

OPERATION BADGER BASE

EMERGENCY ACTION PLAN

Event Organizer: VFW 1318 DBA Operation Badger Base
133 E Lakeside Street
Madison Wi 53715

Fiscal Agent: Mental Health America of Wisconsin
600 W Virginia Street
Milwaukee WI 53204

Event Dates: Wednesday, August 10 through Sunday, August 14, 2016

Event Organizer: Representatives onsite:
Bob Evans, Co-Chair Operation Badger Base
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Charles Breunig, Co-Chair Operation Badger Base
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Mary Lloyd, Grounds Operations Committee Chair
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Elizabeth Templeton, Medical Committee Chair (Safety/Incident Commander)
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Mike Wheeler, Transportation Committee Chair
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Event Location: Harley Davidson of Madison (HDM) Town of Blooming Grove and Ho-Chunk Gaming Madison (property of Wisconsin Winnebago Tribe) 6200 Millpond Road.

Headquarters/Incident Command Post: During the event, headquarters and incident command post for staff, medical, security, and volunteers will be located

at the pavilion located on the west side of the east parking lot on the HDM main event site.

Set up: Wednesday, August 10

- 6am-Event set up on Madison Harley Davidson Property

Event Overview:

Wednesday, August 10

- 100 motorcycle escort (with Dane County Sheriff's office) escort of "The Wall That Heals" (TWTH) moving traveling Vietnam Wall. Arrival to the event site will be approximately 11am. Set up of TWTH at the corner of Millpond Road and Savannah Road on Blooming Grove plat 10 property of Wisconsin Winnebago Tribe. Once set up it will be available 24 hours day for viewing.
- Opening Ceremony at TWTH at 7pm.
- Millpond Road will not be impacted until 8 am Thursday, August 11.
- Periodic clean-up at all parking sites

Thursday, August 11, Friday, August 12 and Saturday, August 13

- MHD event site open 10am to 11pm
- Vendor/food/beverage
- Veterans booths and exhibits
- Quilt and other presentations and announcements throughout the day
- Live music (Thur. 730pm-9m), (Fri. 7pm-10pm) Saturday (1pm-2:30pm and 6pm to 9pm)
- DJ music throughout the day
- Periodic clean-up at all parking sites

Sunday, August 14

- MHD event site open 10am to 11pm
- Vendor/food/beverage
- Veterans booths and exhibits
- Quilt and other presentations and announcements throughout the day
- DJ music throughout the day
- 5pm-Closing ceremony
- Periodic clean-up at all parking sites
- TWTH tear down and removal 7pm

Monday, August 15

- MHD Event tear down
- Final clean-up of all parking areas

Anticipated Attendance:

It is anticipated that over 40,000 people will visit the event site during the 5-day event. The visitors will filter in 24 hours a day. Peak times are expected to be during the free live entertainment in the evenings of Thursday, Friday, and Saturday. Estimated attendance during the live music is 1-2,000 people.

We anticipate having approximately 40 volunteers on site during the day shifts and 6-8 people during the overnight hours.

- Food grillers
- Food servers
- Licensed and non-licensed beverage servers
- Age enforcers in the beer sales area
- Food and beverage ticket sellers
- Manned garbage/Recycling stations
- Former military security guards
- Medical volunteers
- Parking directors

We anticipate having 15-25 veteran support groups at the event during the daylight hours.

We anticipate having 10-20 vendors selling veteran and healing-related items during the daylight hours.

We will have 4 music/performing groups and an emcee.

Purpose of the Emergency Action Plan:

This emergency action plan predetermines actions to take before and during the Operation Badger Base event in response to an emergency or otherwise hazardous condition. These actions may be taken by the organizers, staff/management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.

Flexibility will be exercised when implementing this plan because of the wide variety of potential hazards that exist for all outdoors events. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

Assumptions: The possibility of an occurrence of an emergency is present at any outdoor event. The types of emergencies possible are various and could require the response of Fire, Emergency Medical Services and Police.

This action plan reflects the following priorities:

- Life safety and minimizing harm
- Incident stabilization
- Property preservation

Insurance:

A Certificate of Insurance has been provided to the City of Madison Risk Management office.

Law Enforcement:

We are waiting for the Street Use Police Staff to determine if coverage will be by Special Duty, Presinct, or County staff.

Security:

We will have former military members covering security at both sites 24 hours a day. There will be a minimum of 2 per shift per site (HDM and TWTH).

Information Communication Plan:

(Plan for information communications between staff and volunteers during the event)

During the event, all staff members who will be spread throughout the two sites (HDM and TWTH) will be carrying two-way radios (hand-held communicators).

When general information/evacuation needs to be communicated to all staff and volunteers during the event, Elizabeth Templeton, Medical Committee Chair

(Safety/Incident Commander) will communicate to lead volunteers in their respective areas.

In the event of an emergency, notification of the emergency will be through the use of 911. Staff members will be asked to have the following information available for the 911 operator:

- Nature of emergency
- Location
- Contact person
- Callback number

If 911 is contacted by any staff or volunteer, the Safety/Incident Commander Elizabeth Templeton will be notified by the reporting person as soon as possible in person, by radio or by cellphone. If the reporting person is unable to reach Ms. Templeton, they will contact Grounds Operations Committee Chair Mary Lloyd by the same means.

Severe Weather:

Safety/Incident Commander Elizabeth Templeton is in charge of monitoring weather conditions, weather forecasts, and current conditions through WeatherUnderground (www.wunderground.com), AccuWeather (www.accuweather.com), and Channel 15 (www.nbc15.com/weather). In her absence her assigned medical volunteer will be in charge of this task.

Pre-Event: If severe weather is predicted prior to the event, Safety/Incident Commander Elizabeth Templeton will evaluate the conditions and determine when the event will be able to begin.

During Event: If questionable weather begins to occur during the event, Safety/Incident Commander Elizabeth Templeton will evaluate the conditions and determine if the event will remain open.

If severe weather begins to occur during the event, Safety/Incident Commander Elizabeth Templeton will radio and call staff and volunteers who will notify those attending the event that:

- A hazardous weather condition exists.

- Everyone should seek shelter either the Harley Davidson of Madison, Magnus Grand Hotel, or Ho-Chunk Gaming of Madison as they will be the nearest open businesses during the event.

The event will remain open unless weather is extremely dangerous.

Lightening: Safety/Incident Commander Elizabeth Templeton will be monitoring the weather for clues of impending lightening-related danger. This will include darkening skies, flashes of lightening, or increasing wind, which may be signs of a developing or approaching thunderstorm. She will also listen for thunder. If she determines that lightening-related danger is present, she will radio and/or call staff members to instruct everyone to spread word about getting to a safe place inside one of the above listed buildings. Staff will also be instructed to stay inside. We will follow the 30-30 rule for lightening. If lightening is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was heard.

Fire/Fire Safety:

Portable Fire Extinguishers will be kept at the grilling area. Staff and volunteers will be instructed on the use of the Portable Fire Extinguishers.

The grills will be placed on a hard surface a minimum of 20” away from tents and canopies and fenced/roped off to avoid public injury.

Each grill will have one LP tank that will be secured in an approved manner.

Grease will be collected and taken to VFW 1318 on John Nolen Drive for proper disposal.

All tents used for food service (nesco’s for warming) will have a Flame Spread Certification attached to them. Approximately 5 nesco’s will be used.

Should an incident occur that requires the Fire Department, 911 will be called. The caller will have the following information:

- Nature of emergency
- Location
- Contact person
- Callback number

If 911 is contacted by any staff or volunteer, the Safety/Incident Commander Elizabeth Templeton will be notified by the reporting person as soon as possible in person, by radio or by cellphone. If the reporting person is unable to reach Ms. Templeton, they will contact Grounds Operations Committee Chair Mary Lloyd by the same means.

Medical Emergencies:

As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.

On-Site City of Madison medical personnel have been required for this event and will be stationed at the corner of Millpond Road and Long Road. 2 medical personnel will also be on bicycles during the event.

Safety/Incident Commander Elizabeth Templeton will be the point of contact with the City of Madison medical personnel. They will be on site from 10 am to 10 pm.

Minor Injuries: Safety/Incident Commander Elizabeth Templeton and her volunteer medical staff will be on site at the command station located at the Pavilion on the west side of the east parking lot at HDM. The on-site volunteers will be the first point of contact for minor injuries. If Safety/Incident Commander Elizabeth Templeton or her medical staff determine that further treatment/assessment is needed, they will contact the City of Madison medical personnel that will be stationed at the corner of Millpond Road and Long Road for assistance.

- A First Aid Kit, bottled water, Ice packs, and an AED device will be at the Command Center. The medical staff will be educated on the proper use of the device.

Severe Injuries: If a person is seriously injured or becomes violently ill and requires medical attention, staff/volunteers will contact the City of Madison medical personnel that will be stationed at the corner of Millpond Road and Long Road for assistance. Staff/volunteers will be advised not to drive/move the ill or

injured person for medical assistance. If the on-sit paramedics don't answer, staff will call 911 immediately.

Staff will provide minor first aid as soon as possible. In all injuries of serious nature, such as a fall, broken limbs, unconsciousness, etc., staff will be advised that the injured should NOT be moved. They will wait for paramedics and make the injured person as comfortable as possible. Staff will obtain the name of the injured person, and inform the person that help is coming.

If 911 is contacted by any staff or volunteer, the Safety/Incident Commander Elizabeth Templeton will be notified by the reporting person as soon as possible in person, by radio or by cellphone. If the reporting person is unable to reach Ms. Templeton, they will contact Grounds Operations Committee Chair Mary Lloyd by the same means. The medical staff will go to the injured person(s).

Staff will be asked to clear the area of bystanders in a quick, calm, assertive and polite manner, and clear the area of any obstacles that may be in the path of the paramedics/EMS crew.

Staff will attempt to obtain the contact information of the injured person and that of the witness.

In the event that the injured person wishes to file a claim, staff will have them contact Mary Lloyd, Grounds Operations Committee Chair. Staff will obtain the name of the injured person and a witness if possible.

Disruptive/Threatening Behavior:

When disruptive behavior is identified at the event, staff/volunteers will be asked to follow these procedures:

- Remain calm.
- Let the person state his/her entire complaint.
- Be sympathetic but remain neutral. If you have the time, let the person talk for a while.
- If the individual is abusive, tell him/her such language is not appropriate for a public place.

- Decide if you can solve the problem. If possible, try to do so. If not, contact OBB security.
- If the disruptive individual wishes action taken, get information on how staff members can contact the individual.
- If behavior becomes threatening, tell him/her you must move on/return to work. If the individual persists contact OBB security.
- The key to control in a situation where a person is being physically threatening is TEAMWORK. Call for help on your communicator or enlist a fellow staff person when possible.

Alcohol Containment and Safety:

All persons ID (unless they are obviously children) entering the event will receive a bracelet. One color will be used for age 21 and above and another completely different color will be used for age below 21.

Beer, food and non-alcoholic beverages will each be purchased by ticket method. Customers will purchase tickets from one of two ticket booths. In order to purchase beer tickets, their bracelet will be checked.

Two staff/volunteers will be stationed at the entrance/exit to the beer tent while beer is being sold.

When entering the beer tent, each bracelet will be checked.

When picking up the beverages from the beer tent, each bracelet will be checked.

When exiting the beer tent, each bracelet will be checked.

At each exit/entrance from the fenced in area, signs will be posted noting “No alcohol beyond this point”. There will be two staff/volunteers at each entrance/exit from the fenced in area.

Signs will also be posted in the beer tent noting “No alcohol may leave the fenced in area”.

Double fencing will be used in accordance to the Town of Blooming Grove rules.

Securing Valuables:

Vendors and Veterans Organizations will be instructed as follows:

- Keep tent secured/closed/fastened overnight.
- It is recommended that all items of value are taken with you at the end of each day.
- When you have to leave your booth during the event, track down one of the several volunteers who or work with the vendors near them.
- 24 hour security will be on site, but it is still the vendor's responsibility to make sure their valuables are secured.

Identifying Staff and Volunteers:

Command Staff and Volunteers will be easily identified.

- Command Staff will have on Bright ORANGE Shirts with COMMAND STAFF noted on the back and front of the shirts.
- Volunteers will have on Bright YELLOW Shirts with OBB VOLUNTEER noted on the back and front of the shirts.
- Parking Staff/Volunteers will have on Bright GREEN Shirts with PARKING noted on the back and front of the shirts.
- Security Staff/Volunteers will have on Bright BLUE Shirts with SECURITY noted on the back and front of the shirts.

Emergency Vehicle Access: MIKE, I need your assistance with this.

Millpond road will be closed down by barricade at the corner of Millpond and Savannah roads and at the east side of the Magnus Grand Hotel.

How this area will work to allow safety for pedestrians, handicapped transport etc...

Roped off area

One way traffic

Who will be allowed to drive through

I will grammar it up.

Lost Children or Adults:

Designated "lost child/adult" area will be at the pavilion on the west side of the east parking lot (main event) at the pavilion (Command Center).

In the event that an individual becomes lost or separated from friends/family, all staff will be advised via two way radio with these instructions:

- If you are relaying a report of a lost person, please give a full description including the missing person's name, height, weight, hair color, age, and clothing so OBB security can be alerted.
- If you find a lost child or adult, please do the following:
 - FOR LOST CHILDREN: Escort the lost child to the pavilion (Command Center) yourself or have another STAFF PERSON do so. Do not ask a volunteer.
 - FOR LOST ADULT: Escort the lost adult to the pavilion (COMMAND CENTER) yourself or have another STAFF PERSON do so. If a staff person is unavailable, ask a Volunteer.
- If someone is looking for a reported lost child or adult, check the following areas first:
 - Headquarters
 - Fenced in event area
 - Wall Site
 - Inside of HDM
 - Parking Areas
- Once a lost person is reunited with their friends/family, communicate the good news via radio so that we may call off the search.

Evacuation:

Elizabeth Templeton, Medical Committee Chair (Safety/Incident Commander) is responsible for notification of non-weather situations requiring evacuation. Ms. Templeton will work with OBB security and on-site Police and will radio Staff when such a need arises.

All staff will contact other nearby staff members when notice is announced over the radio.

Each staff/volunteer is advised to calmly notify attendees and vendors/veteran organizations of situations requiring evacuation.

In the case of situations requiring evacuation, staff members will be asked to remove cash from the registers in OBB concession stands unless their personal safety is at risk.

The event will remain open unless a situation is extremely dangerous.

OBB Staff will assemble at the pavilion (Command Station) unless the area is at general risk, in which case staff members should meet in the MHD in the 2nd floor conference area after evacuation. If the greater event area is at general risk, staff members and volunteers will be advised to leave the area and await word from Command Staff via cell phone.

Accessibility:

General event takes place mostly outdoors.

The main event is on a paved parking lot. The Wall site has been MIKE I NEED YOUR HELP HERE.

The HDM building is ADA accessible. Elevators are available for entry to the upper floors.

HDM restrooms are ADA accessible.

Portable toilets and sinks are ADA accessible.

Portable Toilets:

Country Plumber, Inc, PO Box 428, Portage, WI 53901 608-742-2648 has been contracted for the event. Assumed placement has been determined however, when they make a site visit, they will determine the best exact placement of the units.

HDM indoor toilets will be available to event attendees. However, because of the volume of expected visitors there will be 19 portable toilets and 4 sink stations.

- 15 regular units
- 3 ADA handicap units
- 1 men's restroom
- 4 sinks

Predetermined placement are:

- 4 regular units, 1ADA unit, and 1 sink at TWTH site.

- 11 regular units, 2ADA unit, and 1 sink along the outside of the west side of the fenced in area.
- 1 sink near the food/beer tent.