



INCIDENT PROCEDURES - Santee Street Fair 2023

EMERGENCY CONTACT PERSONNEL:

- 619.888.7445 **Tim Staump**, Chairman, Santee Street Fair
- 619.922.1031 **Kristen Dare**, CEO, Santee Chamber of Commerce

LOST CHILDREN:

- The Chamber / Information Booth is the point place for lost children or lost parents.
- **If you find a lost child:**
 - Scan the immediate area for their parents. If their parents cannot be found, immediately take the child to the Information Booth to wait for parents.
 - Volunteers in the Information Booth will contact an available staff person on their radio to make an announcement through the M.C. at the Chamber Stage.
 - Volunteers in the Information Booth will also contact all staff via radio when the parent and child are reunited.
 - Child is to remain in the Information Booth until found by parent or legal guardian.
- **If a parent reports a missing child:**
 - Ask the parent to report to the Information Booth.
 - Volunteers in Information Booth will get contact info from parent (cell #) and get a good description of the child (gender, age, hair color, outfit description, etc.).
 - Volunteers in the Information Booth will contact all on radio with a description of the missing child to start searching.
 - When the child is found, take the child to the information booth.
 - Volunteers in the Information Booth will contact the parent and make an announcement over the radio, informing all that the child is found.
 - Unless you are instructed to search for the child, please remain at your workstation.
- Emergency Contact Personnel will make the decision whether or not to call the Sheriff dispatch at (858) 565-5200.

DOGS:

- If causing a disturbance or off leash, report to emergency contact personnel.

DISTRIBUTION OF GOODS:

- Only event related sales and distributions are allowed via vendors within their booths.

EMERGENCIES:

- **IN THE EVENT OF SERIOUS EMERGENCY, DIAL 911 IMMEDIATELY**

- **EVENT LOCATION IS:** Riverview Parkway & Town Center Parkway
- **First Aid** – First aid and a defibrillator will be available at the Santee Fire Department booth with two Paramedics on staff from 10am-6pm. (South end of fair near HD Supply.) The Information Booth can assist with contacting emergency personnel if needed.
- The **Emergency Contact Personnel** must be notified in case of an emergency. Emergency Contact Personnel will have the ultimate decision-making authority in regard to all aspects of the event. Santee Chamber of Commerce staff is responsible for assisting in minimizing the impact of the emergency. **First priority is safety of the people attending or working the event! Determine who is at risk and where the risk may take place.**
- All emergency related press inquiries must be directed to either Commanding Officer of the Fire Department, or the Commanding Officer of the Sheriff's Department; both will have representation on hand if there is an emergency. All press (any reporters) seen on site or related inquiries regarding the operation of the event should be directed to Kristen Dare.
- **Fire** - Notify the Emergency Contact Personnel immediately. Provide concise, accurate information about the location and severity of the fire.
- **If the fire is serious** - or you are in doubt, call 911 immediately and remember the word R-A-C-E.
R -Rescue any guest or event in immediate danger, if it does not put you in immediate danger.
A- Alert those around you to seek safety in an orderly manner.
C- Confine the fire.
E- Evacuate and be alert for disabled persons that may require additional assistance.
- **Chemical spill or release** - immediately notify the Emergency Contact Personnel. Spill kits are placed throughout the event near food vendors. If available, supply the following information:
 - The chemical(s) involved.
 - Information from the substance's placard, Manufacturer's Safety Data Sheet or label, if visible.
 - Precise location of the incident.
 - Size and description of the contaminated area.
 - Number and extent of injuries.
 - Render aid to guests, entertainers, sponsors, vendors, and volunteers... prepare to assist with the evacuation of the surrounding area.
- **Power outage** - Call our onsite electrician, Dave Sinclair (310) 901-0713
- **Personal Conflicts**
 - **If you are physically confronted by a guest** - stay calm and use verbal skills to encourage the person to "vent".
 - At the first opportunity contact the Emergency Contact Personnel.
 - Don't engage in behavior that is confrontational or defiant; patience and calmness may diffuse the situation, or provide you with an avenue of escape.
 - Any event staff or volunteer who becomes aware of an act **of violence, or threat of violence**, should immediately notify the Emergency Contact Personnel.
 - Take implied threats seriously, but attempt to avoid confrontations.
- **EARTHQUAKE** ... Remember: Duck, Cover and Hold

- Duck: Drop to the floor (preferable away from any structures that could fall). Cover: Protect yourself as much as possible by taking cover (i.e. under a table). Hold: Hang on during the shaking and be aware that the tremors can be violent enough to toss around items. Move away from poles and wires.
- After the shaking stops, remain calm and think. More people are injured in panicked flight than during the earthquake itself.
- Be alert to aftershocks that can cause additional injuries or damage.
- Locate fire extinguisher in INFORMATION booth.
- Render aid, and assist others who may have been trapped or injured.
- Check communications and use your radio for emergency communication only, but continue to monitor the radio for instructions.
- Remain in place until you receive instructions from the ECP.

· **BOMB THREAT** - the Emergency Contact Personnel will advise and alert the appropriate personnel.

- If you notice something that looks out of place, calmly request that your ECP meet you near the item to investigate.
- Do not attempt to move, open, or examine said item.
- Do not use cellular telephone or portable radios to communicate your concern about a potential problem.
- Be especially alert for disabled people who may need assistance to safely exit the area.