

Emergency Response Types and Procedures

Emergency Response Codes	
Code Yellow	When the situation is contained within the immediate area and does not pose a potential threat to any other person or property outside the venue or immediate area. <i>Examples: underage patrons, intoxicated person/patron, patron on stage, minor first aid, etc.</i>
Code Red	When the situation affects a portion or the entire festival site, the lives and or property of the surrounding community, and requires a coordinated response. <i>Examples: major fire, bomb threat, drowning, demonstration, use of weapons, structural collapse/failure, and medical emergencies requiring advanced care and transport.</i>
Code Green	Given when a situation has been resolved and the venue/area is clear and safe.

Emergency Procedures

Remember: Initial response and mitigation is always the responsibility of the first individual at the scene.

1. Confirm and evaluate conditions.
2. Report the incident immediately to:
 - a. Venue Manager (code Red)
 - b. Venue Manager and as applicable: Paid Security and First Aid (code Yellow).
3. Depending on the nature and severity of the event, the Venue Manager will contact and activate the necessary groups and procedures.

NOTE: All Venues are supplied with Exit Lights and fire extinguishers. Only the Blues Tent & the Mojo Tent, due to their size, have Fire Alarms installed. At start of shift, all Venue Staff should identify location of the Fire Alarm pulls and fire extinguishers.

4. Venue staff, Paid Security and First Aid will follow instructions from Community Emergency Responders precisely.
5. Venue Manager will issue clear and consistent emergency notifications.
6. The Venue Manager will issue a Code Green when the incident is deemed clear and safe. The Venue Manager will follow up by completing an Incident Report.

WHEN IN DOUBT SEEK ADVICE FROM THE VENUE MANAGER WHO WILL CLARIFY THE SITUATION AND ACTIONS TO BE TAKEN.

EVACUATION PROCEDURE

The Venue Manager will be the only one to make the decision to evacuate the venue. Once the decision is made then the Venue staff will automatically commence the Evacuation Procedure (as listed previously in their responsibilities).

The Venue Manager will make the call for the MC to make the announcement over the PA. The Venue Manager will then proceed to the entrance so that Managers and Chiefs will be able to find him/her when reporting back on the situation. At this time, the Venue Manager should inform the Festival Chair of the situation. The Festival Chair will report to the gathering location to assess situation.

Once evacuation of venue is complete and venue staff and musicians have convened at the evacuation gathering location (see table below), all managers and chiefs must report their headcounts back to the Volunteer Coordinator, who will confirm with the Venue Manager.

The Venue Manager will coordinate between the Emergency Responders and Venue Staff. **The Venue Manager will be the only one who can give the all clear (Code Green) upon confirmation by the Emergency Responders. The Festival Chair will make the decision to continue on with the show or cancel the show for the evening.**

Evacuation Gathering locations: *always yield to the Emergency Vehicles responding to the incident*	
Budweiser Blues Tent	Justice Building Courtyard at York Street & Queen Street
PQA Barracks Tent	the front lawn at the Sports Museum at Carleton Street and Queen Street
Bell Aliant Mojo Tent	Ste. Anne's Point lawn behind the Control Center
Cox & Palmer Hoodoo House	the parking lot in front of Quizno's on King Street

High Winds and Storm Watching

In the event that high winds are forecasted during any Harvest Show;

Wind Color Codes	
Green (0-40 kms per hour)	No concern.
Yellow (41-60 kms per hour)	Be on alert.
Orange (61-80 kms per hour)	Venue manager is prepared to close the venue down.
Red (above 80 kms per hour)	The venue will be shut down by the venue manager and patrons will be escorted out of the venue following the above evacuation plan.