

Hope Heritage Days EMERGENCY PLAN HANDBOOK

The information in this booklet is provided to assist you in the event of an emergency in your area and coordinate response for public safety responders. It provides you with the necessary instructions to ensure that the emergency is properly and efficiently handled in order to reduce the potential for loss of life or property.

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EMERGENCY INSTRUCTION BOOKLET

GENERAL INFORMATION

INSTRUCTIONS

If an emergency situation should arise, use this booklet and its instructions as a guide to handle your particular emergency.

Once you have identified the nature of the emergency, reference the index for the page number of the instructions you should follow in your situation.

Following is a list of potential emergency situations:

- First Aid/Medical Emergencies
- Lost Children
- Fire
- Fights/Civil Disturbances
- Severe Thunderstorms
- Protest or Demonstration Groups
- Tornado Warning
- Bomb Threats
- Flooding
- Veterinary Emergency Services
- Emergency Evacuation Routes

This list is by no means all inclusive. If an emergency arises that is not referenced in this manual, immediately notify the HOH Headquarters office. Give the person as much information as possible concerning the nature of your emergency.

The most important instruction for any situation is to remember to ***remain calm and follow the instructions in this manual.***

Accident or incident information must **NOT** be released by anyone other than the President of HOH, meaning, make no statements to the media either on the record or off. As well, all inquiries should be referred to the either the HOH board president.

FIRST AID/MEDICAL EMERGENCIES

In the event that there is an injury requiring emergency medical services in your Area:

- **Immediately call 911** and give the following information:
- The name of the area where the need for service is located
- The type of medical emergency
- Whether or not the victim is conscious or unconscious
- Whether or not the victim is breathing normally
- The type of injury i.e. cut, fall, sprain, chest pain, burn, etc.
- How the injury or accident occurred
- Keep the victim calm and, if possible, lay the victim down and make them comfortable
- Have someone meet the ambulance crew at the nearest grounds entrance and take them directly to the victim
- If the victim is bleeding severely, apply direct pressure on the wound to try and stop the bleeding. **DO NOT APPLY A TOURNIQUET.**
- HOPE FIRE DEPT. STAFF WILL DESIGNATE AN AMBULANCE STAGING LOCATION
- IF A FOOD BORNE EMERGENCY IS SUSPECTED CONTACT THE HOPE FIRE DEPT.

****After calling 911 and verifying the victim is supervised, contact the HOH Headquarters office****

FIRE

In the event that there is a fire in your area:

- **Immediately call 911** and give the location/area of the fire
- Immediately evacuate all persons from the area.
- Notify HOH Headquarters for an announcement on the public address announcement **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**

****DO NOT ATTEMPT TO FIGHT THE FIRE ON YOUR OWN****

LOST CHILDREN

In the event that your child is lost:

Immediately go to HOH Headquarters or find a deputy, or go to the Hope Police Dept, to report. If an emergency situation **call 911**

Be prepared to provide the following information:

- Child's name
- Age
- Height, weight, hair and eye color
- What they were last wearing
- The location where they were last seen
- Who the child was last seen with
- The direction they were last seen going
- If the child has any special needs.
- Once a child is confirmed to be lost, a Public address announcement will be issued with the description of the child
- When a child has been located, a Public address announcement will be issued stating that the child has been located

In the event you find a lost child:

- Check the immediate location for the parents.
- If the parents cannot be found, take the child to the HOH Headquarters office and have the parents paged
- If you cannot take the child to the HOH Headquarters office, contact the Hope Police Department and they will take care of the child.

FIGHTS OR CIVIL DISTURBANCES

In the event that there is a fight or disturbance in your area:

- Do not attempt to break up the fight
- **Immediately call 9-1-1** and notify the HOH Headquarters
- Stay on the line in case more information is needed or to receive instructions.
- Give the following information to the 911 dispatcher:
 - The number of people involved in the fight
 - Any weapons being used
 - The exact location of the fight.

SEVERE THUNDERSTORM WARNING

In the event of The National Weather Service issuing a severe Thunderstorm warning, the HOH Headquarters office will notify the public, by public address system **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**

Upon receipt of the warning, do the following:

- Check your area to ensure that equipment is properly stored and not exposed to high winds in order to alleviate the potential of flying debris.
- Verify that livestock/animals in your area are properly secured
- Remain alert to worsening conditions
- If you are in a tent structure, evacuate to a more solid structure or building and remain in the building unless told to move to a safer area.

Do not remain under a tent during a severe thunderstorm.

****Remember:**

Severe thunderstorms have the capability of producing large hail, damaging Winds and heavy lightening. Also, severe thunderstorms have the capability of Spawning tornado activity as well. Remain alert for emergency instructions**

- After the conditions are over, make the following announcement: **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**
- If, after the storm has passed, there is damage to the building report building damage immediately to the fair office. If anyone is injured as a result of the storm, **please call 9-1-1 for to request medical assistance** and see the section on medical emergencies and follow the procedures listed.

PROTESTORS OR DEMONSTRATORS

Certain activities held at Heritage Days may not be universally popular. Generally, protesters tend to keep their activities peaceful and off the grounds.

However, because the grounds are open to the public, there is a chance that protesters/demonstrators could enter the grounds as a group or individually begin demonstrating.

In the event you happen upon a protest or demonstration group:

- Do not approach the group or engage in any discussions.
- **Immediately call 911** and give the following information to the 911 dispatcher:
 - The location of the demonstration
 - The number of protesters/demonstrators
 - The nature of the demonstration
 - Your name and telephone number
- Notify HOH Headquarters immediately
- Law enforcement personnel may contact you for further details.

****Remember, do not take any type of action against the group, or try to disperse them on your own. Law enforcement personnel are specially trained to handle this type of situation***

TORNADO WARNING

In the event of The National Weather Service issuing a Tornado warning, the HOH Headquarters office will notify the public, by public address system **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**

Once the tornado warning sirens are activated, seek shelter immediately.

- Everyone should move safe areas, preferably in the lowest points of the building or small reinforced rooms such as restrooms or offices.
- Emergency shelters will be located in the basements of the **First Baptist Church of Hope** on Jackson St., and the **Hope United Methodist Church** on Washington St. and the **Hope Moravian Church** on Main St. or **Hauser High School** on Main St.
- Verify that livestock/animals in your area are properly secured.
- If you are in a tent structure, evacuate to a more solid structure or building and remain in the building unless told to move to a safer area.

Do not remain under a tent during a tornado warning.

- Make the following announcement: **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**
- After the conditions are over, make the following announcement on **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE)**

If after the storm has passed, and personal injury has accrued treat as (FIRST AID EMERGENCY) from this document

If building damage has accrued report immediately to the HOH Headquarters

FLOODING

IN CASE OF FLOODING-

- Keep alert for signs of flooding, like thunderstorms and prolong heavy rains.
- Be especially cautious at night when it's harder to recognize flooding.
- Stay away from open channels, ditches and culverts
- Do not try to walk, drive, or swim through high flowing water
- Be careful of bridges and dips in the roadway
- If water is over the roadway, do not attempt to drive through it. Turn around and driver toward higher ground

BOMB THREAT

Generally, a bomb threat is received by telephone. Every bomb threat should be taken very seriously. Bomb threats are generally short conversations, but you should still try to get as much information from the caller as possible.

In the event a bomb threat is received by telephone

Try to keep the caller on the phone noting any background noises, conversations, whether the caller is male or female, and any accents or other unusual characteristics of the voice. Get as much information as possible

- Get someone else's attention, and have them call 911.
- Give the 911 dispatcher the following information:
 - That a bomb threat has been called into Hope Heritage Days area.
 - The name of the area/building being threatened
 - Your name
 - Where is the bomb located
 - When the bomb is supposed to go off
 - What the bomb looks like
 - Why they have placed the bomb

****The Sheriff's Department will then take the necessary actions****

- Immediately evacuate all persons from your building in a calm and rapid fashion.

Do not panic, remain calm.

Notify HOH Headquarters and have a public address system made: **(SEE LAST PAGE FOR ANNOUNCEMENT MESSAGE):**

EMERGENCY VETERINARY SERVICES

In the event of an emergency involving the need for veterinary care of an animal on the Grounds contact HOH Headquarters.

EARTHQUAKE

During an earthquake

- Get under a large sturdy piece of furniture and hang onto it because both can move during an earthquake
- Cover your head with your arms
- Be ready for after shocks
- If you are outside, stay away from power lines or anything that could potentially fall on you
- If you are in a vehicle drive slowly to a clear location. Make sure nothing is around you that could fall on you , and remain in your vehicle till after the earthquake
- Check for injuries and care for those most seriously injured
- Listen to public address system and or emergency responders for instructions
- Check your surroundings for damage and or injuries
- Do not re-enter any damaged structure

IMPORTANT TELEPHONE NUMBERS

Heritage of Hope Festival & Bandstand Division

2015 OFFICERS AND DIRECTORS

In descending order of Emergency decision-making authority

Name Phone Representing

| Name | Title | Phone |
|-------------------|----------------|--------------|
| 1. Michael Dean | CEO | 812-371-0472 |
| 2. Randy Sims | President | 812-343-0893 |
| 3. Chuck Caldwell | Vice-President | 812-371-0622 |
| 4. Karin Broady | Treasurer | |
| 5. Brian Meek | Secretary | 812-371-7958 |

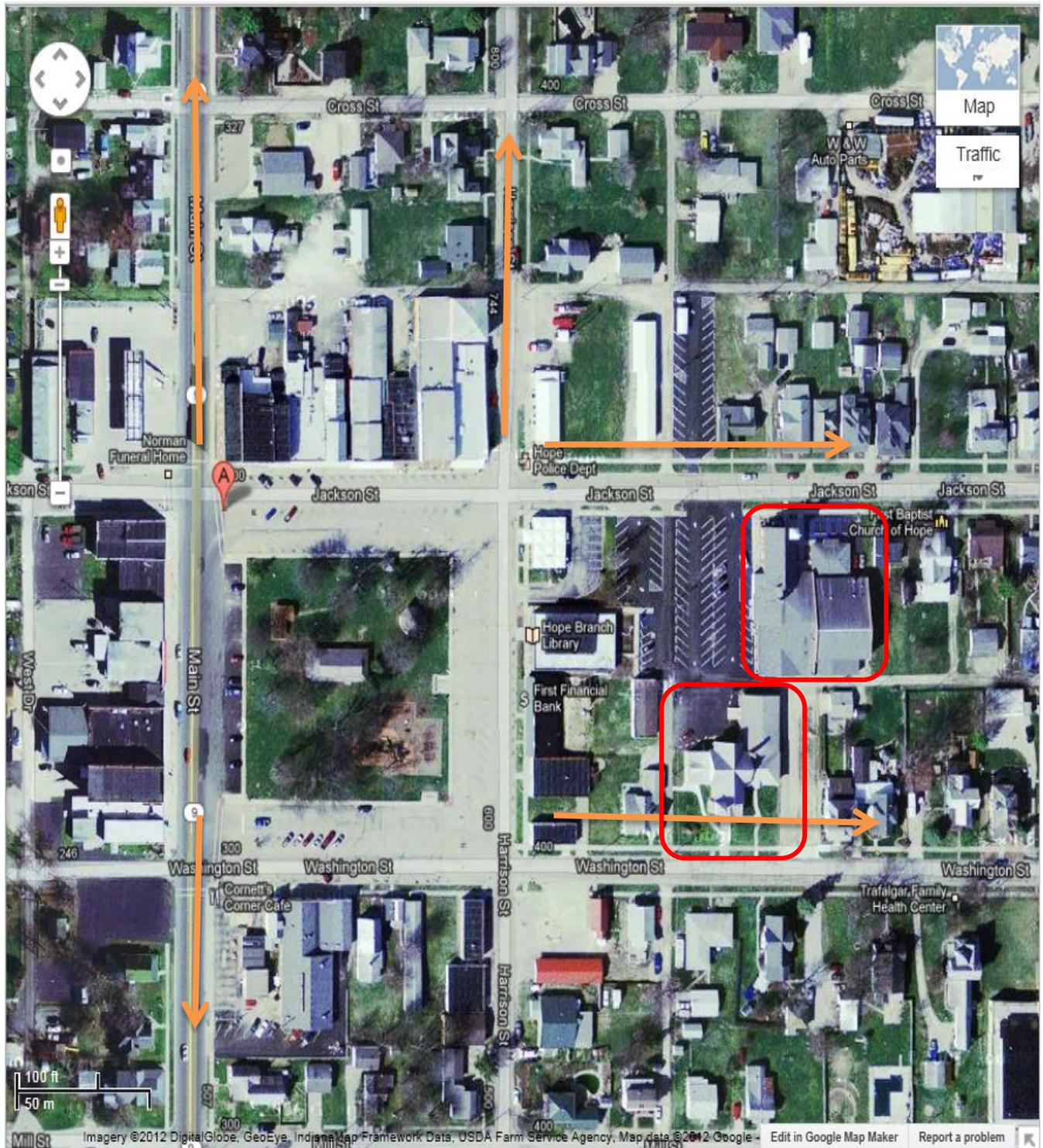
Appendix

Map

Town Square



Emergency Evacuation Route & Shelters



Public Address Announcements

Fire, make the following announcement:

“Ladies and gentlemen, may I have your attention. Please listen carefully. Due to an emergency situation, it is necessary to evacuate the area. Please walk to the nearest exit. Please walk as you leave, please walk as you leave. Please walk calmly.”

Severe Thunderstorm Warning, make the following announcement:

“Ladies and gentlemen, may I have your attention please. Please listen carefully. Heritage of Hope management has been advised that a severe thunderstorm is headed in the direction of the Hope area. For your safety and protection, you are asked to seek shelter by leaving the grounds.

Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. An announcement will be made as soon as the severe weather conditions have passed and the grounds are out of danger. Your cooperation this matter is much appreciated.”

✓ **After the conditions are over, make the following announcement:**

“May I have your attention please; Hope Heritage day’s management has been advised that the severe weather conditions have passed and that the area is out of danger. We thank you for your attention and cooperation during this brief situation.”

TORNADO Warning, make the following announcement:

“Ladies and gentlemen, may I have your attention please. Please listen carefully. The National Weather Service has issued a Tornado warning for this immediate area. For your safety and protection, you are asked to take shelter in one of the following buildings: First Baptist Church of Hope on Jackson St. and the Hope United Methodist Church on Washington St. and the Hope Moravian Church on Main St. or Hauser High School on Main St. Remain in this building until the storm have passed. Please stay away from areas with windows to avoid the possibility of injury from broken or flying glass. An announcement will be made as soon as the severe weather conditions have passed and the building is out of danger. Your cooperation this matter is much appreciated.”

✓ **After the conditions are over, make the following announcement:**

“May I have your attention please, the fairgrounds has been advised that the severe weather conditions have passed and that the area is out of danger. **If you need medical attention or help contact 9-1-1 and or Heritage of Hope Headquarters:** We thank you for your attention and cooperation during this brief situation.”

BOMB THREAT, make the following announcement:

“Ladies and gentlemen, may I have your attention. Please listen carefully. Due to an emergency situation, it is necessary to evacuate the area. Please walk to the nearest exit. Please walk as you leave, please walk as you leave.