

International Folk Art Market



Emergency Preparedness Plan

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Introduction

The International Folk Art Market - Santa Fe (IFAM SF) is a multi-day art market to be held in Santa Fe, NM July 13-15, 2018. In its fourteenth year, IFAM SF draws over 20,000 people to the IFAM Site on Museum Hill. The event is being planned and promoted by the International Folk Art Alliance (IFAA).

This Emergency Preparedness Plan will detail the Incident Command Structures, types of Anticipated Hazards, Response Procedures and Site Evacuation Procedures.

Emergency Preparedness Plan Goals

The primary goal of this plan is to provide safe, effective and efficient response to an emergency situation that may arise during IFAM|SF 2018. The primary objective is the safety of individuals. The next priority objectives are the protection of property, followed by the protection of the environment.

Glossary

2IC Second in Command

AHJ Authority Having Jurisdiction. The federal, state, local or other regional department or individual having statutory authority in the scope under which they regulate. (Examples include City of Santa Fe, Santa Fe Police, Santa Fe Fire and Rescue, etc...).

EMRT Emergency Management Response Team. Individual or multi-agency team assigned to respond to a particular issue.

IFAA International Folk Art Alliance

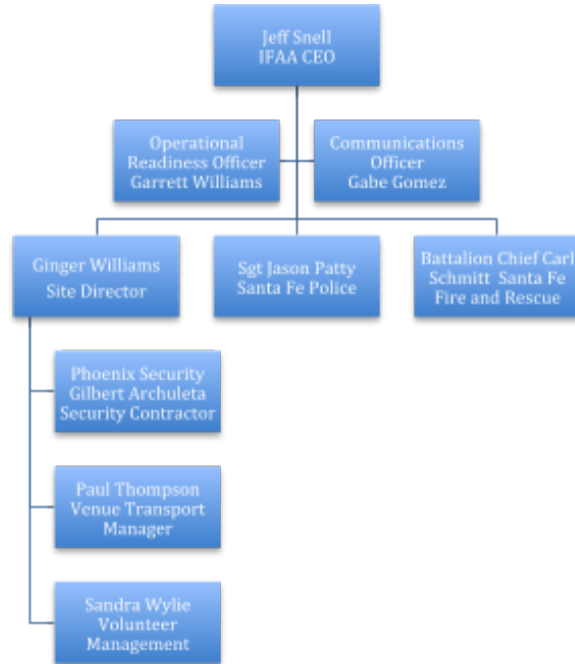
IFAM International Folk Art Market

Residency Factor The peak population of clients on a Site or Venue at any given time

SFFR Santa Fe Fire and Rescue

SFPD Santa Fe Police Department

Organizational Structure



Key Personnel

CEO

The CEO is Jeff Snell, who is responsible for planning and management of the event. The CEO will either act as, or appoint, an Incident Commander, as required.

Site Director

The Site Director is Ginger Williams, who acts as the representative for the CEO, including overall co-ordination of the event. The Site Director may be designated Incident Commander.

Law Enforcement

Santa Fe Police Department (SFPD) has developed an event plan assigning (6) six officers to the market. Of these, (5) five officers will be located outside the Venue footprint. The primary point of contact with SFPD shall be the Site Director or Incident Commander.

Fire and Ambulance Services

Santa Fe Fire and Rescue (SFFR) will be the primary contact for all Fire and Ambulance

issues.

First Aid Response Team

A volunteer First Aid Response Team, housed behind the visitor center on Milner Plaza, will work in conjunction with the on site EMTs to provide triage to visitors, volunteers and artists.

Security Contractor

Phoenix Security will provide all on site security services with a complement of (22) twenty-two officers during peak operations.

Site Managers

A variety of IFAM Managers will be responsible for operational delivery on site

Transport Contractor

Santa Fe Valet (SFV) will provide all transport services including Traffic Management, Parking, Shuttles and Venue Transport Management. The Venue Transport Manager, Paul Thompson, will be the primary point of contact.

Communications Officer

Gabe Gomez will serve as Communications Officer. The Communications Officer will be briefed on all relevant incidents.

Operational Readiness Officer

Garrett Williams will serve as Operational Readiness Officer (ORO) for the Site. The ORO will liaise with the Site Director and CEO to ensure effective identification and response to any safety and operations related issues.

Incident Command

Incident Command will be determined by the Authority Having Jurisdiction (AHJ). For instance, a fire emergency would be managed by SFFR. A shooting incident would be managed by SFPD.

As an incident is identified and escalated to the Site Director, she will designate an Incident Commander, based on the nature of the incident and the AHJ. The Site Director will act as 2IC for the CEO and will have authority to designate an Incident Commander.

Emergency Management Response Team

The Emergency Management Response Team (EMRT) will direct all Emergency Response. This team may consist of members of IFAM Senior Management, Workforce, Contractors and Partner Agencies as well as local emergency service providers.

The EMRT shall convene as directed by the designated Incident Commander. The EMRT may consist of the following team members:

- Executive Director
- Site Director
- Operational Readiness Officer
- Communications Officer
- Emergency Service Providers
- Security Contractor
- Transport Contractor
- Volunteer Coordinator
- Additional IFAM and IFAA staff members

Potential Hazards/Scenarios

Table 4 Hazard Rating

Hazard	Likelihood (1-5)	Severity (1-10)	Hazard Rating
Structural Collapse	2	10	20
Medical Emergency	2	10	20
Structure Fire	2	9	18
Severe Weather	3	6	18
Threat of Violence	2	9	18
Lost Child	3	5	15
Exceed Site Occupant Load	3	5	15
Tornado	1	9	9
Wildfire	1	9	9
Flooding	1	8	8
Power Failure	1	8	8

Hazard Response Plans

Hazard Response Plans have been developed for all Hazards with a Hazard Rating greater than 10.

Structural Collapse

Structural Collapse occurs when any temporary or permanent infrastructure is compromised to the point of putting occupants at risk.

Structural Collapse Procedures:

1. *Notify Site Director who will notify Santa Fe Emergency Services personnel (both SFFR and SFPD). Site Director to notify Executive Director who will assign an Incident Commander.*
 - *Evacuate all persons in immediate danger to a safe location*
 - *Help any persons requiring medical assistance*
 - *Proceed to a safe area and provide as much detailed, verified information*

as possible up the chain of command

2. *Individuals in the immediate area of danger must evacuate immediately, they must not be allowed back into the danger zone to retrieve personal items until directed so by the AHJ.*
3. *Immediately assess if any additional structures are at risk and evacuate as necessary.*
4. *Shut down all moving traffic on site to create clear roadway for first responders*
5. *Ensure Communications Officer is briefed on incident*
6. *Complete the Incident Report only after the situation is under control and everyone is safe*

Medical Emergency

A medical emergency can range from one person with a medical issue to a mass casualty event. Responses for each scenario should be scaled to meet the needs of the situation.

Medical Emergency Procedures:

1. *Notify Site Director. Site Director to notify Executive Director who will assign an Incident Commander as required.*
2. *Identify the number of injured, severity of injuries and any ongoing risks to people or property*
3. *Identify the exact location of the incident*
4. *Do not move the injured person*
5. *Keep any witnesses on scene.*
6. *If injuries warrant, the Site Director will notify Emergency Services*
7. *If an ambulance is being brought to site, the Site Director will notify the VTM who will direct staff to clear roadways and prepare for ambulance arrival*
8. *Ensure Communications Officer is briefed on incident*
9. *Once on-site, the AHJ will assume Incident Command*

Structure Fire

Structural fires include any un-authorized and/or un-controlled fire in temporary or permanent infrastructure or landscaping area.

Structural Fire Procedures:

1. *Notify Site Director who will notify Santa Fe Emergency Services personnel (both Fire and PD). Site Director to notify Executive Director who will assign an Incident Commander.*
 - *Evacuate all persons in immediate danger to a safe location*
 - *Help any persons requiring medical assistance*
 - *Proceed to a safe area and provide as much detailed, verified information as possible up the chain of command*
 - *Incident Commander to Notify and brief Communications Officer*
2. *Individuals in the immediate area of danger must evacuate immediately, they must not be allowed back into the danger zone retrieve personal items until directed so by the AHJ.*
3. *Immediately assess if any additional structures are at risk and evacuate as necessary.*
4. *Shut down all moving traffic on site to create clear roadway for first responders*
5. *Ensure Communications Officer is briefed on incident*
6. *Complete the Incident Report only after the situation is under control and everyone is safe*

Severe Weather

Severe weather events are a common occurrence in Santa Fe at this time of year with summer monsoon rains, high winds and thunderstorms. Extreme heat can also be a factor.

Given the IFAM location, weather events can be predicted by visually monitoring storm paths as well as monitoring local weather outlets.

There are myriad effects of severe weather events to consider:

- **High winds:** Temporary infrastructure stability, impacts on Ambiance and signage
- **Severe Rain:** Localized flooding, impacts to electrical systems, impacts to artwork and ambiance. Impacts to transport services
- **Lightning:** Safety concerns for workforce, artists and attendees. Potential impacts to structures
- **Extreme Heat:** Workforce considerations, water distribution, medical requirements

Should high winds, lightning or other circumstances result in immediate safety concerns, the decision to suspend or cancel market activities and/or evacuate the site will be made by the Executive Director, in consultation with the Site Director and Safety Officer.

Severe Weather Procedures:

Lightning

1. *Site Director or the designated Incident Commander will monitor the storm progress by tracking the distance of lightning strikes by counting the interval between the flash of lightning and the sound of the thunderclap (5 seconds = 1 mile).*
2. *Once lightning strikes have been timed to 2 miles (10 second interval), all remote exposed staff will be asked to seek shelter. They should encourage all patrons and bystanders to do the same.*
3. *The Site Director or Incident Commander will assess the storm track and continue to monitor distance of the lightning strikes*
4. *If strikes less than 2 miles occur, the Incident Commander will activate the Shelter Plan*
5. **SHELTER PLAN**
 - a) *All persons are asked to seek shelter immediately*
 - b) *MoIFA, MIAC and the Café should be utilized as safe shelter*
 - c) *All buses may be utilized as safe shelter for any clients in the loading areas.*
6. **INDOOR LIGHTNING SAFETY**
 - a. *Stay off corded phones, computers and other electrical equipment that put you in direct contact with electricity*
 - b. *Avoid plumbing, including sinks, baths and faucets*
 - c. *Stay Away from windows and doors, and stay off porches*

- d. Avoid contact with concrete surfaces*
- 7. **OUTDOOR LIGHTNING SAFETY**
 - a. Get off of elevated areas*
 - b. Never lie flat on the ground*
 - c. Never shelter under an isolated tree*
 - d. Avoid standing water*
 - e. Avoid objects that conduct electricity (bicycle barricade, metal fencing, etc)*

High Winds

- 1. *Site Director or designated Incident Commander will monitor wind conditions and forecasts.*
- 2. *Stage 1 Response (Moderate to Heavy Winds)*
 - a. At the direction of the incident commander, secure all signage, light towers and at-risk infrastructure*
 - b. Other market operations unaffected.*
- 3. *Stage 2 Response (Heavy to Extreme Winds)*
 - a. At the direction of the incident commander, activate Shelter Plan (see above 5.a-5.c)*
 - b. The Incident commander will determine when it is safe to resume market operations.*

Severe Rain

- 1. *Site Director or designated Incident Commander will monitor storm conditions and forecasts.*
- 2. *Stage 1 Response (Moderate to Heavy Rain)*
 - a. At the direction of the incident commander, secure electrical plugs and extension cords*
 - b. Other market operations unaffected.*
- 3. *Stage 2 Response (Heavy to Extreme Rain)*
 - a. At the direction of the incident commander, activate Shelter Plan (see above 4.a-4.c)*
 - b. The Incident commander will determine when it is safe to resume market operations.*

Missing Child & Lost Person

IFAM SF recognizes the need to provide a location and process for lost/found children. All lost/found children will be reported to the Site-Director who will work with the Security Contractor and SFPD to develop a response plan.

Factors to consider when developing the response plan include:

- Location child was found or last seen
- Child's name, sex, age and description
- Additional information regarding the circumstances of the lost child: custody issues, medical considerations, emotional considerations

Found Person Procedures:

1. *All found persons will be taken to the Information Booth where no less than 2 uniformed staff members will ensure they are safe and comfortable.*
2. *Inform the Site Director*
3. *Under no circumstances should the name or description of any lost/found person be announced over any public announcement system. The last name of the parent or guardian, if obtained and verified, may be broadcasted, for example:*

"Would Mr/Mrs Jones please report to the information booth"

4. *Once the parent or guardian is located they will be reunited with the found person at the information booth*

Lost Person Procedures:

Level 1 Search Procedure (Immediate Area)

1. *Notify Site Director*
2. *Security Contractor asks anyone accompanying the child if they know where the child may have gone (i.e were they interested in a particular artist, where they hungry, etc) or if there is a way to contact them (cell phone, pre-established meeting place)*
3. *Determine if there are any others from the party unaccounted for*
4. *Conduct a visual search of the immediate area (always include nearby*

- washrooms) and verify that the Information Booth is not holding the person in question*
5. *If the child is not located, proceed to Level 2 search*
 6. *If the child is located, notify Site Director*

VERIFY WITH INFO BOOTH

Level 2 Search Procedure (Site-Wide)

1. *The Site Director will notify Santa Fe Police (SFPD) on site*
2. *Security Contractor (at the direction of the SFPD) will conduct a site-wide search. All available staff will convene for a briefing at the Volunteer Check-in Tent. Any pertinent information (sex, age, description, etc) will be shared and search areas assigned. Staff will be informed that an "ALL CLEAR" message from the public address system and hand-held radio will indicate the child has been located and to terminate the search.*
 - a. *A search of the exterior of the site and adjoining roadways and parking lots should be of primary importance, but as directed by SFPD.*
 - b. *At the direction of SFPD, the VTM may suspend all outbound shuttle services*
3. *If the child is located, the staff member or sub-contractor who locates the child should notify the Site Director immediately and return the child to the information booth?*
4. *If the child is not located, assist SFPD in further search efforts*

Exceed Site Occupant Load

If tickets sales are unconstrained, the Maximum Site Occupant Load could be breached, given that walk and cycle transport modes are also unconstrained. IFAM SF will establish the Maximum Site Occupant load at 7,500 people.

Exceed Site Occupant Load Procedures:

Conducting thorough ingress/egress counts could prove difficult and costly. There are 3 main entry/egress points to the site: Main Gate, Café Gate, the Volunteer Shuttle Load Zone and Second Public Entrance behind MoIFA. The site also has open access to the arroyo to the east of the IFAM SF.

Gross ingress counts are tallied at the main entrance to the site. Rather than calculate actual volunteer, staff and artist numbers, we will assume their population based on the

Residency Factor.

Ingress counts can be measured against egress bus ridership to estimate actual IFAM Occupancy. This measurement will occur hourly.

Due to the dynamic nature of these events, the Site Director of Incident Commander may also enact the Overcrowding Plan at their discretion.

Overcrowding Plan

1. Monitor IFAM SF Occupancy on an hourly basis. Attempt to establish actual occupancy based on ingress counts, egress bus services and visual observation.
2. If IFAM SF Occupancy reaches 7250, or at the direction of the Site Director, enact Phase 1 Restrictions.
3. PHASE 1
 - a. Access permitted for all accredited clients only
 - b. All public attendees will be held in the queue to the main gate
 - c. It is essential to communicate to the queue

“We are very crowded and need to let some people leave the IFAM SF before we can let more people in. Thank you for your patience, it shouldn’t be more than a few minutes”
 - d. Assess queue volume to determine next steps. Depending on time of day and queue volumes, the Executive Director, Site Director and the Operational Readiness Officer will determine the appropriate response plan which could include suspending or terminating on-site ticket sales, terminating access to the market for any additional clients or prioritizing ticket holders in the queue.
 - e. Communicate with Moon (PERA) and Sun (South Capitol) Bus Supervisors to commence messaging to clients regarding wait times and access restrictions.
 - f. Provision of umbrellas and water to those in the queue should be considered
 - g. Monitor crowd egress to reach target goal 7250
 - h. Once target goal is achieved, grant access to the first 300 in the queue
 - i. Once overcrowding is observed to subside, resume normal operations
 - j. If overcrowding does not subside, or becomes more severe, move to Phase 2 Restrictions
4. PHASE 2
 - a. All public access restricted including: Donors, VIPs, Attendees

- b. Workforce, Artists and Emergency Personnel still allowed to enter the site.
- c. Suspend all bus system ingress service
- d. Erect all "Sold Out" signage in and around Park and Ride lots
- e. If overcrowding continues, Site Director/Incident Commander will work with SFFD to determine next steps, which could include suspending or terminating market operations.

Threat of Violence

In the event of violent actions or the threat of violence (armed gunmen, physical altercations, abnormally aggressive behavior, suspicious packages etc...) do not engage the combatant(s). Contact the nearest security officer of SFPD officer. Once you are in a safe place, contact the Site Director.

Contact Security or SFPD if:

- You are in danger of bodily harm or consider a threat to be imminent
- You become aware of any serious workplace safety or security concerns
- You observe a weapon or are informed of someone on premises in possession of a weapon
- You are informed of someone's intent to bring harm or damage
- You notice suspicious unattended package
- Someone is being stalked

Threat of Violence Procedures:

1. *Get to a safe location*
2. *Notify the nearest security or law enforcement officer*
3. *Notify Site Director or your direct manager*

Site Evacuation

There are many considerations that could necessitate the evacuation of the IFAM site: fire, bomb threat, inclement weather, etc...The EMRT will work collectively to access each incident and determine if a partial or full evacuation of the site is necessary.

Site Evacuation Procedures:

1. *If not included in the incident EMRT, notify SFPD, SFFD and Communications Officer*
2. *At the direction of the Incident Commander, Security, Event Services and Transport Staff to proceed immediately to Volunteer check-in tent for placement to assist clients in getting to the Safe Zone. The Safe Zone will be located at the Wheelwright museum. Staff responsibilities will include:*
 - a. *Clear emergency egress route of any obstructions (shuttle vans, vehicles, picnic tables, etc)*
 - b. *Direct evacuees to keep them away from emergency vehicles*
 - c. *Assist in maintaining steady egress from the site*
 - d. *If safe to do so Security personnel will conduct a final search of the site to ensure complete evacuation*
3. *Site Director informs VTM to enact EVAC Traffic Management Plan.*
 - a. *All vehicle access is terminated. Only Emergency Vehicles are permitted to access the site*
4. *Site Director to ensure notifications are broadcast from the market stage public address system:*

*“Please proceed to the venue safe zone located past the food court.
Please remain calm and walk toward the food court where our IFAM staff will direct you to a safe location”*
5. *Provision of water and umbrellas to waiting clients as available*
6. *Conduct roll call to account for all staff members*
7. *Security staff should be notified immediately of any occupants who are un-willing to evacuate*
8. *In the event of a full or partial evacuation, the decision to return to the site shall be made by the Site Director in conjunction with the AHJ.*