

## Safety Plan

### Information

- Fredericton Community Festival – Multi-day outdoor music festival
- Officers' Square, Fredericton
- All ages
- 2,000 – 2,500 patrons per day

### Roles and responsibilities

- **Event Organizer** – Jane Doe
- **Event Safety Officer** – John Doe
- **Security**– Bonded security company – ABC Security
- **Police**- Fredericton Police
- **Ambulance Service** – Volunteer First Aids / Ski Patrol
- **Team Leaders** – There will be team leaders at several points throughout the grounds that are knowledgeable of the safety plan. These people will be at the following locations, Merchandise, bar, VIP, Front gate, backstage.

### Site Management

- **Concessions** - Concessions provided by several food licensed vendors. Picnic tables and bleachers provided by the city will provide seating for attendees.
- **Alcohol** – The grounds will be all ages. We will check IDs and bracelet all patrons 19+ upon entering. Alcohol only to be served to patrons wearing a bracelet. Extra security will be hired to make sure that minors are not consuming. Any minor caught will be evicted from the grounds or dealt with by the police if needed.
- **VIP arrangements** – VIP area will be gated and security in place at all exit and entrance points. This will be on the left side of the stage.
- **Signage** – All necessary signage will be very large and visible and will include, but not limited
  - Entrances, Exits, Emergency Exits, food vendors, licensed area, VIP Sections, First Aid.

## **Insurance**

- Fredericton Community Festival carries an insurance policy that includes all aspects of the festival including but not limited to public liability, volunteers, contractors, equipment and vehicles.

## **Event Management**

### **Communications**

- Public Address System
- Communications Briefing half hour prior to opening the gates
- Communication Radios for all team leaders – Will all be wearing “Organizer” golf shirts and “ALL ACCESS” passes.

### **Security Management**

- Briefings will be had half hour prior to gates and will include, City police, Event Safety officer, security, any available team leader and event organizers. At this point, the emergency plan will be discussed.

### **First Aid Management**

- Provided by Canadian Ski Patrol services and will have Tent onsite for emergencies.

### **Traffic management**

- Road Closures – N/A
- Car Parking Downtown Parking Lots and on-street parking where available
- Public Transportation – City busses can be used but no shuttle services provided by the Festival
- Pedestrian routes – Walking trail will be used and by foot

### **Lost Children**

- All staff will be clearly marked with “Staff” T-shirts and will bring any lost children to a team leader or security personnel, where they will be looked after until reunited with their guardian.

## **Infrastructure Management**

- We will have fire extinguishers at our disposal at all necessary points throughout the festival, including the tents that will be supplied by Commercial Tents and beside all generators and fuelling points. All tents will also contain Exit signs if necessary, and will be supplied by the rental company.
- All food vendors, who will be providing catering services, will also have to apply for a food license and will have all its equipment up to date in regards to fire safety regulations. Signature Sound, our production company, will also have their proper extinguishers at their disposal should there be any issues.
- All Exits will be clearly marked with 2' x 6' signs and the exits will be no less than 12' wide. There will be 3 Exits, one at the back left corner, one at the main entrance, and another in the middle of the grounds close to the entrance.
- We will have 2-3 large light towers that will keep the entrance and exits well lit for patron safety.

## **Emergency Management**

- There will be in excess of 50 volunteers in clearly marked "staff" t-shirts and 30 security personnel that will notify their team leader or security supervisor should an emergency of any kind occur. They will assess and notify the proper department (Police, St-John Ambulance and Event Organisers). There will also be members of the city police on hand throughout the festival and members from public safety.