

**Emergency Operations Plan
Mayors' Veterans Appreciation Day/Event
Garfield Park
City of Indianapolis, Indiana**

June 13th, 2015

*****Effective for June 13, 2015 and future events: The Mayor's Veterans Appreciation Day, in 2015 and thereafter will be cited as Mayors' (plural) Veterans Appreciation Day, as the Mayors of Beech Grove, Greenwood and Lawrence and Speedway Town Council President will join the Indianapolis Mayor in event sponsorship. In addition, the Veterans Support Council of Marion County (VSCMC), incorporated (non-profit) in 2014, serves as the official fund-raising and planning organization partner/element for the MACV. VSCMC is cited as event co-sponsor.**

- A. Background/Introduction:** In 2011, the Indianapolis, Indiana Mayor Gregory Ballard directed the organization of the Mayor's Advisory Council for Veterans (MACV), led by the Mayor's Veterans Service Officer, Mr. Russell Eaglin. The MACV, comprised of members representing agencies, organizations and entities devoted to service and support to military veterans, meets monthly and connects via e-mail on a routine basis. The MACV includes several sub-committees, each with a specific mission focus. One sub-committee is devoted to planning and executing the annual Mayor's Veterans Appreciation Day (MVAD).

The first two MVAD events were held during August, 2011 and 2012, at the American Legion Mall (ALM) in downtown Indianapolis and included veteran/family participants, vendors and exhibitors and VIPs, including the Mayor and wife. The 2013 event was held in June at Eagle Creek Park, followed by an additional event/with job fair in August at the Marriott on Indy's east side. Garfield Park was selected for the May, 2014 event site, in part, because the location and site support best accommodate the event goals, e.g., accessibility, ease of parking, etc. Garfield Park will be the event site for 2015-2018, as well.

During the 2011 (first) MVAD event, no designated medical or emergency personnel were on-site and there was no emergency plan. Reported personal/health incidents were minimal and managed on-site by event organizers, who successfully accessed 911/EMS which was dispatched and arrived within a few minutes to assess and transport one individual. Since the 2011 event, MVAD leaders discussed and determined it prudent to formalize an Emergency Operations Plan (EOP) for the MVAD 2012 and future events. Influencing factors included: review of results of the expert assessment of the 2011 Indiana State Fair stage collapse incident response, where absence of a viable emergency plan (e.g., no evacuation plan) and issues with structural integrity and code compliance of stage construction were cited. Also, as MVAD plans for continuing increased number of attendees as events evolve, they welcome the voluntary participation and willingness of Indy EMS and the MESH Coalition (which serves as the official Medical Multi-Agency Coordination Center/MACC for Marion County). (MESH stakeholders include Indianapolis hospitals, EMS, Marion County Health Department, Marion County Emergency Management/ Homeland Security Agency, as well as corresponding Indiana State and other applicable entities.)

The value of integrating MESH (and IEMS) and of having a definitive EOP was demonstrated during the 2012 MVAD. During that event, the MESH Command Vehicle and staff co-located with a dedicated EMS ambulance and two medics on North Street, adjacent to the Mayor's event at American Legion Mall. EMS addressed a few walk-up participants with minor complaints, but no significant complaints presented and transport was not necessary. MESH Command Vehicle staff conducted meteorological monitoring (using on-board Doppler radar capabilities) throughout the event. At a point in the early afternoon, while the Mayor was walking about, greeting and thanking veterans and families, MESH Command alerted event planners that monitoring revealed the presence of strong storms, with lightning and high winds in the area. MESH Command Staff (Jim Floyd) conducted status briefings with MVAD on-site Command, advising that implement weather, and potentially dangerous/damaging weather was quickly ascending on downtown Indianapolis (and the event). It was determined and announced that conditions were un-safe, and all were advised to evacuate and seek shelter. Evacuation of all participants successfully occurred and no injuries were sustained. As predicted, the storms arrived quickly and were indeed accompanied by high winds and lightning. Had participants not evacuated, projected injuries could have occurred in the open and tented areas. MVAD planners later assessed the actions and outcome and determined that emergency plans, including the presence of MESH, if available, would be essential components of future MVAD outdoor events.

B. Mission/Purpose: The purpose of the **MVAD EOP** is to mitigate, prepare for, respond to and recover from, in a timely, integrated and coordinated manner, an internal or external critical incident or disaster of man-made or natural origin.

C. Objectives: Objectives of the EOP include:

- I. Provide maximum safety and protection from injury for attendees, staff, volunteers and visitors at the MVAD, June 13, 2015.
- II. Deliver prompt and efficient response, if needed, to all individuals at the event.
- III. Cite mitigation, preparedness, response and recovery measures necessary to ensure successful outcomes.
- IV. Establish a logical and flexible chain-of-command to enable efficient operations.
- V. Protect site property, equipment and resources.

D. Scope:

- I. EOP concepts/ actions apply to all MVAD event-related individuals and activities, to include site set-up, "main event" and dis-assembly.
- II. EOP concepts/ actions apply to the MVAD event-related individuals and activities and not to unrelated activities or events not sponsored by the MACV/VSCMC.

E. Hazard Vulnerability Analysis (HVA):

- I. Hazards for the site area reflect those congruent with hazards identified by emergency management and public health authorities and those potential hazards consistent with mass gatherings. The HVA is cited in the three commonly accepted categories: natural, human-induced and HAZMAT.
- II. Potential natural hazards: include those that are related to inclement weather. The June 13th date could potentially include humid and hot (above 85 degrees F) temperatures, storms with hail, downpours, lightning and wind-producing

capabilities. Other hazards include those associated with post-rainfall wet surfaces that could heighten the risk of slips and falls.

- III. Potential man-made hazards: include potential technical/structural issues associated with integrity of shelters, tents, etc.; those associated with food storage, handling and preparation; risks associated with lifting, carrying and loading; and those associated with playground equipment and activities. e.g., bounce house. Mass gathering planners must also be vigilant of remote, yet extreme/harmful occurrences, such as active shooters or individuals with threatening behaviors.
- IV. Potential HAZMAT or (fire-related) hazards: are minimal and remote and are primarily confined to the food preparation area, where meat preparation relies on propane gas and fire. No other hazardous materials are on-site.

F. Mitigation Activities:

- I. Sufficient bottled water (at no cost to attendees) will be available to all on-site and hydration will be encouraged.
- II. Exhibit and dining areas will be arranged for maximum ventilation and will provide shelter from sun and rain.
- III. An air conditioned command and control center/vehicle (MESH), will be on-site and available to those who need or seek a cool environment.
- IV. An Evacuation process, if needed, will be discussed and understood by principals.
- V. Food safety and sanitation principles will be practiced and hand-washing stations will be available to all.
- VI. Proper body mechanics by volunteer workers are encouraged.
- VII. Adult supervision for safe play practices is encouraged.
- VIII. Fire safety will be practiced.

G. Preparedness Activities:

- I. MVAD Co-chairs, members, VSCMC Board members and applicable entities/leaders will review EOP prior to the June 13 establishment of event site.
- II. Site chain-of-command will be identified prior to site set-up and responsible individuals will be briefed on roles/responsibilities re: site safety and preparedness/response actions.
- III. Principal on-site response entities, e.g., MESH Coalition, Indianapolis Emergency Medical Services (EMS) will be briefed on EOP and roles re: response actions.
- IV. MVAD Committee representative serving as site operations chief and safety officer will oversee "structural" standards/safety compliance, safety of supporting supplies and equipment and of volunteer personnel.
- V. Designated MVAD Committee members and affiliated volunteers responsible for food storage, preparation and safety will ensure that food service temperature control, hygiene and other essential conditions are met.
- VI. Adequate bottled drinking water will be provided to volunteers engaged in site set-up and dis-assembly and widely available throughout the site to attendees during event. Hydration is an important preventative measure.

- VII. The MESH Coalition site will be established and staffed with personnel throughout the event and will be designated for attendees who need/seek cool environment and assessment for heat-related injuries.
- VIII. Throughout event, MESH will monitor and report significant weather or other issues to the Safety officer and /or Incident Commander and will advise if response actions are warranted.
- IX. Designated MVAD Committee representative serving as food service coordinator will brief applicable volunteers on food safety and hygiene, and will have operable fire extinguishers on-site.
- X. MVAD Committee members, leaders and event volunteers will be encouraged to engage in situational awareness, be vigilant of surroundings, weather conditions, etc. and to immediately report unsafe or other issues of concern to MVAD on-site leaders. They will also be encouraged to monitor attendee safety, encourage hydration, and appropriately act to ensure successful outcomes.
- XI. The MVAD Incident Commander will identify on-site location where Command Team and other principals will meet for briefings or other issues, if needed.
- XII. **Key Command Team members will be issued hand-held radios with a common channel and will test for communication viability and/or use cell phones to communicate with one another. (Annex B. cites cell numbers of Command and Staff of MVAD/MESH.)**

H. Response Activities:

- I. MVAD Co-chairs/leaders, designated members and volunteers comprise the event on-site command structure *(See Annex A) and are ultimately responsible for on-site response decisions.
- II. The on-site MVAD incident commander or designee will direct or be immediately informed of incidents requiring intervention or action.
- III. On-site EMS, co-located with MESH Command vehicle, will be alerted to any incident involving an impacted individual(s) who requires immediate medical attention, i.e., medical emergency. EMS will assess, treat and transport, if necessary, and will inform incident commander of outcome.
- IV. Fire will be immediately suppressed (fire extinguisher located in food service area) and 911 (IFD) will be contacted if warranted.
- V. MESH Command (located in MESH area) will notify Incident Commander immediately of impending weather threats or other area hazards that could directly impact the MVAD event.
- VI. **If weather-related or other credible threats (structural, human-induced or hazmat) threaten safety of MVAD attendees, Incident Commander will immediately assemble the MVAD principals, Garfield Park/Indy Parks representative, MESH and Indy EMS command team and will determine if site evacuation is warranted. If it is determined that evacuation is warranted, MVAD command team will assist, accompany and direct participants to safe shelter areas, e.g., Arts Center (primary evacuation site) and will notify appropriate agencies (e.g., IFD, IMPD, Marion County Emergency Management Agency, Marion County Health Department, MESH, appropriate State entities, etc.) ASAP. If time allows, as determined by MVAD command**

team, MESH and Garfield representative, evacuation of the park by some or all may be preferable over seeking site shelter. MVAD will provide special assistance to those in wheelchairs or with challenged mobility. MVAD will provide instructions to participants via public address and will support and remain with participants until the situation is stabilized.

I. Recovery Activities:

- I. MVAD Incident Command team, MVAD Committee members and volunteers will remain on-site until area and participants are deemed safe.
- II. MVAD Incident Commander will lead/conduct an After Action Review (AAR) with MVAD Command Team, Garfield Park representative(s), VSCMC MESH and representatives of other principal agencies involved in the response.
- III. MVAD Incident Commander will assign, as appropriate, follow-up tasks, to MVAD Committee/Team members and will schedule future follow-up meetings if necessary.

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