protection
2. Guide them toward the attacker with your voice or by pointing.
3. Slowly lay down any items and raise your hands with fingers spread apart.
4. Follow the instructions of law enforcement.
5. If safe to do so – evacuate the direction the police officers came FROM!
6. If asked for information - *Location of Active Shooters
    a. Number of Shooters if more than one
    b. Physical Description of shooters
    c. Number of Potential Victims near shooter(s)
    d. Number of Shooters if more than one
    e. Number of and type of weapons shooters have

Bomb Threats and Explosions

Activation Authority: Anyone can call 911 or flag down festival volunteers to seek assistance. Bomb threats are most commonly made by phone but the sudden realization of a suspicious or abandoned package or object with no apparent owner or in an unusual place should also be considered a threat.

Suspicious or Abandoned Object

- Do not use your phone or radio.
- See Something – Say Something – a back pack in a trash can or a parcel under a tree with no one nearby, a car or other vehicle that appears abandoned or parked in an odd place. These types of items may not be a case for “Lost and Found”. Train yourself to think of them as “suspicious”.
- Keep radios and cell phones away from suspicious packages
- Do not touch, smell or open the item.
- Follow your gut – a suspicious odor or residue on the item call 911 and explain what you are seeing and give your location.
- If the hair on your neck is not standing up then just call the Dispatcher at 573-222-0261 and describe what you are seeing and ask for law enforcement to come check it out.
- Describe your appearance to the person you are speaking with so responders will know who to look for.
- Stay in the area and discreetly secure it. If someone walks up to claim the item politely ask them to please wait until law enforcement arrives. If they don’t wait, make note of their description and the direction they went and call for assistance again and explain what happened.

- Once law enforcement arrives, follow their instructions under either scenario.
- If an evacuation is ordered, management will implement the appropriate evacuation plan.

Explosion

1. Seek shelter and protection.
2. Call for assistance providing your location and the number and type of injuries you are seeing.
3. If there are no other imminent threats to your safety, stay with the injured until help arrives.
4. Follow the instructions of the emergency responders.

Bomb Threat by Phone

Attached at the end of the safety plan is a Homeland Security Bomb Threat check-list for use if a bomb threat was called into the festival.

Suspicious Persons

Activation Authority: Festival Staff and Volunteers

1. Notify a member of the security team or law enforcement and help them locate the person and explain what you saw that seemed unusual.
2. Assist security team or law enforcement by securing the area if necessary.

Emergency Response and Evacuation Plan:
Dispatcher Phone Number: 573-222-0261
Emergency: 911
Colin LaVaute: 573-999-2080
Mike Denehy: 573-228-7476
“See Something – “Say Something” – Report potential problems prior to them becoming an emergency to the Command Center or to private security or law enforcement. (Could be anything from a sagging tent, an odor, bickering or hostile exchange of words, excessive inebriation, an abandoned package or backpack).
Attached (Coming soon): Map – Shows location of Fire Extinguishers, First Aid Kits, Nearest Park Exit.

First Aid Kits Located: TBA.
Fire Extinguishers located: TBA

Response to an Emergency

- Stay Calm! Take Control! Delegate!
- Have someone call or send for help.
- Check to see if anyone needs medical attention. Have someone assist the injured until help arrives.
- Secure the Area
    - Remove everyone from the affected area.
    - Post people at entrances to avoid others from entering.
    - Secure cash or other non replaceable assets but only if there is time.
- Contact the Dispatcher to send someone to take an incident report and/or someone authorized to handle any media or press inquiries. (Colin LaVaute & Mike Denehy).

INCIDENT REPORT SHEET

Report sheet attached for Dispatcher and security crew.

Off Track Events
Incident Report Form

• Incident • Accident • Complaint • Other

Completed by _____
(Circle One)
• *Event Staff*
• **Ev***ent Volunteer*
Address and Phone _____

The following report is made as a record of an incident/accident described below.

Subjects Name _____ _____
Phone_____
Subjects Address _____
City _____
State _____ Zip _____
Date of incident_____ Time of incident_____

Address/place where incident happened _____

Description of incident/accident/complaint
_____
_____
_____
_____

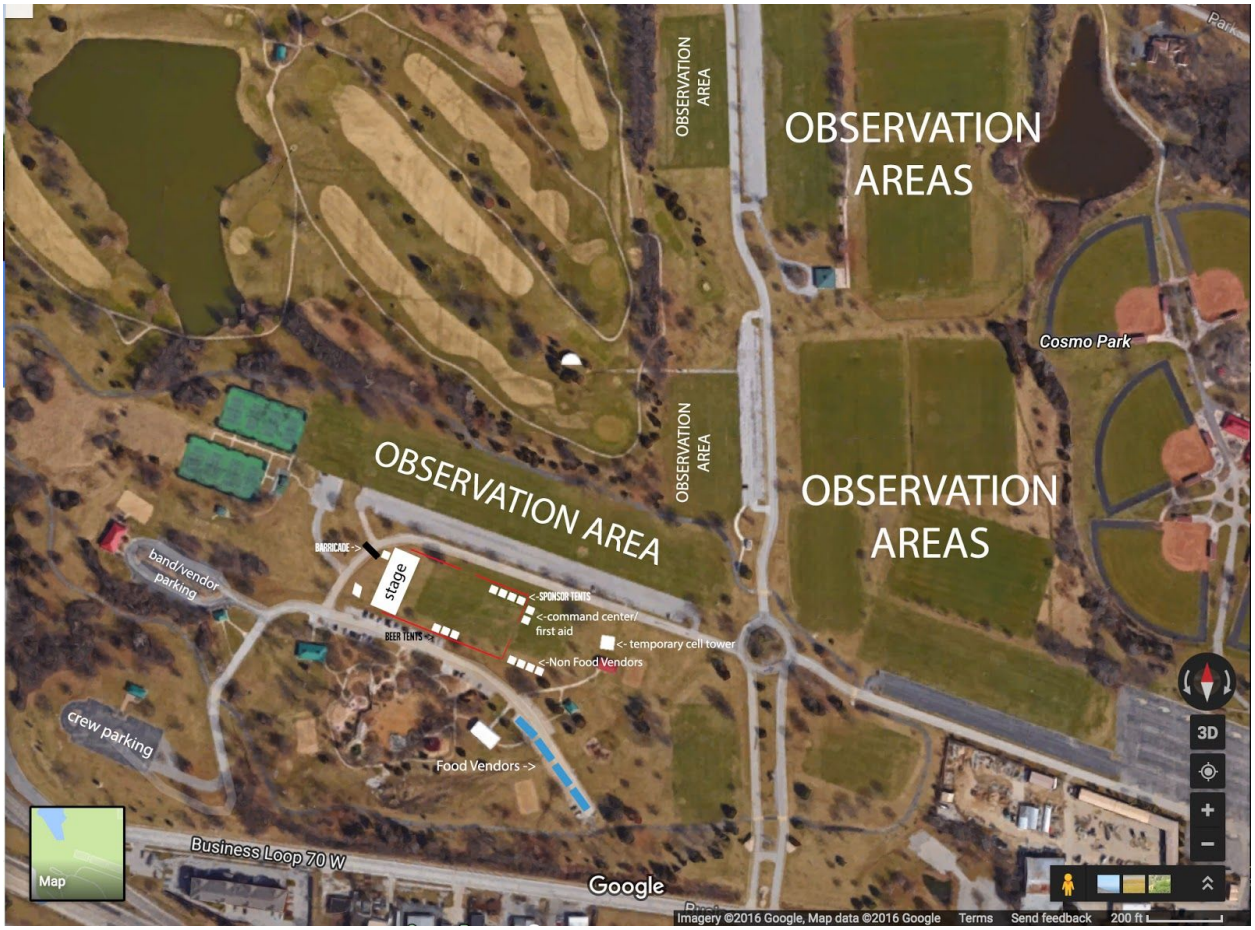
Was First Aid Required?

Was Law Enforcement Required?

Other Responders?

Witnesses - List Names, Addresses and Phone Numbers on back of page

SITE MAP:


OBSERVATION AREA
OBSERVATION AREAS
Cosmo Park
OBSERVATION AREA
OBSERVATION AREA
OBSERVATION AREAS
BARRICADE ->
stage
band/vendor parking
<-SPONSOR TENTS
<-command center/ first aid
<- temporary cell tower
BEER TENTS <-
<-Non Food Vendors
crew parking
Food Vendors ->
Business Loop 70 W
Map
Google
3D
Imagery ©2016 Google, Map data ©2016 Google
Terms
Send feedback
200 ft