



Event Safety Plan Not Too Close

rev. 8.12.20



TABLE OF CONTENTS

- I. Introduction**
- II. Event Timeline**
- III. Event Audience Capacity**
- IV. Contact Information for Onsite Staff**
- V. Event Layout**
- VI. Audience Safety**
- VII. Staff Safety**
- VIII. Onstage and Backstage Safety**
- IX. Severe Weather**
- X. Non-Weather Emergencies**
- XI. Attachments:**
 - A. Event Production Schedule (DRAFT)**
 - B. Event Layout Drawing**
 - C. Emergency PA Announcements**
 - D. Bomb Threat Assessment Checklist**
- XII.**



I. Introduction

This plan describes the working practices and steps to be taken by the Ann Arbor Summer Festival (A2SF) staff, crew, artists and volunteers in order to safely execute an outdoor concert event while mitigating the spread of Covid-19. Also detailed here are the collaborative duties and responsibilities of A2SF staff and community emergency officials in the event of an incident or emergency. This plan is specific to the Ann Arbor Summer Festival proposed outdoor concert event, to be held at West Park, Ann Arbor in August of 2020.

A2SF staff is aware that each emergency situation is unique and will require flexibility and cooperation among A2SF staff. The goal of this emergency plan is to document emergency procedures, to communicate these procedures to our community partners, and to provide a guide for A2SF staff in emergency circumstances.

The Ann Arbor Summer Festival is subject to all types of emergency situations, both weather-related and non-weather related, including, but not limited to, severe thunderstorm, tornado, fire, active-shooter, bomb threat/explosion, crime and medical emergency.

II. Event Timeline

The proposed concert event is scheduled to occur on Thursday, July 30 and Thursday, August 13 at West Park, Ann Arbor, Michigan. A full production schedule will eventually be included with this following special event application approval. Please contact A2SF production staff for the most up to date schedule information.

III. Event Audience Capacity

As of this writing, the Office of the Governor of the State of Michigan has set the maximum capacity for outdoor events at 100 persons for Region 1, which includes Washtenaw County, per Executive Order 2020-110, issued on June 1, 2020. The Ann Arbor Summer Festival fully intends to abide by this guideline and will restrict the audience capacity to 100 persons within the perimeter of the event. Should the maximum capacity guideline be adjusted prior to the event, A2SF will re-evaluate the plan to match the new capacity.



IV. Contact Information for Key Onsite Event Staff and Authorities

Member	Title	Duties
Mike Michelin	A2SF Executive Director M: (734) 358-2672 michelon@a2sf.org	A2SF Chief Executive Officer and spokesperson.
JD Carter	Programming & Operations Manager M: (646) 279-6886 carter@a2sf.org	Serves as A2SF spokesperson if the Executive Director is unable to perform these duties.
Greg Mazure	Production Manager M: (734) 645-5635 mazure@a2sf.org	Decides to cancel or delay event activities due to approaching inclement weather or weather-related emergencies. Makes announcements to patrons in emergency situations. Works with Infection Mitigation Coordinator to maintain safe working practices to mitigate spread of Covid-19
N/A for 8/12/20 event	A2SF Infection Mitigation Coordinator	Works to coordinate, communicate and implement public health guidelines during the event and act as onsite resource in maintaining safe working practices in order to mitigate spread of Covid-19.
N/A for 8/12/20: (2) entrance supervisors (east/west) along floating FOH supervisor	Front of House Manager	Works to maintain a safe audience environment and enforce social distancing protocols in order to mitigate spread of Covid-19. Coordinates with PM, Security and Police in emergency situations.



V. Event Layout

A drawing of the event layout can be found in Attachment B. A2SF will create a perimeter around the West Park bandshell and audience area using plastic chain & stanchion. Wooden stakes and neon, high-visibility caution tape will supplement as needed including in the backstage areas. A2SF staff and volunteers, easily identifiable in brightly colored event t-shirts, will be placed at regular intervals in order to enforce the perimeter and direct patrons to the entrances. There will be an audience entrance on the West and East sides of the perimeter, following along the paved pathway that runs Northwest to Southeast, to the North of the Bandshell. There also be a crew, artist, and truck entrance on the South side of the perimeter, at the rear of the bandshell.

Trucks making deliveries to the bandshell will enter from N. Seventh Street and drive down the sidewalk to the bandshell loading dock. A2SF crew and staff will be on hand to direct traffic and ensure the safety of pedestrians on the sidewalk and in the park.

VI. Audience Safety

Ticketing Process

The outdoor concert event at West Park will be a free event with pre-registration required. Participants will be able to register via a form on the A2SF website. Names and contact information of registrants will be required for use in any future or potential contact tracing. Participants will be required to show proof of registration via printed-out confirmation or displaying a confirmation email on their mobile device to the event staff working the entrances, which will be cross-referenced by event staff to a master list of event registrants. Registration will not guarantee access to the event but will be required for entry. This will help ensure that the audience capacity is limited to the current maximum set by the Office of the Governor.

The event will be broken down into three separate concerts, with the intent to have three different audiences throughout the evening and 100% audience turnover. From a ticketing standpoint, each set of music will be treated as a separate event, with its own registration.



Current capacity allows for 100 people. Requests beyond the 100 person limit will be maintained in a separate waitlist. Audience members who receive a ticket will be evenly divided between two park entrances (east/west).

Pre-show Email

Two (2) pre-show emails will be sent to attendees: the first will inform them that they have received a ticket and detail expectations around participation and arrival procedures. The second will reinforce elements from the first email and ask that they contact A2SF if they can no longer attend.

Covid-19 Contract

Participants will be required as part of the pre-registration process to acknowledge that they agree to not attend the event if they are exhibiting symptoms of Covid-19, per CDC guidelines, or if they have tested positive for Covid-19 and are within a 14 day window from a positive test result on the day of the event. They will also agree to the fact that they will be turned away at the gate if they are exhibiting any symptoms. They will also agree to follow event rules including wearing masks for the duration of the event and to adhere to social distancing guidelines.

Refunds

Ticket refunds are not applicable as the event is free and open to the public on a first come, first serve basis, with pre-registration as detailed above.

Socially Distanced Audience Areas

Within the event perimeter, audience seating areas will be marked by a low-impact method, such as field spray paint and utility flags. These areas will be a minimum of 8 feet in diameter and spaced to allow 6 feet in space in all directions from the nearest pod to allow movement between pods while maintaining social distancing. The layout and location of these areas can be found at the end of this document. There will be different size pods to accommodate a variety of party sizes. Each circle will have a small sign to indicate the maximum occupancy.

General Admission

The seating will be general admission, first-come, first-serve. This will minimize the interaction time between FOH staff and audience members, as well as seating and re-seating issues, which would also require further interaction between staff and patrons.



Arrival

Audience Arrival Locations

Entrance to the bandshell seating area is limited to the east and west paved paths. The assigned entry point for attendees was roughly split in half between the east and the west entrances. This information was communicated from A2SF through email.

Audience Entrance

Audience members will enter through barricade openings as described above. A2SF event staff will confirm their pre-registration, either via printed copy or mobile device. Low-impact markings will be placed on the paved paths leading to both entrances to mark a minimum of 6 feet spacings in order to maintain social distancing among those queuing to enter.

Covid-19 Symptom Questionnaire

Upon verification of registration, audience members will then be asked to verbally confirm that they are not exhibiting any symptoms of Covid-19. If the audience member is unsure, answers yes to any symptoms, or appears to be exhibiting obvious symptoms of Covid-19, they will not be allowed to enter the event and will be asked to step out of line and return home. Audience members who refuse to participate in the questionnaire will also be denied entry. The responses will be noted on a master list of event registrants in order to facilitate any future or potential contact tracing.

Waiver (Condition of Participation):

Upon arriving, participants will be asked and required to sign a waiver acknowledging the risk of attending a gathering during the current and ongoing Covid-19 pandemic, agreeing to follow posted event rules, and agreeing to hold the Ann Arbor Summer Festival harmless. Participants will also be asked to notate any changes to their contact information or the members of their party.

Audience Changeover

Given the current capacity size as dictated by the current order from the Office of the Governor, the intent is to offer three sets of music offerings throughout the show day, and to have different audiences for each. Upon completion of a band's set, the audience will be dismissed by rows, from back to front, via PA announcement. A2SF FOH staff and volunteers will indicate the row being dismissed. Those remaining will be asked to verify their registration for the next set.



Personal Protective Equipment

All audience members will be required to wear masks or face coverings per CDC guidelines and State mandates in order to gain entry to the event. A2SF will have masks, gloves, and hand sanitizer available at each entrance point should an audience member arrive without one. While seated within their socially distanced seating circle, audience members are allowed to remove their masks. Hand sanitizer stations will be provided at the event entrances and within the perimeter of the event.

Posted Signage

Signage will be posted at both entrances to indicate the following information

- Non-negotiable participation rules, including social distancing and mask wearing, per State Guidelines
- Maximum Capacity of Event, per the most current Executive Order of the Office of the Governor
- PSA listing Symptoms of Covid-19 and instructing sick patrons to return home

Preshow PA Announcements

During the event pre show / seating time, a stage emcee will remind people of social distancing guidelines. They will also indicate the exits of the perimeter in case of emergency evacuation. They will also remind patrons of the post-show dismissal process.

Enforcement and Escalation

Audience members will be asked to wear face masks when not in their seats and to adhere to social distancing guidelines. Audience members who refuse will be asked to leave. Audience members who act in a belligerent or aggressive manner towards A2SF staff, volunteers, other audience members, or any other persons will be asked to leave and escorted by security personnel to beyond the event perimeter.

VII. Staff Safety

Pre-arrival Covid-19 Symptom Questionnaire

All staff, crew & volunteers, before arriving to work at the event, will be required to complete a Google Forms questionnaire to verify that they are not exhibiting any symptoms of Covid-19 and that they have not tested positive for Covid-19 within 14 days of the event date. This will also create a database to aid in any future or potential contact tracing. Anyone indicating that they have symptoms or that have tested positive for Covid-19 within 14 days of the event will not be allowed to work the event. Those refusing to fill out this questionnaire will also not be allowed to work the event.



Personal Protective Equipment

A2SF will provide face masks and personal, travel-sized bottles of hand sanitizer to all staff, crew, volunteers and artists. All staff, crew, volunteers and artists will be required to wear face masks for the duration of the event, including load-in and load-out.

Social Distancing

All staff will be expected to maintain 6 feet between themselves and other persons working or attending the event, to the best of their ability given their job functions.

VIII. Onstage and Backstage Safety

Pre-arrival Covid-19 Symptom Questionnaire

All staff, including artists, stagehands, production staff, and vendors, before arriving to work at the event will be required to complete a Google Forms questionnaire to verify that they are not exhibiting any symptoms of Covid-19 and that they have not tested positive for Covid-19 within 14 days of the event date. Anyone indicating that they have symptoms or that have tested positive for Covid-19 will not be allowed to work the event.

Social Distancing

Artists and crew will be expected to maintain 6 feet between themselves and other persons, to the best of their ability. It is simply not possible to maintain this distance in all situations given the nature of stage work. Care will be taken to minimize these occurrences and all artists and crew will be provided with face masks to reduce risk in these situations. Artists will be arranged onstage to maintain 6 feet or more of distance between them. Given the tight quarters backstage at West Park, no non-essential staff or crew personnel will be stationed backstage during the performance(s).

Backstage Layout

In order to help maintain social distancing guidelines, the stage left area will be designated for artist personnel only and the stage right area for production staff only. The center stage door will remain closed unless it's absolutely necessary to move large equipment.

Only one ensemble will be allowed in the bandshell structure at any given time. The Production Manager or Programming & Operations Manager will control the flow of people and inform upcoming artists when it's their turn to take the stage. No



non-essential personnel will be allowed backstage in order to reduce the number of persons in proximity to each other.

Artist Dressing Rooms / Green Rooms

In order to adhere to social distancing guidelines, artists will not be allowed backstage unless they are entering onto or exiting from the stage. Artists will have separate private spaces created with EZ-Up Tents outside the rear of the bandshell.

Visitors

In order to adhere to social distancing guidelines, there will be no visitors or non-essential personnel allowed onstage, backstage area, or in artist private areas.

Catering

There will be no communal or shared catering space. All food and beverage provided to artists and/or crew will be individually packaged and distributed in a manner that maintains social distancing and strict hygiene.

IX. Severe Weather

Suspensions or cancellations due to weather are announced at A2SF and are decided based on the information available at the time. In case of rain, most live performances will be interrupted to protect band and electronic equipment. If safe to do so, the show will go on. However, A2SF will suspend or cancel the event in the case of severe weather.

A2SF staff will maintain daily weather awareness via the National Weather Service Forecast Office Detroit/Pontiac, MI, <http://www.weather.gov/dtx/>. A2SF staff will also be included on the email group of weather-advisory@umich.edu.

Shelter Locations

Should an emergency situation require evacuation of the park site, such as in the case of a Tornado Warning or Lightning Strike, audience members will be notified over the PA and advised to evacuate the park and seek shelter in their vehicles. Other than the bandshell, there are no covered shelters in West Park. FOH staff and volunteers will also be directed to shelter in their vehicles. Artists and stage crew will shelter inside the backstage area of the bandshell. It is likely that social distancing will simply not be possible in the event of such an emergency situation and seeking shelter in the case of an immediate emergency should take precedence.



Lightning

If lightning strikes have been detected within 10 miles, all A2SF activities shall be suspended and guests shall be directed to evacuate and shelter in their vehicles. Guests cannot be forced to go to evacuate. The event shall be suspended until 30 minutes following the last lightning strike.

Severe Thunderstorm Warning

If Washtenaw County is under a Severe Thunderstorm Warning, all A2SF activities shall be suspended and guests shall be directed to the weather shelter locations. Guests cannot be forced to go to shelter locations nor can they be kept there. The event shall remain suspended until cancellation or expiration of the severe thunderstorm warning or until 30 minutes following the last lightning strike, whichever is longer.

Tornado Warning

If Washtenaw County is under a Tornado Warning, all A2SF activities shall be suspended and guests shall be directed to the weather shelter locations. Guests cannot be forced to go to shelter locations nor can they be kept there. The event shall remain suspended until cancellation or expiration of the tornado warning or until 30 minutes following the last lightning strike, whichever is longer.

Weather Emergency Order of Operations

1. Production Manager and Event Sound Engineer will determine if there is a need for event delay, cancellation or evacuation.
2. The Event Sound Engineer will read the designated announcement (Attachment C) over the PA system.
3. Event staff and security will assist with crowd and vehicular control and provide evacuation instructions.
4. A2SF Production staff will secure electrical equipment as required.



X. Non-weather Emergencies

All of the below incidents shall be reported to AAPD by calling 911.

Medical Emergency

A2SF shall contract with Huron Valley Emergency Medical Services in order to have a dedicated EMT team onsite for the duration of the event while it is open to the public. Should any audience, staff, crew, artist or volunteer have a medical emergency requiring the assistance of EMS, the responding person shall call 911 and coordinate with the onsite EMT team. When possible, they will also alert the FOH Manager and Production Manager in order to help coordinate the response.

Missing Child

If notified that a child is missing, the responding staff person shall call 911 and report the missing child. They shall then stay with the person who reported the child missing until AAPD arrives. When possible, they will notify the FOH Manager and Production Manager. If an unaccompanied child is found, event staff shall remain with the child and call 911. When possible, they will notify the FOH Manager and Production Manager, so that event staff can assist in locating the child's parents/guardian.

Security (Crime/Assault)

All event staff, crew and volunteers are expected to assist in providing a safe and secure environment by being alert and reporting suspicious behavior to 911. See something, say something.

Active Shooter

An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas on campus. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Should an active shooter situation develop, any able staff person will alert 911 as is possible. If possible, every effort will be made to alert the public to evacuate by use of the PA. All event staff are expected to be familiar with the Active Shooter Response known as "Run, Hide, Fight" as detailed below:

 <p>RUN</p>	<p>If there is an accessible escape path, use it.</p> <ol style="list-style-type: none"> 1. Move away from the threat as quickly as possible 2. Evacuate regardless if others agree 3. Leave your belongings behind 	<p>R U N</p>	
 <p>HIDE</p>	<p>If evacuation is not possible, find a secure place to hide and barricade your space.</p> <ol style="list-style-type: none"> 1. Lock and secure doors 2. Create barriers to prevent or slow down the threat from getting to you 3. Remain out of sight and quiet - silence your phone 		<p>H I D E</p>
 <p>FIGHT</p>	<p>As a last resort — <i>and only when your life is in imminent danger</i> — attempt to disrupt and/or incapacitate the active shooter.</p> <ol style="list-style-type: none"> 1. Incorporate a distraction - throw items and yell loudly 2. Commit to your actions - be aggressive and use improvised weapons 3. Disarm the shooter - solicit help, there is strength in numbers 		<p>F I G H T</p>

Unattended / Suspicious Package

A2SF staff and audience members should be aware of unattended and suspicious packages. If a package, bag, or other container seems out of place or has been left unattended, the responding person shall call 911 and report the location of the item. They should not touch or try to move the item. They should also be prepared to assist responding officers if they order an evacuation of the area.

Bomb Threats

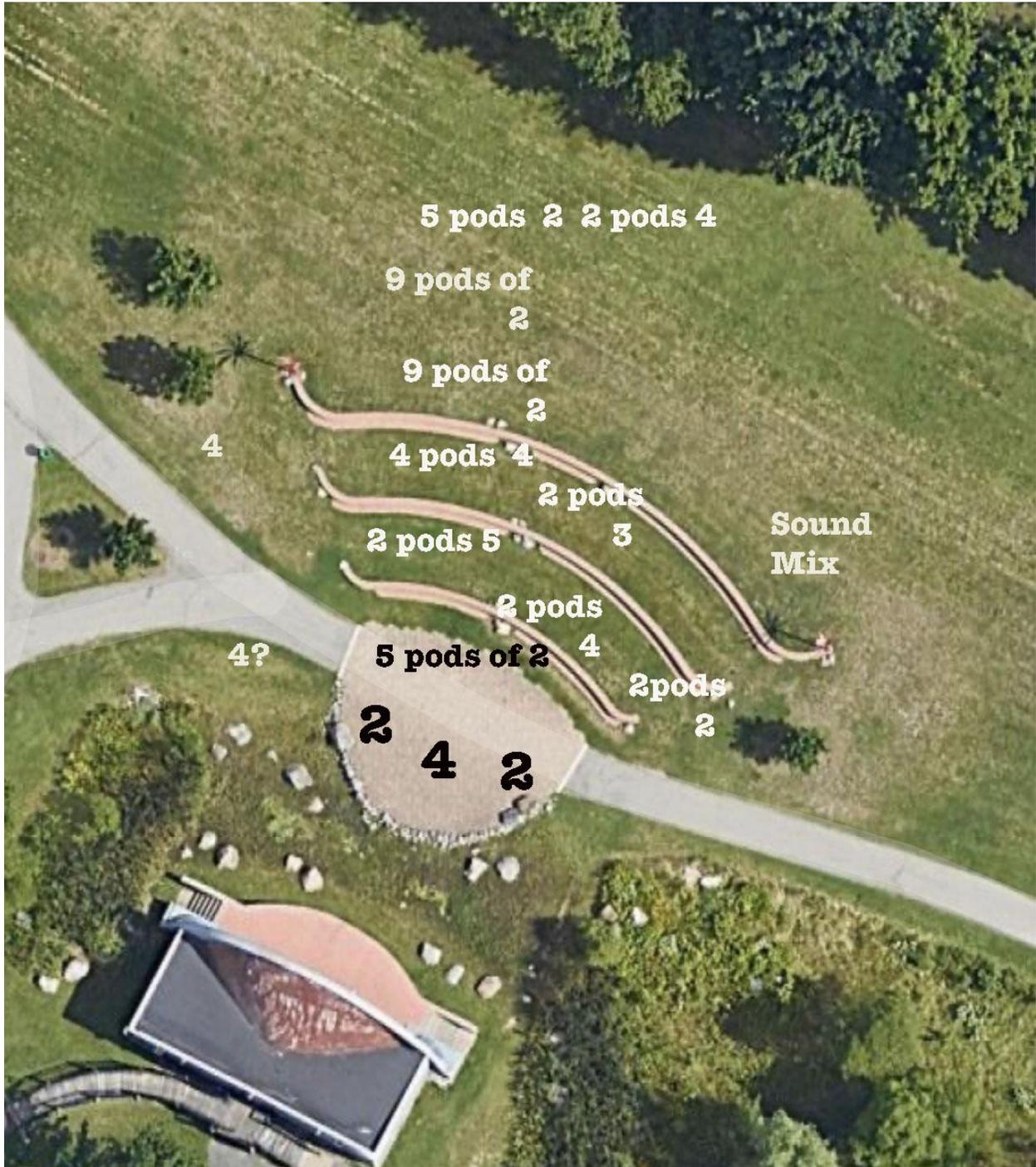
If a bomb threat is received by phone, A2SF staff shall complete the Bomb Threat Checklist, which is found in Attachment D. Senior A2SF staff shall coordinate with AAPD and determine the proper course of action.



Appendix:

Attachment A: Event Production Schedule (see Not Too Close google doc)

Attachment B: Event Layout Drawing





Attachment C: Emergency PA Announcements

SEVERE WEATHER

May I have your attention please!

Due to severe weather in the area, we have suspended the concert. For your safety, please exit the area and seek shelter by returning to your vehicle. When exiting the event area, please keep moving in order to allow others behind you to exit. If the weather clears, we may be able to resume. Please remain calm, proceed carefully and stay safe. Thank you.

TORNADO WARNING

May I have your attention please!

A tornado warning has been issued for our area. The concert is being suspended. For your safety, please exit the area and seek shelter by returning to your vehicle. When exiting the event area, please keep moving in order to allow others behind you to exit. If the weather clears, we may be able to resume. Please remain calm, proceed carefully and stay safe. Thank you.

EVACUATION

May I have your attention!

For your safety, tonight's concert is being cancelled and we are evacuating the area. All patrons must leave the area. Move calmly and carefully to the nearest exit. Please do not run or push. For your safety, go directly to your vehicles. Remain calm and proceed carefully. Exit now.



Attachment D: Responding to a Bomb Threat Data

University of Michigan
Police Department



Bomb Threat Data

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

Phone # on display: _____

Phone # call was received on: _____

Time Received: _____ Date: _____

Phone #: _____

Rec'd By: _____

Position/Title: _____

Caller's Voice

<input type="checkbox"/> Calm	<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Clearing Throat
<input type="checkbox"/> Angry	<input type="checkbox"/> Laughter	<input type="checkbox"/> Stutter	<input type="checkbox"/> Deep Breathing
<input type="checkbox"/> Excited	<input type="checkbox"/> Crying	<input type="checkbox"/> Lisp	<input type="checkbox"/> Crackling Voice
<input type="checkbox"/> Slow	<input type="checkbox"/> Normal	<input type="checkbox"/> Raspy	<input type="checkbox"/> Disguised
<input type="checkbox"/> Rapid	<input type="checkbox"/> Distinct	<input type="checkbox"/> Deep	<input type="checkbox"/> Accent
<input type="checkbox"/> Soft	<input type="checkbox"/> Slurred	<input type="checkbox"/> Ragged	<input type="checkbox"/> Familiar

If voice was familiar, who did it sound like?

Sex of Caller: Male Female Age: _____

BACKGROUND SOUNDS

<input type="checkbox"/> Street Noise	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Factory Machines	<input type="checkbox"/> Kitchen Noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Clear
<input type="checkbox"/> PA System	<input type="checkbox"/> Static
<input type="checkbox"/> Music	<input type="checkbox"/> Long Distance
<input type="checkbox"/> House Noises	<input type="checkbox"/> Local
<input type="checkbox"/> Motor	<input type="checkbox"/> Booth
<input type="checkbox"/> Office Machinery	<input type="checkbox"/> Other

THREAT LANGUAGE

<input type="checkbox"/> Well Spoken/Educated	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Foul	<input type="checkbox"/> Taped
<input type="checkbox"/> Irrational	<input type="checkbox"/> Message Read by Threat Maker

Remarks: _____

The Department of Public Safety in general does not recommend that buildings be evacuated as a result of bomb threats. This however does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include but are not limited to the following:

- Message Received:
- Urgency
 - Exactness
 - Specific location within the building
 - Any specific description of the device
- Current Turmoil:
- National and local scene
 - Personal vendetta

Important: Call 911 immediately after receiving a bomb threat, complete the requested information in as much detail as possible, and provide this form to police officers responding to the call.

