

# ON-SITE EMERGENCY SITUATION ANALYSIS

Conducted by ART FESTIVAL management at each incident.

1. What occurred?
2. Where in the Festival?
  - a. Block?
  - b. Booth number?
  - c. Store name and address?
  - d. Food or beer tent?
  - e. Apartment/Condo address?
  - f. Inside or outside?
3. Who is involved?
  - a. Artist?
  - b. Sponsor?
  - c. Festival Attendee?
  - d. Volunteer?
  - e. Media?
  - f. Child or adult?
  - g. Get names of all of the above.
4. Are all persons accounted for?
5. Number of spectators?
  - a. Where are they?
6. Have emergency vehicles been called?
7. Injuries/Deaths
  - a. Number of injuries?
    - i. Weapons?
  - b. Number of deaths?
  - c. Have victims been taken to hospital? Which hospital?
  - d. Who are victims - artists? Festival Attendee? Volunteer? Media? Child or Adult?
    - i. Have families been contacted? By whom? When?
8. Determine other areas within the festival's footprint that are connected with the emergency.
  - a. Does the entire area need to be evacuated?
  - b. Is everyone in a safe area now? If not, have security evacuate the immediate area.
9. Media
  - a. Determine number of media on-site/en route/notified (determine TV/print/photo).
    - i. Police officers direct them to a safe, contained location
  - b. Determine one (1) safe entrance/exit area to direct media in/out of the building.
    - i. Relay information to security.
  - c. Determine spokesperson (The same person for the duration of the crisis).
    - i. Call and get them on-site (if they are not already).
  - d. Coordinate how/when that person can be reached by the media.
    - i. Determine a Public Information Center for press updates.
  - e. Mark location for reporters/cameras.
    - i. Determine what areas are safe for the media to photograph if any.
    - ii. Write out press rules and pass them out to each one (similar to a press conference).
10. Departmental
  - a. Draft and distribute reminders for departments/managers to use in case of media phone inquiries or Fair-goer inquiries that they are not to speak to the media. Determine distribution system.
  - b. Draft statement for ART FESTIVAL personnel responsible for communicating with staff employees, media, public and officials. Determine distribution system.