

BRITT FESTIVAL
350 S. First Street, Jacksonville, OR 97530

BRITT
FESTIVAL
EMERGENCY
and
EVACUATION
PLAN

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Britt Officials

Note: personal phone numbers listed below are for emergencies only and not to be published in any manner to the public without the written permission of Britt CEO.

Abby McKee, CEO

Email: ceo@brittfest.org

Mike Sturgill, Director of Programming

Email: mike.sturgill@brittfest.org

Christopher Shockey, COO & House Manager

Email: cs@brittfest.org

Radio Channel: #1

John Christensen, Security Manager

Radio Channel: #1

Derek Cole, Production Manager

Email: derek.cole@brittfest.org

Radio Channel: #2

Rikkie Garner, Stage Manager

Email: rikkie@brittfest.org

Radio Channel: #2

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EMT

Radio Channel: #3

Emergency Phone Numbers

● **Fire Department: 911**

Dispatch: 541-776-7206

Office: 541-899-7246

● **Police Department: 911**

Dispatch: 541-776-7206

Office: 541-899-7100

● **Paramedics/Ambulance: 911**

Mercy flights:

Office: 541-858-2600

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Utility Company Contacts

Electric: *Pacific Power*

Outage: **877-508-5088**

Power Problems: **866-870-3419; option 1**

Water: *City of Jacksonville*

Office: **541-899-1231**

Communications: *Hunter Communications*

Office: **800-939-6336**

Fire Protection: *Acme Fire Fighting Devices*

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Office: 541-770-4050

Chain of Command & General Procedure

- o Emergency Command Center is the Production Office in the downstairs portion of the Britt Pavilion and adjacent to the kitchen area.
- o Production Manager will direct major emergency situations from the Command Center.
- o CEO, House Manager, Director of Programming, Security Manager and Stage Manager will advise, update and take directions via radio from their respective locations during a major emergency and/or evacuation.
- o Emergency vehicle ingress and egress at gates 2 and 4 to remain unobstructed during events. Gate 2 will remain unlocked at all times and gate 4 will be unlocked immediately upon event occurrence. Firelane behind Pavillion to be kept clear at all times for response vehicles. There is also handicapped ramp access to S. First Street from the box office area. This includes a ramp all the way from the performance garden to building number 22 which is useable for wheelchairs & gurneys. Emergency vehicles can park right at this

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ramp on the street (directly across from the Handicapped parking lot on S. First Street).

- o Emergency egress routes are clearly marked, unobstructed, and inspected by Event Staff and Security Manager.

- o In emergency, all parties switch to radio channel #4

MEDICAL EMERGENCY

First Aid Volunteer (FAV):

Radio Channel: #3



At least one and sometimes two medical professionals serve as a FAV during each performance.

- **In a medical emergency requiring a FAV, contact him or her by radio channel #3. Event Staff volunteers, CYA Security Personnel, Crowd Managers, House Staff and Production Staff have radios. There is also a radio at each of the gates.**
- **For cardiac emergencies: The AED (automated external defibrillator) is located inside of the Pavilion lower level, just inside the catering door mounted to the eastern wall.**
- **Do not call 911 until House Staff, CYA Security or Production Staff have been notified, unless it is definitely a life-threatening situation or fire emergency.**
- **Medical situations involving patrons and volunteers will be the primary responsibility of FAV, House Staff and Crowd Managers.**

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- **If transport is required for a medical emergency with the possible interruption of a performance.....Production Manager or Director of Programming must be notified in advance.**
- **One or two Event Staff Volunteers and/or the Security Manager meet officer, ambulance or other public safety personnel at predetermined location. Most likely the concrete steps on First Street (Gate 1), circular driveway (corner of First and Fir Streets)(Gate 2), or the top of Fir Street (Gate 3).**
- *Have a volunteer or staff person video record the situation and the medical care given, just so it is documented.*

LOST CHILD

- **Children do wander away in large crowds and may lose track of their parents.**
- **Should you come across a child who appears lost..... gently approach, identify yourself and reassure the child that you will help find their parents.**
- **Try to get pertinent information without further upsetting the child.**
- **Make a call on your radio or find someone with a radio to inform staff that you have a lost child.**
- **Please be clear that you are going to escort the child to the “MEET ME CENTER” (Artist Merchandise/Consignment Patio) which is located between the pavilion and Gate 1.**

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EVACUATION PROCEDURE

- **CEO or Director of Programming or Production Manager will announce from the stage that an evacuation of the venue is being considered and/or ordered.**
- **Keep radio chatter at a minimum so supervisory staff can freely communicate.**
- **Britt staff, Event staff, Ticket Takers and Hill Ushers will remain at their positions to direct and assist the event attendees in evacuation during an emergency, unless they themselves are in imminent danger.**
- **All other volunteer positions and concessions staff should evacuate with the patrons.**

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- **All evacuees will be directed to leave the venue through gates 1, 2 & 3 or the designated fire exits within the pavilion.**
- **In the event of a City of Jacksonville evacuation order, event attendees will be informed of the City's assembly points**
- **Britt Marketing Team will be immediately notified of the situation and they will coordinate communications through Britt social media channels.**

FIRE

(Forest, Pavilion & Out-Buildings)

When fire is discovered:

- **Only key personnel should be the individuals to investigate a fire.**
- **Lead Staff must notify each other immediately about a possible fire emergency.**

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- **Lead Staff will notify the local Fire Department by calling 911.**
- **Should evacuation be deemed the safe and responsible choice, CEO will make an announcement from the stage for an orderly evacuation.**
- **Provide Fire Department personnel with any useful information about the fire and facility.**
- **Britt Security Staff.....plus Event Staff, Ticket Takers and Hill Ushers will remain at their positions to assist patrons, unless they themselves are in imminent danger.**

Fire Extinguisher Locations:

Every building at the Britt venue is equipped with at least one fire extinguisher that has been recently serviced. Locations of each extinguisher placement follows:

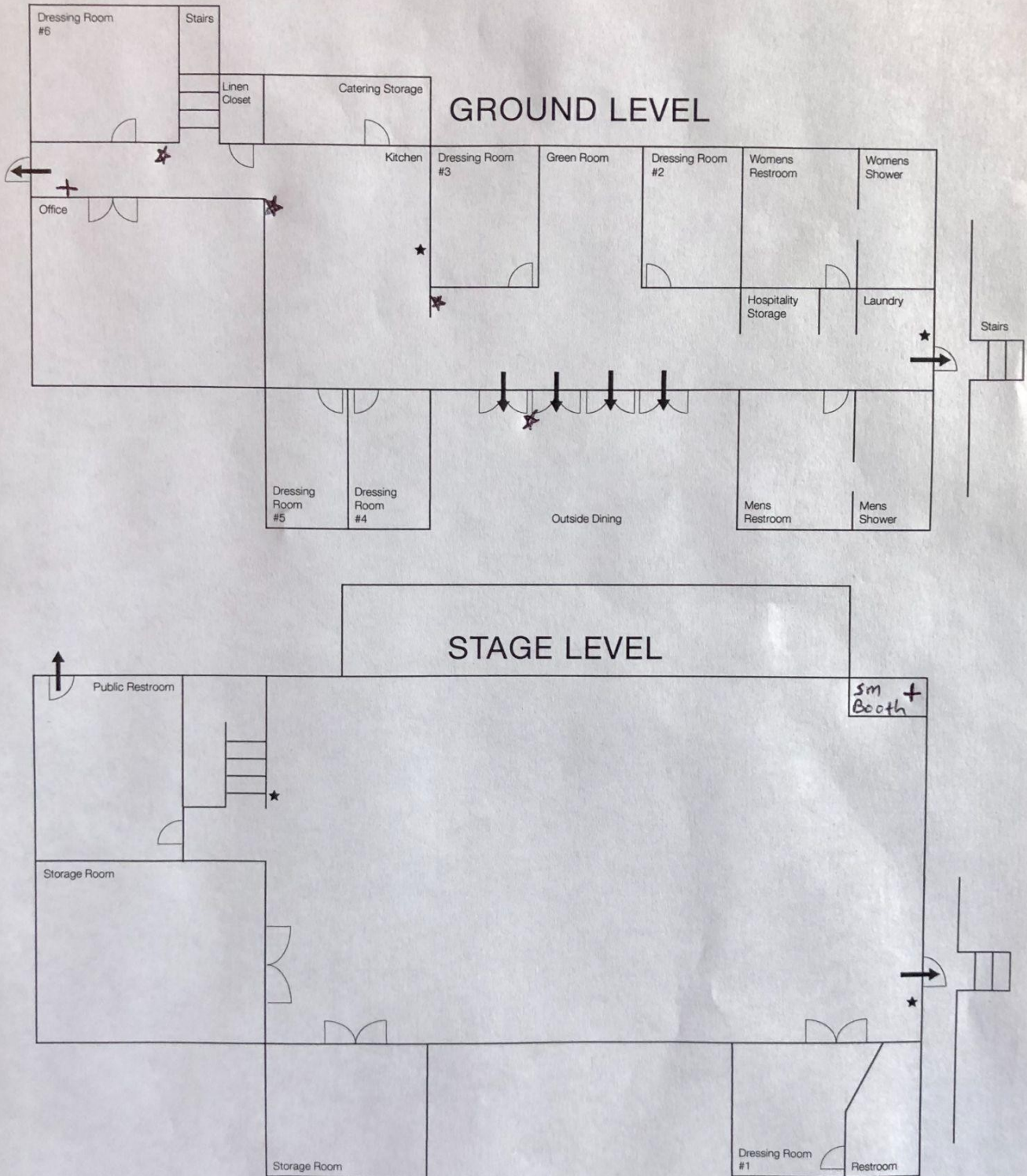
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Building 1 (Pavillion)

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Britt Pavilion Emergency Action Plan

+ First Aid kit ★ Fire Extinguisher ← Primary Exits



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Upper Stage Left	Upper Stage Right	Lower Production Hallway	Lower Production Restrooms
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Lower Patio Doors	Lower Catering Kitchen	Lower Catering Stairs	
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Building 2




Fire extinguisher located behind door to right when entering box office.

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Building 3	Building 4	Building 5
		

Building 6a - Concessions	Building 6a - Concessions	Building 6a - Coffee Station	Building 6a - Concessions
			

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Building 8	Tool Garage	Building 22
		

See [page 9](#) for evacuation procedure

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SEVERE WEATHER

- **Britt Festival will maintain a functional link with the local office of the National Weather Service (May thru September).**
- **In the event of a high priority warning from the National Weather Service (strong winds and local lightning strikes) the Production Manager or Director of Programming will alert all supervisory staff and decide whether the concert should be stopped until storm passes or whether patrons should be asked to evacuate the venue for safer ground.**
- **If possible, make the decision to evacuate at least 30 minutes prior to the estimated arrival of storm.**
- **CEO will make a clear and specific announcement from the stage, warning patrons of the storm and advising them to take cover, evacuate to their cars or go downtown to wait out the storm.**
- **The Britt Festival venue does not have significant shelter options for patrons to safely avoid lightning strikes or fallout from strong damaging winds.**

*See **page 9** for evacuation procedure*

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EARTHQUAKE

When strong earthquake is felt and you are outdoors:

- Stay outside and stay away from any buildings, utility wires, sinkholes, fuel and gas lines.
- Once quake is over, Staff and volunteers should assess their immediate area for dangerous situations and for any injuries.
- Following a quick assessment of the venue and if an immediate evacuation is the prudent plan of action.....an evacuation announcement will be made from the stage area.

When strong earthquake is felt and you are indoors:

- **DROP** to your hand and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- If possible.....before shaking intensifies, quickly move away from glass, hanging objects and any tall furniture that may fall on you.
- Once quake is over, assess your immediate area for dangerous situations and also for any injuries.

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- **Carefully exit the building and move far enough away from the building in case things continue to fall.**
- **Call 911 to report any medical emergencies or fire. Just know that “FIRST RESPONDERS” will probably be in great demand all over the impact zone of an earthquake.**

*See **page 9** for evacuation procedure*

CIVIL DISTURBANCE

- **A minor disturbance will be dealt with initially by House Staff and Security Staff in hopes of quelling the situation.**
- **Should disturbance escalate into a major event.....call 911 immediately and notify the CEO, Director of Programming and Production Manager. Artist management will be informed by one of these three people.**

*See **page 9** for evacuation procedure*

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BOMB THREAT

(may be delivered in person, by phone, mail or note):

- **Regardless, each threat must be taken seriously.**
- **If a phone threat.....do not hang up the phone.**
- **Try to write down and gain as much information from the caller as possible.**
- **Notify Production Manager, House Manager, Director of Programming and CEO.
One of these staff members will notify artist management.**
- **Call 911.**
- **Remain calm as a hasty reaction may cause panic.**
- **In the event of a bomb threat, do not use radios or cell phones within a 50 foot radius of known or suspected object.**

If you are the person who receives the threat: try to find out where the bomb is and when it will go off.

*See **page 9** for evacuation procedure*

ACTIVE SHOOTER

● **The ABC'S PLAN:**

A) Avoid – Run, Walk, Jump. Engage in any sort of movement that makes you a difficult target, while getting you further away from the situation.

B) Barricade – If your only option is to remain stationary, find a way to firmly barricade yourself within a room or space.

C) Counter – If you are faced with an active shooter, knowing how to calmly respond or strategically attack could save your life.

S) Survive – Basic first aid knowledge could help a victim survive long enough for an emergency response team to arrive.

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