



EMERGENCY RESPONSE PLAN

Event Overview

Extreme Mudfest will feature live music, motorsports, a beverage garden, food trucks, and is a ticketed event open to the public. The festival will take place between August 30th-September 2nd. Hours of operations are as follows:

- August 30th 10 AM - September 2nd 2 AM

Objective

To clearly define the process to be followed, in the event of an emergency situation occurring at Extreme Mudfest. The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies. This plan will be used by the staff as a 'living document' to set out the following:

- The potential emergencies that are applicable to the event
- The written procedures developed in response to the potential emergencies
- The staff members responsible for particular actions in an emergency situation
- The ongoing education and training proposed as part of the overall strategy

Emergency Operations Coordinator (EOC)

The emergency operations coordinator (EOC) is the person who serves as the main contact person for the company in an emergency. The EOC is responsible for making decisions and following the steps described in this emergency response plan. In the event of an emergency occurring within or affecting the worksite, the primary contact will serve as the EOC. If the primary contact is unable to fulfill the EOC duties, the secondary contact will take on this role.

Primary Contact: Billie-Jo Aasen
 Telephone number: [REDACTED]
 E-mail: [REDACTED]

Secondary Contact: Christian Aldred
 Telephone number: [REDACTED]
 E-mail: [REDACTED]

Secondary Contact: Bill Bryce
 Telephone number: [REDACTED]
 [REDACTED]

Relevant Contact Numbers

Fire Station: Non-Emergency Line - (250) 786-5794
 Police: Non-Emergency Line - (250) 784-3700
 Ambulance: Dawson Creek Hospital - (250) 782-8501
 Security: Simon Brown (Executive Protection Services) - [REDACTED]

If there is an immediate emergency, please call 911.

Communication

We will communicate this emergency plan to employees at the start of every workday. A safety & security brief will be conducted prior to set-up each morning, and again just prior to the event start time for those staff arriving at that time.

As some staff shifts may have staggered start times, a copy of this plan will be sent out to all employees and contractors and will again be sent out any time meaningful updates are made.

EVACUATION PRINCIPLE

If an employee/volunteer perceives a threat likely to affect the safety or well being of staff or the public within or immediately adjacent to the boundaries defined by the event plan within The Extreme Mudfest site, then that employee/volunteer should:

- Assist any person in immediate danger, *only if safe to do so*.
- Immediately contact Security & EOC and/or give details as to the nature and exact location of the emergency.
- If evacuation is required, follow the procedure as outlined below.

EVACUATION

On becoming aware of an emergency, the EOC will establish an Emergency Control Centre. Upon arrival, the EOC will assess the situation and make decisions concerning evacuation of the affected area and the site generally.

- Ensure all personnel evacuate via the prescribed exit and keep calm and quiet
- Advise personnel, within their area, of the emergency
- Ensure that mobility impaired persons are adequately assisted
- Carry out a final check of the area
- Ensure that no personal belongings or parcels are carried which may be likely to be dropped or otherwise obstruct stairs or passages
- Applicable information will be included in any public evacuation announcement, and it is imperative that these instructions are strictly observed.
- Once these steps are completed all staff are to move to the assembly area indicated on the site plan.

ASSEMBLY AREA

If an emergency requires evacuation on an event day, the general public will be evacuated along with staff, volunteers and vendors to the assembly areas, outlined on site plan as the artist/staff area, at the emergency exit. There are three exits that can be used in case of emergency.

In moving to the Assembly Area, staff / volunteers must ensure that the dangers are not increased by leading people past, or in close proximity, to the emergency. Careful consideration of exit routes must be undertaken at the time of the evacuation, including traffic hazards.

MEDICAL EMERGENCY

There is an ever-present hazard of an accident resulting in personal injury or some other medical emergency occurring. It is most important that the ability exists to respond quickly and appropriately. Upon becoming aware of an injury, employees/volunteers will:

- Notify the EOC of the nature and seriousness of the injuries.
- Contact the onsite Occupational First Aid Attendant to attend the incident. An emergency vehicle and first aid attendant will be onsite for the duration of the event
- If serious, request the immediate attendance of an ambulance, call 911. Ambulances will be brought in through the artist/staff entrance and will move freely around our site roads.

The Staff/Volunteer will assist the First Aid onsite by:

- Offer assistance to the patient and first aider.
- Keep the EOC informed of the situation.
- Assess the potential for the incident to worsen or re-occur.
- Investigate all circumstances regarding the incident.
- Ensure all details regarding the incident are recorded.

FIRE RESPONSE

An ability to respond quickly and effectively will have a dramatic effect on the resulting incident.

- Try to remain calm and think about your actions.
- Warn everybody in your area.
- Evacuate all persons to the Assembly Area.
- Assist any person in immediate danger, only if safe to do so.
- Notify the EOC of the type of incident and location, who will then notify 911.

OVER INTOXICATION

If a person in attendance is intoxicated they will be refused entry to the licensed area and asked to leave the event site, or in some cases, be escorted by police for safe exit. If a person is already on site and is over intoxicated, they will be seen by medical staff if needed and held by security, or escorted to their camp site. Police will be contacted to remove if they refuse to leave, are seen to be intoxicated and/or causing a disturbance.

VIOLENT BEHAVIOUR

Anyone exhibiting violent or unruly behaviour that may place them or another patron at risk will be removed from the premises. Police will be contacted to remove the offender.

In the unlikely case of major emergency, the following will be handled accordingly:

BOMB THREAT

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. All bomb threats are to be taken seriously.

- Remain calm
- Assuming the threat is made over the phone, attempt to keep the caller talking if on telephone (do not hang up, even after the caller has).
- Have another person notify the EOC, who will then notify Police, Fire Brigade and Ambulance.
- Obtain as much information as possible about the bomb (eg. location, type, size, colour of packaging, time it will explode, reasons for planting the bomb).
- Record all information.
- Note any background noises, speech mannerisms and accents.
- Consider the age, sex, state of mind, of the caller.
- The decision to evacuate the area will be determined by the EOC or, if time permits, Police upon their arrival.
- Upon the decision to evacuate, **all** persons are to gather their personal effects and exit the site immediately.
- All personnel are to assemble at the predetermined assembly areas and await further instructions.

ACTIVE SHOOTER

While law enforcement is usually required to end an active shooter situation, individuals can take steps to prepare mentally and physically for the possibility of this type of event occurring in order to save lives.

- “Run” to the nearest exits, making use of available concealment while moving away from the source of hazard.
- If unable to safely evacuate, "hide" in a secure area where access can be blocked or entryways can be locked, and, as appropriate, "fight".
- If no rapid escape is possible, seek cover behind any available natural or artificial objects that eliminate direct line of sight from the source of hazard.
- Call 911 and remain alert for potential secondary attacks.
- Render first aid when safe to do so.
- Maintain situational awareness while providing assistance to others.
- When help arrives, follow instructions given by law enforcement and first responders.



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SITE PLAN & EVACUATION ROUTES

Please see the attached site map for reference. A full emergency site map will be provided to all security personnel, management, fire, medical and law enforcement