

**BRITT FESTIVALS**  
350 First Street, Jacksonville, OR. 97530

**EMERGENCY  
and  
EVACUATION  
PLAN**

## **TABLE OF CONTENTS**

**Page 1.....Britt Officials**

**Page 2.....Emergency Phone Numbers**

**Page 3.....Utility Company Contacts**

**Page 4.....Chain of Command**

**Page 5.....Medical Emergency**

**Page 6.....Lost Child**

**Page 7.....Evacuation Procedure**

**Page 8.....Fire Emergency**

**Page 9.....Severe Weather Emergency**

**Page 10.....Earthquake Emergency**

**Page 11.....Civil Disturbance**

**Page 12.....Bomb Threat**

**Page 13.....Active Shooter**

**BRITT FESTIVALS**  
350 First Street, Jacksonville, OR. 97530

**“Emergency and Evacuation Plan”**

*(In an extreme emergency all parties shall switch to channel 4 on their radios)*

**Britt Officials:**

**CEO**

Phone: 541-601-5608

**Production Manager**

Phone: 503-515-3010

Radio Channel: #2

**Director of House Operation**

Phone: 541-621-2596

Radio Channel: #1

**Security Manager**

Phone: 541-941-2877

Radio Channel: #1

**Stage Manager**

Phone: 541-733-2961

Radio Channel: #2

---

**Director of Performing Arts / During the Orchestra Festival (30 rehearsals)**

Phone: 541-324-6276

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **Emergency Phone Numbers**

- **Fire Department: 911**

*Dispatch: 541-776-7206*

*Office: 541-899-7246*

- **Police Department: 911**

*Dispatch: 541-776-7206*

*Office: 541-899-7100*

- **Paramedics/Ambulance: 911**

*Mercy flights:*

*Office: 541-858-2600*

**BRITT FESTIVALS**  
**350 First Street, Jacksonville, OR. 97530**

**Utility Company Contacts**

- **Electric:** *Pacific Power*

*Outage:* **877-508-5088**

*Power Problems:* **866-870-3419; option 1**

- **Water:** *City of Jacksonville*

*Office:* **541-899-1231**

- **Telephone Company:** *Hunter Communications*

*Office:* **800-939-6336**

## **Chain of Command**

- **Emergency Command Center is the Production Office in the downstairs portion of the Britt Pavilion and adjacent to the kitchen area.**
- **Production Manager will direct major emergency situations from the Command Center.**
- **CEO, Director of House Operations, Director of Programming, Security Manager and Stage Manager will advise, update and take directions via radio from their respective locations during a major emergency and/or evacuation.**

**BRITT FESTIVALS**  
350 First Street, Jacksonville, OR. 97530

**MEDICAL EMERGENCY**

**First Aid Volunteer (FAV):**

- At least one and sometimes two medical professionals serve as a FAV during each performance.
- **Please note:** FAV radios are set on **channel 3.**
- Should a situation arise requiring a FAV.....please contact him or her by radio. If you don't have a radio, find an Event Staff Volunteer, CYA Security Personnel, House Staff or Production Staff to make the radio call. Also, there is a radio located at each of the 3 gates.
- For cardiac emergencies: The AED (automated external defibrillator) will be in the possession of the FAV who is situated a short distance from the front of the Gift Booth.
- Do not call 911 until House Staff, CYA Security or Production Staff have been notified, unless it is definitely a life threatening situation or fire emergency.
- Medical situations involving patrons and volunteers will be the primary responsibility of FAV, House Staff and Security Staff.
- If transport is required for a medical emergency with the possible interruption of a performance.....Production Manager or Director of Performing Arts (Classical festival) must be notified in advance.
- Assign one or two Event Staff Volunteers to meet officer, ambulance or other public safety personnel at predetermined location. Most likely the concrete steps on First Street (Gate 1), circular driveway (corner of First and Fir Streets)(Gate 2), or the top of Fir Street (Gate 3).
- *Have a volunteer or staff person video record the situation and the medical care given, just so it is documented.*

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **LOST CHILD**

- **Children do wander away in large crowds and may lose track of their parents.**
- **Should you come across a child who appears lost.....gently approach, identify yourself and reassure the child that you will help find their parents?**
- **Try to get pertinent information without further upsetting the child.**
- **Make a call on your radio or find someone with a radio to inform staff that you have a lost child.**
- **Please be clear that you are going to escort the child to the “MEET ME CENTER” (Artist Merchandise/Consignment Patio) which is located between the pavilion and Gate One.**



# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **Evacuation Procedure**

- **CEO will announce from the stage that an evacuation of the venue is being considered and/or ordered.**
- **Keep radio chatter at a minimum so supervisory staff can freely communicate.**
- **All Britt and Security Staff.....plus Event Staff, Ticket Takers and Hill Ushers will remain at their positions to assist patrons, unless they themselves are in imminent danger.**
- **All other volunteer positions and concessions staff should evacuate with the patrons.**
- **All evacuees will be directed to leave the venue through gates 1, 2 & 3 or the designated fire exits within the pavilion.**

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **FIRE EMERGENCY (Forest, Pavilion & Out-Buildings)**

### **When fire is discovered:**

- Only key personnel should be the individuals to investigate a fire.
- Lead Staff must notify each other immediately about a possible fire emergency.
- Lead Staff will notify the local Fire Department by calling 911.
- Should evacuation be deemed the safe and responsible choice, Executive Director will make an announcement from the stage for an orderly evacuation.
- Provide Fire Department personnel with any useful information about the fire and facility.
- Britt and Security Staff.....plus Event Staff, Ticket Takers and Hill Ushers will remain at their positions to assist patrons, unless they themselves are in imminent danger.

“See page 7 for evacuation procedure”

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **SEVERE WEATHER EMERGENCY**

- **Britt Festivals will maintain a functional link with the local office of the National Weather Service (May thru September).**
- **In the event of a high priority warning from the National Weather Service (strong winds and local lightning strikes) the Production Manager or Director of Performing Arts (Classical Festival) will alert all supervisory staff and make a decision whether the concert should be stopped until storm passes or whether patrons should be asked to evacuate the venue for safer ground.**
- **If possible, make the decision to evacuate at least 10 minutes prior to the estimated arrival of storm.**
- **CEO will make a clear and specific announcement from the stage, warning patrons of the storm and advising them to take cover, evacuate to their cars or go downtown to wait out the storm.**
- **The Britt Festivals venue does not have significant shelter options for patrons to safely avoid lightning strikes or fallout from strong damaging winds.**

“See page 7 for evacuation procedure”

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **EARTHQUAKE EMERGENCY:**

*When strong earthquake is felt and you are outdoors:*

- Stay outside and stay away from any buildings, utility wires, sinkholes, fuel and gas lines.
- Once quake is over, Staff and volunteers should assess their immediate area for dangerous situations and also for any injuries.
- Following a quick assessment of the venue and an immediate evacuation is the prudent plan of action.....an evacuation announcement will be made from the stage area.

*When strong earthquake is felt and you are indoors:*

- **DROP** to your hand and knees before the earthquake knocks you down. This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under the shelter of a sturdy table or desk. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- If possible.....before shaking intensifies, quickly move away from glass, hanging objects and any tall furniture that may fall on you.
- Once quake is over, assess your immediate area for dangerous situations and also for any injuries.
- Carefully exit the building and move far enough away from the building in case things continue to fall.
- Call 911 to report any medical emergencies or fire. Just know that "FIRST RESPONDERS" will probably be in great demand all over the impact zone of an earthquake.

“See page 7 for evacuation procedure”

**BRITT FESTIVALS**  
350 First Street, Jacksonville, OR. 97530

**Civil Disturbance:**

- A minor disturbance will be dealt with initial by House Staff and Security Staff in hopes of quelling the situation.
- Should disturbance escalate into a major event.....call 911 immediately and also notify the CEO and Production Manager.

“See page 7 for evacuation procedure”

# **BRITT FESTIVALS**

350 First Street, Jacksonville, OR. 97530

## **BOMB THREAT** (may be delivered in person, by phone, mail or note):

- **Regardless, each threat must be taken seriously.**
- **If a phone threat.....do not hang up the phone.**
- **Try to write down and gain as much information from the caller as possible.**
- **Notify Production Manager, Director of House operations and CEO.**
- **Call 911.**
- **Remain calm as a hasty reaction may cause panic.**
- **In the event of a bomb threat, do not use radios or cell phones within a 50 foot radius of known or suspected object.**

*“See page 7 for evacuation procedure”*

## **ACTIVE SHOOTER**

- It could happen at any time and come from any direction.
- Planning for such an event is difficult due to the fact that chaos will ensue with people panicking and other people freezing out of fear.
- Therefore, Britt suggests the ABC'S PLAN:

A) Avoid – Run, Walk, Jump. Engage in any sort movement that makes you a difficult target, while getting you further away from the situation.

B) Barricade – If your only option is to remain stationary, find a way to firmly barricade yourself within a room or space.

C) Counter – If you are faced with an active shooter, knowing how to calmly respond or strategically attack could save your life.

S) Survive – Basic first aid knowledge could help a victim survive long enough for an emergency response team to arrive.