

# La Quinta Arts Festival 2019 Safety Procedures

Artists and volunteers on site are first line of defense in an emergency situation.

## **SEE SOMETHING – SAY SOMETHING!**

- Call 911 immediately for fire and critical incidents
- Know your booth location and nearest emergency exit gate
- Artists Call helpline 760-895-9858 to report hazards and suspicious activity
- Volunteers call helpline, and immediately report hazard or incident to your chairperson
- **No Smoking, No Vaping, No Incendiary devices are allowed**
- Read complete Emergency Action Plan at [www.lqaf.com/](http://www.lqaf.com/)

## **Inclement Weather**

<b>CODE</b>	<b>STATUS</b>	<b>SPECIAL CONDITIONS</b>
<b>Yellow</b>	<b>Disagreeable, but not Dangerous</b>	Weather is monitored by LQAF Staff who advises status and provides updates. Business continues as usual. Gates will continue charging admission. Rain Checks issued at the discretion of the Gate Captain.
<b>Orange</b>	<b>Higher Degree of Caution</b>	Rain or wind. Take safety precautions as needed. Gates remain open, ticket sales continue. Rain Checks issued. Artists secure displays and artwork. Take down umbrellas and potential projectiles.
<b>Red</b>	<b>Dangerous Conditions</b>	<b>Temporarily Close the Show</b> Begin shutdown procedures. Declaration of Code Red and closure of the show is determined by the President and Event Manager.

## **Closure Procedures (in case of Code Red)**

### **ANNOUNCEMENT**

1. LQAF President makes announcement of the show closure to all event personnel on two-way radio. Radio transmissions should be brief and frequencies kept open for further directions.
2. LQAF Staff deploy to designated gates on site and make announcement of the show closure instructing evacuation in an orderly manner.
3. LQAF Event Manager notifies First Responders and LQAF Event Support Vendors by two-way radio, or cell phone.

**PARKING** – Parking attendants will not allow additional cars to park and will concentrate attendants to safely que valet vehicles for departure. La Quinta Police will assist with traffic control.

**SECURITY** – Security and LQAF staff and volunteers will assist evacuation through the emergency exit gates; monitoring the crowd, collecting sales slips for theft prevention, and issuing Rain Checks.

**GATES** – Stop selling tickets and do not allow entrance to approaching visitors. Issue Rain Checks to patrons on the grounds who have paid and must leave. Collect sales slips to prevent theft. Secure all equipment.

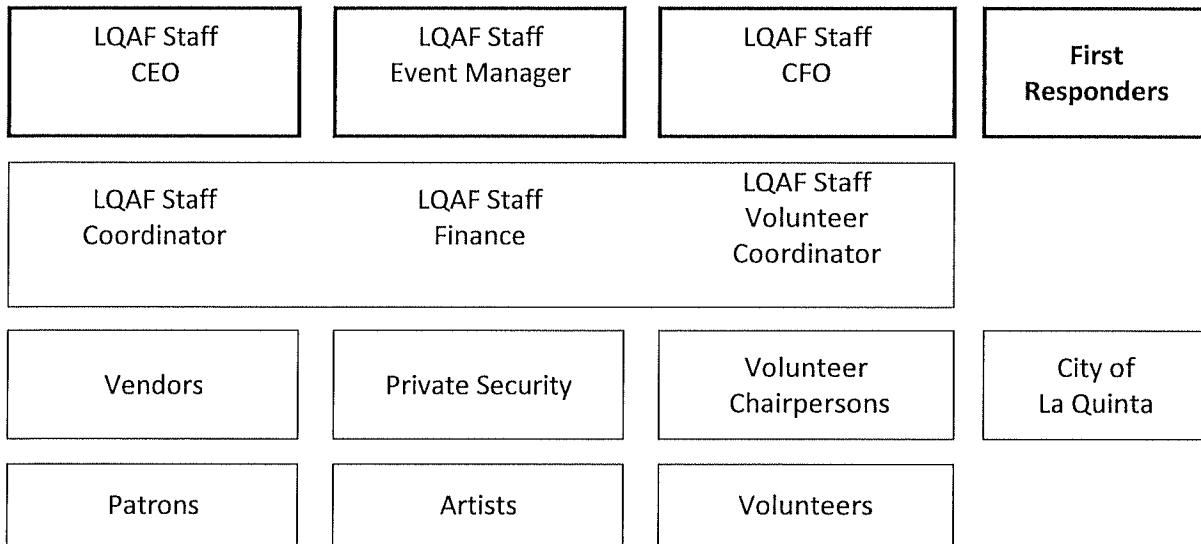
**FOOD & BEVERAGE** – Cease sales and secure all areas, ensuring electrical, cooking and service hazards are remediated.

**ARTISTS** – Cease sales and secure artwork and display. Seek shelter in La Quinta Wellness Center.

**VOLUNTEER CHAIRPEOPLE** – Communicate code to volunteer staff and ensure the safety of the public in their location.

## La Quinta Arts Festival Emergency Action Plan at La Quinta Civic Center Campus

### Mobilization Chart



### HAZARD VULNERABILITY ANALYSIS

#### FIRE – Probability Medium, Impact High

**Precautionary Measures:**

1. La Quinta Arts Festival is a non-smoking, non-vaping site.
2. No Smoking signage is posted and all Festival rules and policies stipulate no smoking.
3. LQAF undergoes a temporary use permit process with input from fire authorities.
4. LQAF provides the requisite number of fire extinguishers required by law. A map indicating their locations on site is provided to security and all event vendors.
5. LQAF receives an on-site inspection of all potential fire hazard areas of the event including power and lighting sources, cooking sources.
6. LQAF has 6 Emergency Exit Gates located throughout the festival grounds. The gates are manned by private security and remain unlocked during all hours of the festival.
7. All LQAF artists and vendors receive a map identifying the **6 Emergency Exit Gates**.

**Procedure:**

1. Artists, vendors, volunteers and staff are instructed to immediately call 911 in the event of witnessing a fire; providing the location of the fire and nearest access gate, then notify LQAF staff through various channels of communication available including cell phone, festival helpline (a dedicated phone line, the number provided to all artists and vendors), two-way radio. The first staff person receiving this notification notifies all remaining staff via two-way radio.
3. LQAF Event Manager notifies first responders on site, private security, and City of La Quinta.
4. The Volunteer Chairpersons inform and instruct volunteer staff under their charge.
5. Depending on severity of incident, if evacuation is required, LQAF Staff will be deployed to make announcements via megaphone at previously determined locations throughout the festival site. LQAF

Staff will instruct evacuation procedures. Megaphones are located in the LQAF Staff Command Post in the Wellness Center.

## **SEVERE WEATHER – Probability Medium, Impact High**

Although rare, the most likely and most experienced weather incidences over the years have been dangers associated with high winds and excessive heat. LQAF has developed a code warning system to identify and inform impending weather threats.

### ***Precautionary Measures:***

#### ***Excessive Heat –***

1. LQAF has hired EMT paramedics on the festival site all public hours of operation. The EMT paramedics are trained to assess and offer treatment.
2. LQAF has 2 volunteer nurses from JFK Hospital to assist EMT paramedics.
3. The Wellness Center provides a private air conditioned first aid room to treat patients for minor incidents, with golf cart and wheelchair transport available.
4. Free water is provided to LQAF participating artists and volunteers.
5. Water is for sale to attending patrons. Additionally, there is a water fountain in park providing free water, location noted in the festival program map.

#### ***High Winds –***

1. LQAF has a tent and canopy staking policy. All vendors and exhibitors must comply with this policy.
2. LQAF monitors weather broadcasts. If wind is forecast, all exhibitors and vendors are notified to take precaution, including taking down any artwork, umbrellas, tents that may become dangerous.
3. LQAF has a code warning system in place to determine and notify for weather incidents.

#### ***Rain/Lightening/Hail/Flood -***

Although desert rains rarely occur to the level of threat, LQAF monitors all weather.

### **Procedure:**

1. LQAF Event Manager and President & CEO monitors weather conditions and collectively makes assessments to assign a **severity code** to the incident.
3. The **severity code** is communicated to all LQAF staff and Festival chairpersons via two-way radio.
4. LQAF Event Manager notifies first responders on site, private security, and the City of La Quinta if the threat will have impact on facilities.
4. The Volunteer Chairpersons inform and instruct volunteer staff under their charge.
5. LQAF staff is deployed to make announcements via megaphone at previously determined locations throughout the festival site. Megaphones are located in a secure area in the Wellness Center.
6. If weather becomes severe the **Show Closure Procedure** is adhered (see below).

## **EARTHQUAKE – Probability Medium, Impact High**

The Coachella Valley is seismically active. Threats from earthquake on the festival site may encompass dangers from fallen trees, flooding from a breach in the lake, damaged pedestrian infrastructure, building damage or collapse, and traffic concerns.

### **Procedure:**

1. LQAF staff, event grounds crew and first responders ensure emergency vehicle access, and triage area in Wellness Center for any injured persons.
2. LQAF staff notify City of La Quinta who deploys resources under the City's Earthquake Preparedness Plan.

3. LQAF staff is deployed to make announcements via megaphone at previously determined locations throughout the festival site instructing 1.) shelter in place, 2.) proceed to La Quinta Wellness Center, or La Quinta Library for shelter, or 3.) evacuate the premises.
4. The Volunteer Chairpersons inform and instruct volunteer staff under their charge.

### **MEDICAL EMERGENCY/TRIP & FALL – Probability High, Impact Unsure**

Single incident medical emergencies range from heat exhaustion, sun burn, trip and fall, cuts, scrapes, burns and the gamut of possible minor injuries to life-threatening situations. Multiple or widespread medical emergencies such as traffic collisions, food safety incidents, civil unrest/threats are also considered in this plan.

#### **Precautionary measures:**

1. The LQAF site is planned for emergency vehicle access with 6 – 16ft. gates.
2. LQAF retains EMT paramedics and nurse practitioners on site during the hours of festival. The EMT paramedics are trained to assess and determine further care action. Nurse practitioners attend minor injuries with first-aid supplies such as sunscreen, bandages, antibiotic ointments. A private first-aid room located in The Wellness Center is utilized.
3. LQAF staff maintains two-way radio communication with on-site EMT paramedics and nurse/first aid.
4. LQAF has professional traffic engineer designed traffic plan approved by La Quinta Police who are retained to monitor traffic and are present on the festival site during the public hours of the event for crowd surveillance and control.
5. LQAF undergoes hazard inspections and environmental health inspections for food safety.

#### **Procedure:**

Artists, vendors, volunteers in the field are advised to:

1. Dial 911 in the event of an obvious severe medical emergency. Examples are collapsed person from heart attack, stroke, explosion causing burns, severe bleeding. Be prepared with location and nearest gate access.
2. Immediately notify their chairperson and/or LQAF staff via festival helpline, two-way radio with location of incident and nearest gate, upon witnessing a medical emergency. Staff contacts paramedic via two-way radio, and accompanies paramedic to incident. Staff is responsible to collect and record as much information as possible on the incident in the Incident Report Book.

### **TRAFFIC INCIDENTS, CIVIL THREATS, THEFT – Probability Medium, Impact Unsure**

La Quinta Arts Festival is a community supported event with a 37 year history. While there has not previously been any major traffic, civil unrest, and theft incidents, there have been minor occurrences. This plan considers future potential incidences.

#### **Precautionary measures:**

1. An approved parking and circulation traffic plan is developed and monitored by La Quinta Police. The plan is part of the Permit Process executed through the City of La Quinta.
2. LQAF has printed festival policies located on the event website and on signage at the entry gates. LQAF does not permit solicitation of the festival audience or distribution of literature at the festival, and has a photography policy. La Quinta Arts Festival prohibits outside food or drink to be carried into the event.
2. LQAF trains event staff and volunteers to be observant of attendees and to report anything out of the ordinary to the LQAF Event Manager, who in turn reports suspicious activity to LQ Sheriff and private security.

3. LQAF instructs participating artists to be cautious about releasing artwork without verified payment and appropriate contact information.
4. LQAF employs 24 hour private security to protect the festival site. This is supplemented by La Quinta police perimeter patrols and a deterrent drone police vehicle which rotates to different sites around the event.

**Procedure:**

1. LQAF has adopted a “See Something – Say Something” policy and notification procedure; distributed to all vendors, artists, and volunteers.
2. All LQAF Staff, volunteers, vendors and artists are instructed to call 911 in the event of a critical emergency.
3. Upon notification or observance of the foregoing incidents, LQAF Event Manager and CEO will notify and meet with First Responders who will determine the appropriate action plan.
4. LQAF Staff will be deployed to previously assigned locations to make announcements to the public via megaphone.
5. The Volunteer Chairpersons inform and instruct volunteer staff under their charge.

### **Show Closure Procedure**

In the event of a show closure for any reason the following procedures are executed from the LQAF Staff Command Post in the La Quinta Wellness Center.

**ANNOUNCEMENT –**

1. LQAF President makes announcement of the show closure to all event personnel on two-way radio. Radio transmissions should be brief and frequencies kept open for further directions.
2. LQAF Staff deploy to designated gates on site and make announcement of the show closure instructing evacuation in an orderly manner.
3. LQAF Volunteer Coordinator sends notification to all volunteers with instructions via text.
4. LQAF Event Manager notifies First Responders and LQAF Event Support Vendors by two-way radio, or cell phone.
5. LQAF Event Manager notifies news media and City of La Quinta of the closure as soon as possible.

**PARKING –** Parking attendants will not allow additional cars to park and will concentrate attendants to safely que valet vehicles for departure. La Quinta Police will assist with traffic control.

**SECURITY –** Security and other staff and volunteers will assist evacuation through the emergency exit gates; monitoring crowd safety and collecting sales slips to prevent theft, and issuing Rain Checks.

**GATES –** Stop selling tickets and do not allow entrance to approaching visitors. Issue Rain Checks to patrons on the grounds who have paid and must leave. Collect sales slips to prevent theft. Secure all equipment.

**FOOD & BEVERAGE –** Cease sales and secure all areas, ensuring electrical, cooking and service hazards are remediated.

**ARTISTS –** Cease sales and secure artwork. Seek shelter in La Quinta Wellness Center

**VOLUNTEER CHAIRPERSONS –** Communicate code to volunteer staff and ensure the safety of the public in their location.

# La Quinta Arts Festival 2019



Calle Tampico

Guard Gate 3

**RESTAURANT ROW**

Fisherman's Market & Grill  
Shanghai Reds

Beer & Wine



Pel's Italian Ice



La Quinta Library

Gold Receipt Collection

West Exit

Customer Pick Up

T-Shirts  
Posters  
Hats

West Entrance

Guard Gate 2

Tickets Will Call

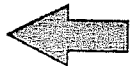
Wellness Center

First Aid inside

Legend

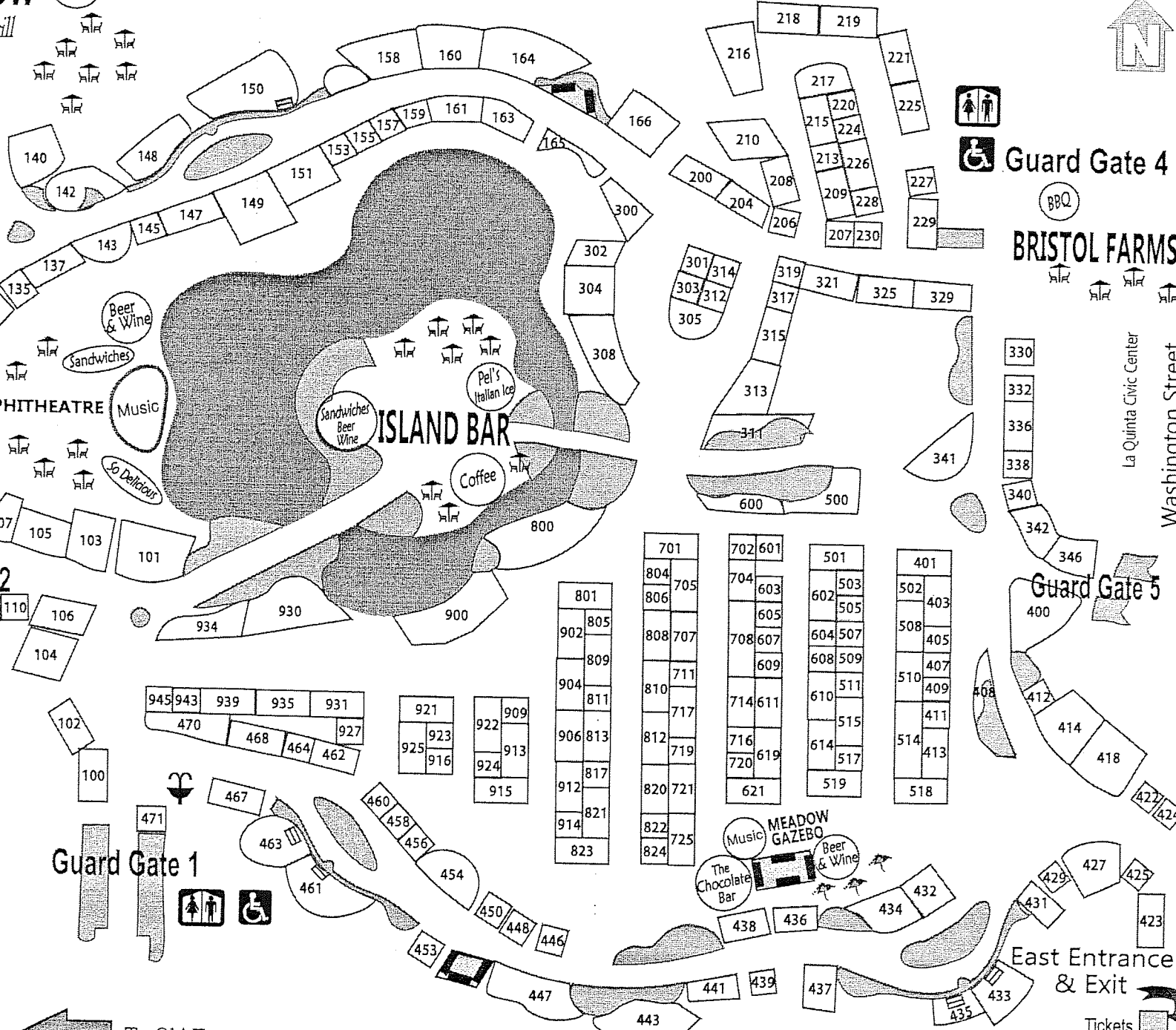
- Drinking Fountain
- Park Benches
- Shaded Seating
- Directions Help
- Flower Beds
- Stairs

Guard Gate 1



To Old Town

Avenida La Fonda



Guard Gate 4

**BRISTOL FARMS**

BBQ

La Quinta Civic Center

Washington Street

Guard Gate 5

East Entrance & Exit

Tickets

Guard Gate 6

EVILITA