



Emergency Action Plan 2021

**Firefly Music Festival
2021 Emergency Action Plan**

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OVERVIEW

Firefly Music Festival is located at The Woodlands of Dover International Speedway. The Woodlands covers an area of more than 800 acres typically used for camping during Dover International Speedway events. The property at Dover International Speedway also includes a one-mile racing track, two permanent garages on the North and South end of the track, and open grandstands with a capacity of 85,000 persons. The Woodlands is split in to numbered lots outlined below for ease of reference.

Lot 1	Firefly Music Festival Camping Tollbooth & Tent Camping South Tent Camping
Lot 2	Firefly Music Festival Tent Camping South Tent Camping, Carefree Camping, Group & Super Group Camping, Elevated Camping
Lot 3	Firefly Music Festival Tent & RV Camping South Tent Camping, Standard RV
Lot 4	Firefly Music Festival RV Camping Standard RV
Lot 6	Firefly Music Festival Tent Camping Carefree Glamping
Lot 7	Firefly Music Festival Tent Camping South Tent Camping
Lot 8	Firefly Music Festival Tent Camping Elevated Camping, Basic Glamping, ADA Camping
Lot 9	Firefly Music Festival RV Camping Front Row RV
Lot 10	Firefly Music Festival
Lot 12	Firefly Music Festival Tent Camping Super Glamping, Peak Glamping
Lot 18	Firefly Music Festival Tent Camping North Tent Camping
Infield	Firefly Music Festival Tent & RV Camping Infield Glamping, Infield RV
Dover Mall	Firefly Music Festival Overnight Parking / Will Call / Parent D/O & Ride Share

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STATEMENT OF PURPOSE

The Firefly Music Festival Emergency Action Plan (EAP) is written to provide policy and procedures to protect people and property during an emergency situation. The purpose of the EAP is to minimize the risk of personal injury to attendees, participants and employees.

The EAP cannot address every possible scenario, but should be utilized as a guideline during an emergency situation. Every emergency contains an element of the unforeseen, which requires emergency personnel to be flexible in the mitigation of an emergency incident. Those involved with emergency operations should use this document to gain a clear understanding of what may be expected of them in the event of an emergency.

The EAP does not substitute response plans and procedures already in place by individual jurisdictions, but intends to inform agencies of such plans and their relation to Firefly Music Festival.

Firefly Music Festival has adopted the National Incident Management System (NIMS) as the standard incident management structure and Incident Command System (ICS) is the standard for on-scene emergency management. Both systems are used to organize operations for a broad spectrum of emergencies, from small to complex, both natural and manmade.

EMERGENCY ACTION PLAN ACTIVATION

The Joint Operation Center (JOC) will evaluate the severity of all incidents and make decisions on levels of response.

Upon implementation of the EAP, traffic and security plans will be put in place according to the Delaware Department of Transportation (DelDOT), the City of Dover Police and the Delaware State Police.

Upon notification of the activation of the EAP, senior leadership consisting of the Director of Public Safety for Dover International Speedway, the Firefly Music Festival Director, the Firefly Music Festival Production Manager, and the Firefly Music Festival Public Communications Officer will report to the JOC. This group will be deemed the POLICY GROUP. In the event that the POLICY GROUP cannot be joined, the SECONDARY POLICY GROUP may stand in as necessary.

The POLICY GROUP will decide:

- Whether to continue, delay or cancel the event in the face of the emergency and the appropriate action to take in either case; relations with and information to the media;

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- Legal issues, and all other management or administrative corporate questions and decisions.

Firefly Music Festival 2021 POLICY GROUP:

- Dover International Speedway Director of Public Safety: Jim Hosfelt
- Dover International Speedway President & CEO: Mike Tatoian
- Firefly Music Festival Director: Stephanie Mezzano
- Firefly Music Festival Production Manager: Jon Baden
- Firefly Music Festival Public Information Officer: Nick Trentacost
- AEG Presents Festivals Director of Health, Safety & Security: Johnny Romero

Firefly Music Festival 2021 SECONDARY POLICY GROUP:

- Gary Camp
- Michael Coco
- Josh Mohr
- Katelyn Yount
- Kelly Ford
- Gretchen Lent
- Inez Lopez

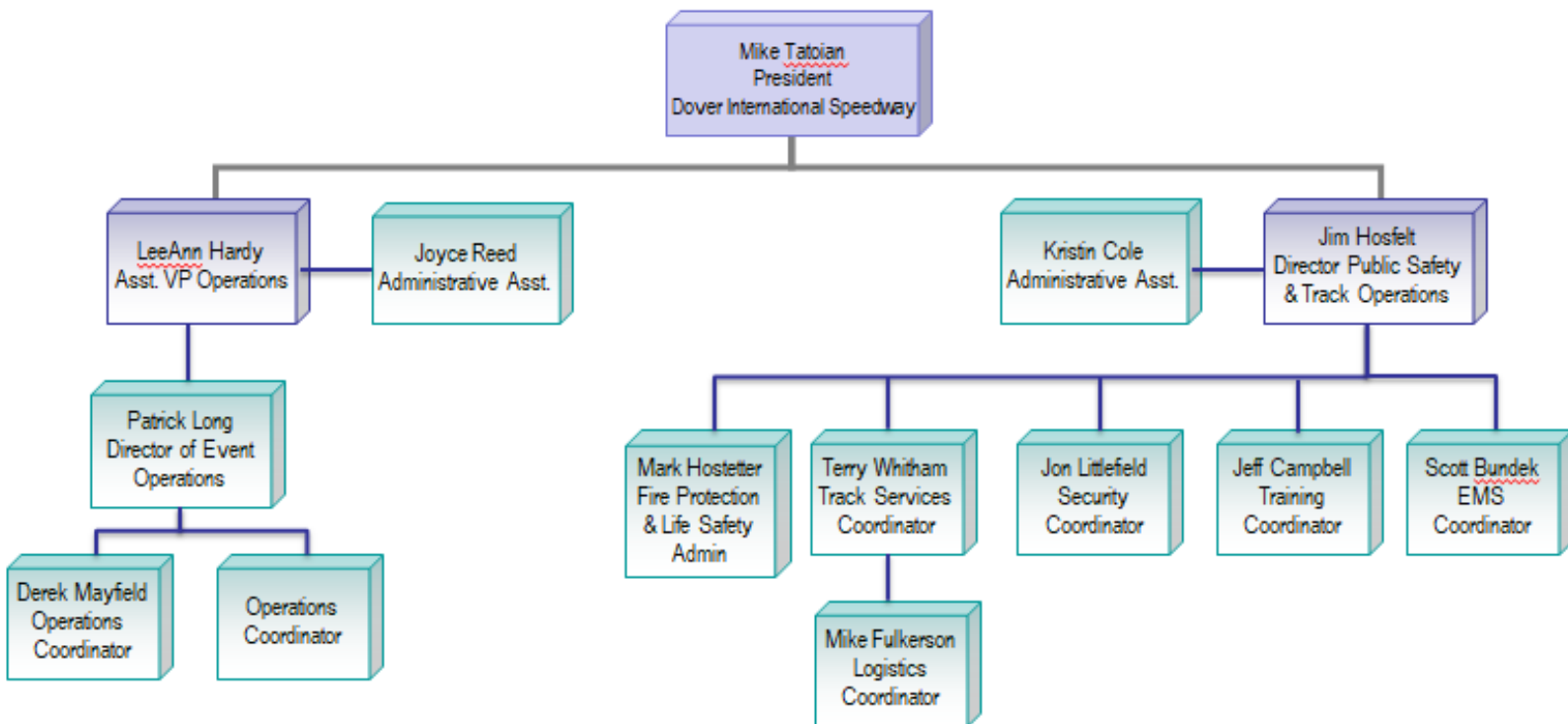
PLAN DEVELOPMENT

This plan will be reviewed regularly and updated as necessary.

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ORGANIZATIONAL CHART

DOVER INTERNATIONAL SPEEDWAY



**Firefly Music Festival
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AEG

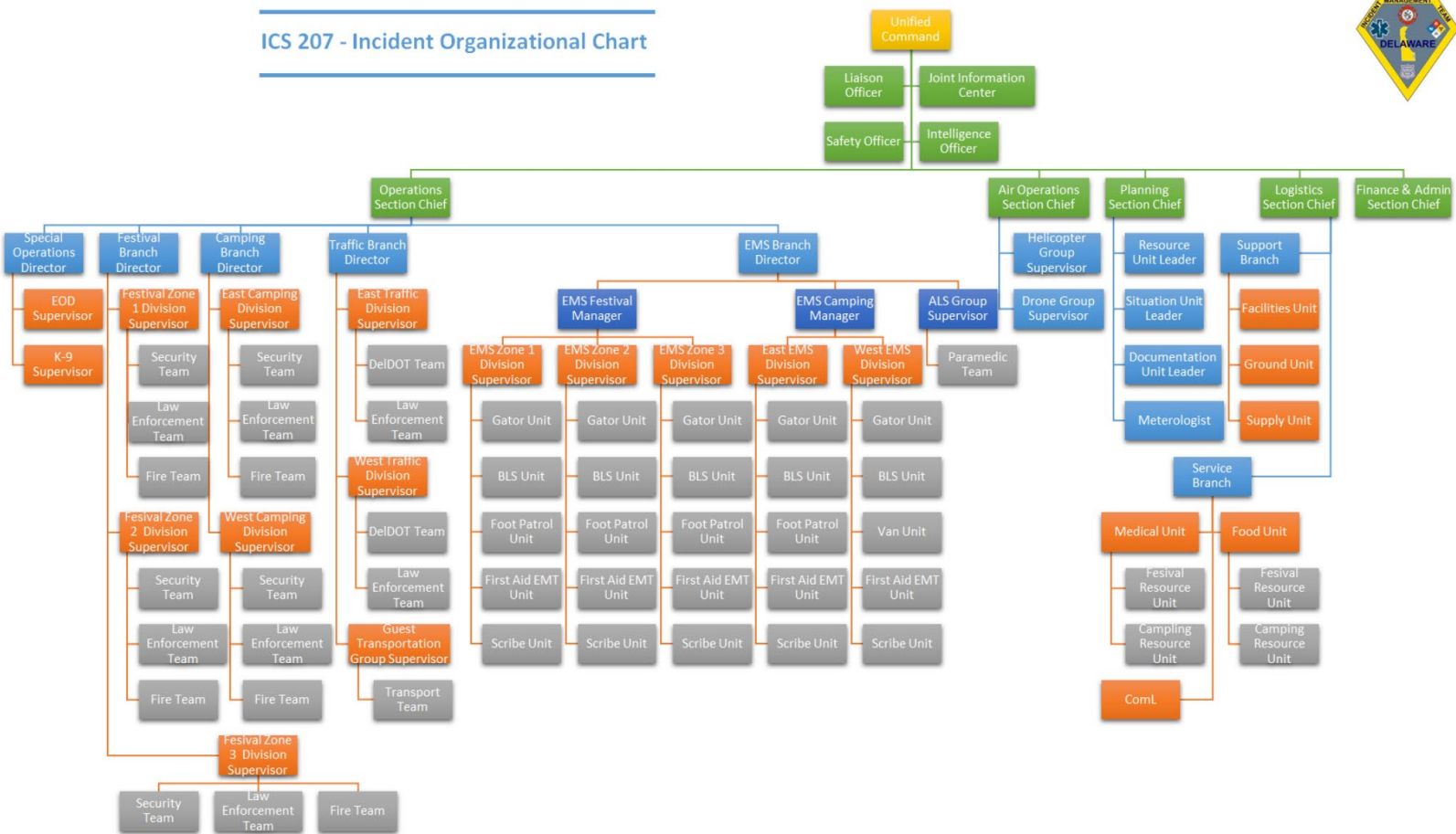
Stephanie Mezzano	Festival Director
Dereck Holland	Legal Counsel
Michael Coco	Festival Operations
Josh Mohr	Camping & Traffic Ops
Nick Trentacost	Public Relations
Kelly Ford	Festival Operations
Katelyn Yount	Production & Ticketing Ops
Woo Park	Marketing
Gretchen Lent	Financial Controller
Inez Lopez	Security Director

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FIREFLY MUSIC FESTIVAL

ICS INCIDENT ORGANIZATION CHART

ICS 207 - Incident Organizational Chart



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DISTRIBUTION LIST

EXTERNAL AGENCIES

- City of Dover Fire Marshal
- City of Dover Police Department
- Delaware State Police
- Delaware Emergency Management Agency (DEMA)
- Delaware Department of Transportation (DelDOT)
- Delaware Natural Resources and Environmental Control (DNREC)
- Dover Fire Department
- Kent County Public Safety

INTERNAL DEPARTMENTS

- Firefly Music Festival
- Dover International Speedway
- Anschutz Entertainment Group (AEG)

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APPENDIX A

EMERGENCY RESPONSE & COMMUNICATION PROCEDURES

DEPARTMENTS AND AGENCIES

Primary Agencies

- Firefly Music Festival
- Anschutz Entertainment Group (AEG)
- Dover International Speedway Public Safety
- Dover Fire Department
- Dover Police Department
- Delaware State Police

Support Agencies

- Delaware Department of Transportation (DelDOT)
- Department of Natural Resources and Environmental Control (DNREC)
- Delaware Emergency Management Agency (DEMA)
- City of Dover Emergency Management Agency
- Federal Bureau of Investigation

PURPOSE

To establish a procedure for informing Firefly Music Festival staff and partners to response by our public safety partners, and the communication procedures that will be utilized to support such a response to an incident at The Woodlands at Dover International Speedway.

SITUATION AND ASSUMPTIONS

It is the policy of Firefly Music Festival to treat every incident response by public safety personnel with appropriate support and effective communications.

It is important that each employee of Firefly Music Festival be provided with information and response protocols, and bears the responsibility of becoming familiar with such procedures to be properly implemented.

Emergency responders and personnel arriving at the scene of an emergency must report their arrival to the Joint Operation Center (JOC). The supervisor on the scene must gather information about the situation, access the capabilities of the first responders and request additional support if needed. An emergency call can be classified in to one of three levels (MINOR, SIGNIFICANT, and MAJOR incidents).

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Once the supervisor has made the determination as to the status of the emergency, the appropriate level must be transmitted as soon as possible to the Joint Operation Center (JOC).

TYPES OF INCIDENTS

Minor Incidents – Incidents encountered on a routine basis that can be mitigated by the response of one, but no more than two public safety units.

Significant Incidents – Incidents that would otherwise be classified minor with the exception that the end result is serious injury or death. Significant incidents shall be reported to the Joint Operations Center (JOC).

Major Incidents – Incidents that cause loss of life, injury or damage to property or the environment to a greater degree than occurs on a daily basis. Major incidents shall be reported to the Joint Operation Center (JOC) and the POLICY GROUP referenced in SECTION 1. In the event that a forward command post is established at the incident scene, then the POLICY GROUP shall report to the forward command post and the SECONDARY POLICY GROUP shall report to the Joint Operation Center (JOC).

EMERGENCY RESPONSE DIVISIONS

Emergency Medical Services

Kent County Public Safety Emergency Medical Services (EMS), under the direction of the EMS Branch Director shall be responsible for EMS throughout The Woodlands. EMT's and a Basic Life Support (BLS) unit will be staged at each First Aid location, the Fan Care Center and the main Back of House (BOH) Public Safety compound.

Fire / Rescue

The Dover Fire Department, under direction of the Fire Chief or their designee, shall be responsible for providing fire/rescue services throughout The Woodlands.

Security Operations

Dover International Speedway Security, under direction of the Camping Branch Manager shall be responsible for providing security services throughout the Campgrounds.

BCM Security, Alpha & Omega, Battle Tested Security, CSC Security, and Apex Security, under the direction of the Festival Branch Manager shall be responsible for providing security services throughout the Festival grounds.

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Security shall provide crowd control, secure emergency routes for responding vehicles, direct evacuation efforts, and control criminal activity. And concerns with staffing or the actions of the security officers shall be directed to the Dover International Speedway Director of Public Safety.

Dover Police Department

The Dover Police Department, under the direction of the Police Chief or their designee, shall be the primary police agency responsible for all law enforcement operations and investigations within the City of Dover, to include the property owned and operated by Dover International Speedway.

Delaware State Police

The Delaware State Police shall be the primary police agency responsible for all law enforcement operations and investigations outside the City of Dover. The Delaware State Police may also assist the Dover Police Department when called upon.

Transportation and Traffic

DeIDOT, GOAL and DART shall be utilized in the event of an evacuation or the need to transport large numbers of people to area medical facilities. With the assistance of law enforcement, this group shall be responsible for ensuring a clear means of access to and from the emergency scene.

Maintenance

Dover International Speedway maintenance staff, with the assistance of contracted agencies, shall be responsible for providing assistance in the area of heavy equipment, welding, utilities and elevators.

Joint Operations Center

The Joint Operations Center (JOC) is located on the southern end of Old Leipsic Road. The JOC shall contain representatives from Firefly Music Festival, Dover International Speedway, City of Dover Police, Delaware State Police, Kent County Public Safety, Dover Fire Department, DeIDOT, DEMA, the FBI and other law enforcement entities and contracted agencies.

The JOC shall be staffed by security, public safety, and operations dispatch personnel 24/7 beginning Wednesday, September 22, 2021, at 4:00 am through Monday, September 27, 2021, at 5:00 pm.

The dispatchers shall be responsible for the triage of all fire and EMS calls, and the dispatch of appropriate units.

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Representatives of Firefly Music Festival and Dover International Speedway management shall be in the JOC daily. These representatives shall act as a contact for resources required to mitigate any emergency situations.

It is anticipated that the JOC will remain functional during most emergencies. In the event that an incident occurs that may prevent the proper operation of the center, then the agencies represented in the JOC will determine a forward command location to relocate.

Public Information

Nick Trentacost is the designated Public Information Officer for Firefly Music Festival. Gary Camp is the designated Public Information Officer for Dover International Speedway. The Public Information Officer (PIO) is responsible for official press releases and interaction with the media. In the event of a major incident, the Dover International Speedway PIO shall arrange a time and place for a joint press conference involving partner agencies. These may include:

- Bayhealth Medical
- City of Dover
- Dover Police Department
- Delaware State Police
- Delaware Department of Transportation
- Kent County Public Safety

Possible locations for such a press conference are restricted to the activities at that time. Possible locations include the Dover International Speedway Turn 1 Media Center, the Infield Media Center, the Joint Operation Center Parking Area or the Media Compound in the festival.

Press releases shall be coordinated between Dover International Speedway and Firefly Music Festival.

Public Address Audio

The stage audio PA may be utilized for public addresses in the event of evacuation or cancellation procedures. Prior to the start of the event, Firefly Music Festival management will provide emergency messaging to the stage managers to be used for event evacuation or cancellation. Announcements will be issued upon authorization from the POLICY GROUP under guidance from the Public Information Officers.

Communications

All Fire and EMS operations will be conducted on K-IOP4 frequencies. In the event that a second channel is needed, those operations will be conducted on SW-IOP4. Per the Dover Fire Department, plain language will be utilized for fire and EMS response. Units shall follow

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standard operating guidelines for information and procedures on transporting to off-site medical facilities.

In the event that a fire or hazardous materials incident requires off-site resources, the incident will remain on K-IOP4 and all incoming units dedicated to that incident will switch to this frequency. All other operations will be switched by dispatch to a secondary channel.

In the event that additional channels are needed for operations, designated radio channels such as MCI, KNTMA1 and KNTMA2 could be utilized. The transport sector would communicate to Kent Center via KMEMSOP1.

Law Enforcement agencies will operate on the following frequencies:

- Dover Police: K-IOP2
- Assisting Police Departments: K-IOP2
- Delaware State Police: S-IOP2
- Additional Available Talk Group: SWIOP2
- DelDOT Primary Traffic Operations Talk Group: SWIOP1
- Communications between DelDOT and DSP: S-IOP2
- SWMA can be used for any interagency communications required

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APPENDIX B

COMMUNICATIONS & TALK GROUPS

INCIDENT RADIO COMMUNICATIONS PLAN			Incident Name FireFly Event			Date/Time Prepared 9/10/21			Operational Period Date/Time 09/22/21 to 09/27/21		
Ch #	Function	Channel Name/Trunked Radio System	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or	Remarks
1	Event Command	K-IOP1	All							D	All Agencies
2	Law Enforcement	K-IOP2	LE							D	Law Enforcement- All Agencies
3	Law Enforcement	SWIOP2	Secondary							D	Secondary Talkgroup
4	Law Enforcement	8TAC91	Failure							D	System Failure
5	Traffic	SWIOP1	Traffic							D	Traffic Primary Operations
6	Traffic	K- TRAFFIC	Secondary							D	Secondary Talkgroup
7	Traffic	8TAC93	Failure							D	System Failure
8	Fire/EMS	K-IOP4	Fire & EMS Units							D	Fire & EMS Operations
9	Fire/EMS	SW-IOP4	Secondary							D	Secondary Talkgroup
10	Fire/EMS	S-IOP1	EMS							D	Med Control
11	Fire/EMS	S-IOP2	EMS							D	Med Festival - Tents
	Fire/EMS	S-IOP4	EMS							D	Camping Branch F & E
12	Fire/EMS	8TAC94	Failure							D	System Failure
13	Special Op's	K-IOP3	JHAT						ENCRYP	D	EOD,DNREC & CST(Viper)
14	Special Op's	SWIOP3	Secondary						ENCRYP	D	Secondary Talkgroup
15	Special Op's	8TAC91	Failure							D	System Failure
16	Primary Health	SWHOS	Hospital						ENCRYP	D	Public Health/Hospitals
	Fire/EMS	KNTMA1	Unassigned							D	Additional Talk Group
	Law Enforcement	KNTMA2	Unassigned							D	Additional Talk Group
	Traffic	SWMA	Unassigned							D	Additional Talk Group
	Fesitival Ops	COMMAND CENTER	JOC	451.45	D047		456.45	D047		D	Emergency Call In

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APPENDIX C

COMMUNICATIONS & POSITIONS, NAMES & CONTACTS

RADIO CHANNELS 2021

ZONE 1 - PRODUCTION 1	
1	EMERGENCY
2	DISPATCH
3	PRODUCTION
4	STAGE 1 - FIREFLY - STAGE MGMT
5	STAGE 1 - FIREFLY - MOUNTAIN
6	STAGE 1 - FIREFLY - SCREENWORKS
7	STAGE 1 - FIREFLY - 8 DAY
8	STAGE 1 - FIREFLY - TAG
9	STAGE 2 - BACKYARD - STAGE MGMT
10	STAGE 2 - BACKYARD - STAGELINE
11	STAGE 2 - BACKYARD - SCREENWORKS
12	STAGE 2 - BACKYARD - RAT
13	STAGE 2 - BACKYARD - PRG
14	STAGE 5 - TREEHOUSE
15	STAGE 6 - NEST
16	SUPPER CLUB /NORTH HUB

ZONE 2 - PRODUCTION 2	
1	EMERGENCY
2	DISPATCH
3	PRODUCTION
4	STG 3 - WONDER - STAGE MGMT
5	STG 3 - WONDER - STAGELINE
6	STG 3 - WONDER - SCREENWORKS
7	STG 3 - WONDER - RAT
8	STG 3 - WONDER - PRG
9	STG 4 - PAVILION - STAGE MGMT
10	STG 4 - PAVILION - LIGHT ACT/IMG ENG.
11	STG 4 - PAVILION - 8DAY/SCREENW
12	STG 4 - PAVILION - SYM. LABS
13	ARTIST TRANSPORTATION
14	ARTIST HOSPITALITY
15	ARTIST RELATIONS
16	RF COORDINATION

ZONE 3 - INFRASTRUCTURE	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	QM/SUPPLY CHAIN
5	MARSHAL YARD
6	MOTORPOOL
7	CAMPING OPS
8	FF TEAM
9	TENTS & FENCING
10	CONSTRUCTION
11	CAT POWER/FUEL
12	WIFI
13	BEARCOM
14	PORTOS & WATER
15	WASTE OPERATIONS
16	GOLDENVOICE

ZONE 4 - FEST EXPERIENCE	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	QM/SUPPLY CHAIN
5	MARSHAL YARD
6	DECOR
7	LIGHTING
8	FF TEAM
9	SPONSORSHIP TEAM
10	HOSPITALITY
11	VIP SHUTTLES
12	CONSTRUCTION
13	ALCOHOL MGMT
14	MERCH
15	LOCKERS
16	MARKETING/MEDIA

ZONE 5 - F&B / STAFFING	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	QM/SUPPLY CHAIN
5	MARSHAL YARD
6	ALCOHOL MGMT
7	ALCOHOL OPS/DISPATCH CREW
8	ICE
9	N/A BEVERAGE
10	BBC FOOD / VENDORS
11	CATERING
12	SQUARE
13	ACCOUNTING
14	WASTE OPERATIONS
15	
16	


ZONE 6 - GATES & CS	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	QM/SUPPLY CHAIN
5	CREDS & WILL CALL
6	BOX OFFICE & GUEST SERVICES
7	FF TEAM
8	ACCESSIBILITY
9	LOST & FOUND
10	RFID
11	HR/STAFFING
12	SQUARE
13	ACCOUNTING
14	TALENT
15	COVID & HSA
16	MERCH

ZONE 7 - CAMPING	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	CAMPING OPS
5	CAT POWER/FUEL
6	ICE
7	PARKING & TOLL BOOTH OPS
8	FF TEAM
9	PORTOS/WATER
10	WASTE OPS
11	ACCOUNTING
12	STOUT TENTS
13	UNDER CANVAS
14	GENERAL STORE
15	SHUTTLES
16	TENTS & FENCING

ZONE 8 - MARKETING & SPONSOR	
1	EMERGENCY
2	DISPATCH
3	SITE OPS
4	QM/SUPPLY CHAIN
5	MARKETING/MEDIA
6	VIDEO
7	PHOTO
8	FF TEAM
9	SPONSORSHIP TEAM
10	ALCOHOL MGMT
11	AEG STUDIOS
12	BUD LIGHT
13	THREE OLIVES
14	RED BULL
15	MANDOLIN
16	

ZONE 9 - PUBLIC SAFETY	
1	EMERGENCY
2	DISPATCH
3	APEX
4	BCM
5	BATTLE TESTED
6	CSC - STAGE (1 2 3)
7	CSC - STAGE (4 5 6)
8	CSC - TALKAROUND
9	DIS - CAMPING WEST
10	A & O
11	EPI
12	EMS/FIRE LOGISTICS
13	NORTH HUB
14	TRAFFIC
15	PARKING
16	DOT

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Dover International Speedway - FIREFLY 2019 - Emergency Services Phone List			
JOC - (302) 883-6753 / (302) 883-6757			
 Command Center Ext.		D.I.S Office Extensions & Cell #'s	
Conference Rm	(302)883-6764	Jim Hosfelt x. 6516	(302) 363-3414
Delaware State Police	(302)883-6765	Kristin Cole x. 6513	(302) 233-1369
DeIDOT	(302)883-6774	Jon Littlefield x. 6512	(302) 270-2126
Dover Fire Dept	(302)883-6755	Terry Whitham x. 6527	(302) 399-6472
Dover Police Dept	(302)883-6751 (302)883-6766	Mark Hostetter x. 6514	(302) 363-6942
Fax Machine - JOC	(302)883-6762	Scott Bundek x. 6518	(302) 363-5455
Front Entrance	(302)883-6763	Jack Wilson	(302) 358-9452
Logistics Room	(302)883-6772	D.I.S Security Supervisor Cell #'s	
Kent County 911	(302)883-6752 (302)883-6758 (302)883-6768 (302)883-6776	Allan Brown III	(302) 287-3473
AEG Representative	(302)883-6596	Mark Hester	(302) 270-0412
Security - BCM	(302)883-6767	Robert Laird	(302) 540-2408
Security - CSC	(302)883-6769	Diane Metsch	(302) 670-6334
Security - D.I.S	(302)883-6757	Vincent Perry	(302) 841-8314
Security - D.I.S Kristin Cole	(302)883-6753 (302)883-6513	Michael Roth	(302) 536-3028
Security - RMC	(302)883-6756	Mollie Roth	(302) 242-2225
Surveillance	(302)883-6773	Matthew Salter	(302) 535-1733
Unified Command	(302) 883-6775	Michael Steindl	(302) 242-6059
		Boyd Sykes Sr.	(302) 241-9180
		Eric Wagner	(302) 598-9919
		Ryan Walker	(302) 264-7437
		Justin Viens	(302) 359-2501
		James Gooch Jr	(302) 222-8981
		Katie Shaw	(302) 535-7831
		Brandon Trapp	(989) 415-3803
		Fan Care Center Office Exts.	
		Direct Line	(302) 883- 6700
		Nurses Station	(302) 883- 6701
		Treatment Room	(302) 883- 6703
		Fire/EMS- Line 1	(302) 883- 6705
		Fire/EMS- Line 2	(302) 883- 6706
		Fax Line	(302) 883- 6690
		D.I.S EMS Supervisor Cell #'s	
		Scott Bundek	(302) 363-5455
		Brandon Olenik	(302) 363-6877
		Dave Abramson	(302) 242-8165
		AJ Hauck	(302) 332-7999
		Jacob Morente	(302) 420-3307
		Chris Clough	(302) 745-0798
		Sean Chudzik	(302) 521-9380
		Ed Strouse	(302) 603-5343
		Greg Murray	(302) 943-0407
		Heather Miller	(443) 553-0127
		Steve Galvin	(315) 730-0560
		Terry Clark	(302) 438-2603

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Dover International Speedway - FIREFLY 2019 - Emergency Services Cell Phone List			
JOC - (302) 883-6753 / (302) 883-6757			
Alcohol Trailer		DIAC - (302)739-5996	
		Capt. Joshua Bushweller	(302) 668-7630
ATF		Lt. Dave Hake	(302) 741-2820
at	(302) 275-0369	Sgt. Chris Sutton	(302) 741-2759
Bayhealth		Dover Fire Dept.	
	(302) 222-5861	David Carey	(302) 382-6743
		Deputy Chief Smetana	(302) 363-5568
DelDOT		DNREC	
thy	(302) 242-9527	Jamie Bethard	(302) 632-0264
DelDOT		Kent County Dept. of Public Safety	
dson	(302) 222-5907	John Tinger	(302) 740-3814
	(302) 222-5971	Megan Cox	(302) 757-5715
	(302) 943-0503	Kevin Sipple	(302) 632-6161
	(302) 222-5974	Colin Faulkner	(302) 359-1350
	(302) 222-5979	Dan McLaughlin	(302) 270-5611
		Rob Watts	(302) 382-2300
DEMA		FBI	
	(302) 893-2512	CSC Stage Managers	
Delaware Public Health			
	(302) 531-5396		
Delaware State Fire Marshal			
chio	(302) 593-9002		
EMS Compound			
Delaware State Police			
/ Layfield			
x	(302) 632-0388		
man	(302) 562-6920		
cellaro (EOD, JHAT)	(302) 853-0003		
Dover Fire Marshal			
	(302) 535-5713		
Dover Police Dept.		Harris Towing	
Spicer	(302) 363-5388		(302) 736-9901
Kober	(302) 632-9598		
Hermance	(302) 632-7754		
Robbins	(302) 272-0472		
tzi	(302) 222-1444		

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APPENDIX D

FIRE EMERGENCIES

DEPARTMENTS AND AGENCIES

Primary Agencies

- Dover International Speedway Public Safety
- Dover Fire Department

Support Agencies

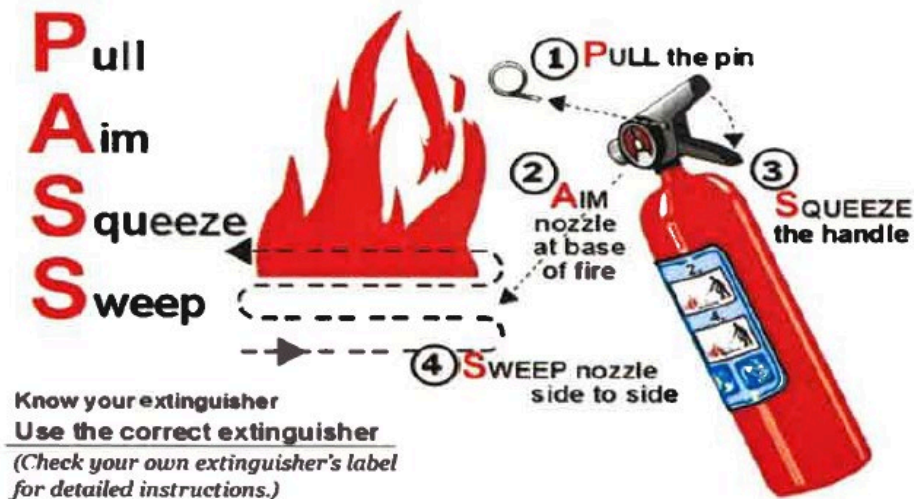
- Little Creek Fire Department
- Dover Police Department

INITIAL RESPONSE

In the event of a fire, Firefly Music Festival staff shall **STAY CALM** and immediately alert co-workers in the area.

One person shall be designated to report the fire to the Join Operation Center (JOC) via radio or dialing 911. This person shall give the dispatcher their name, location and what exactly is on fire. Another person shall attempt to extinguish the fire by means of portable fire extinguisher.

To operate an extinguisher:



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NOTE: If only one person is in the area, the fire should be reported prior to any other actions.

If the fire cannot be extinguished safely with the fire extinguisher, **CALMLY** evacuate guests and employees from the area.

EMERGENCY RESPONDERS

Joint Operation Center dispatch shall send the nearest available Dover Fire unit. Based on information received, the Officer in Charge (OIC) may request a full response. In the event of a full response, incoming units will switch to K-IOP4 for operations.

Dispatch shall notify security and law enforcement personnel to respond for crowd control.

The first arriving fire unit shall give a situation report and request additional resources when necessary.

When arriving to the incident, the Fire OIC shall notify the JOC if additional units are necessary, and dispatch shall notify Dover Police Department and DelDOT of any additional responding apparatus so they may assist in the response of these units.

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APPENDIX F
FIREFLY MUSIC FESTIVAL SCHEDULE

	FIREFLY	WONDER	PAVILION	TREEHOUSE	THE NEST
12:00pm					
1:00pm					
2:00pm					
3:00pm	PEACH FACE 3:00 PM - 3:30 PM		CRAY 3:15 PM - 4:00 PM		TEDDY BEATS 3:00 PM - 4:00 PM
4:00pm	MICHIGANDER 4:00 PM - 4:45 PM	EYEBAWL 3:30 PM - 4:00 PM		POSITIVE MOVEMENT DRUMLINE 4:15 PM - 4:45 PM	DEANA SOPHIA 4:00 PM - 5:15 PM
5:00pm		ROBERT DELONG 4:45 PM - 5:15 PM	DR. FRESCH 4:45 PM - 5:30 PM		
6:00pm	TURNSTILE 5:15 PM - 6:00 PM			DEL WATER GAP 5:30 PM - 6:00 PM	RIZA B2B MAKZ 5:15 PM - 6:45 PM
7:00pm	GIRL IN RED 6:45 PM - 7:30 PM	THE HU 6:00 PM - 6:45 PM	HIPPIE SABOTAGE 6:15 PM - 7:15 PM	REDVEIL 6:45 PM - 7:15 PM	RACECARBED 6:45 PM - 8:15 PM
8:00pm		MISSIO 7:30 PM - 8:15 PM	REGARD 7:45 PM - 8:45 PM	SERENA ISIOMA 7:45 PM - 8:15 PM	
9:00pm	PHOEBE BRIDGERS 8:15 PM - 9:15 PM				BABY WEIGHT 8:15 PM - 9:45 PM
10:00pm		TATE MCRAE 9:15 PM - 10:00 PM	MARC REBILLET 9:30 PM - 10:30 PM	CAROLESDAUGHTER 9:00 PM - 9:30 PM	
11:00pm	BILLIE EILISH 10:15 PM - 11:45 PM			KENNY MASON 10:00 PM - 10:30 PM	SNBRN 9:45 PM - 11:30 PM
12:00am					
1:00am					
2:00am					

**Firefly Music Festival
2021 Emergency Action Plan**

<div>  <div> FRIDAY, SEPT. 24 </div> </div>							
<div> <div>FIREFLY</div> <div>BACKYARD</div> <div>WONDER</div> <div>PAVILION</div> <div>TREEHOUSE</div> <div>THE NEST</div> <div>BUD LIGHT Seltzer Sessions</div> </div>							
12:00pm							
1:00pm			PRESSING STRINGS 12:30 PM - 1:00 PM			DR. FRESH 12:00 PM - 1:15 PM	
2:00pm			POM POM SQUAD 1:30 PM - 2:00 PM			RACECARBED 1:15 PM - 2:30 PM	
3:00pm	ANNA OF THE NORTH 2:15 PM - 2:45 PM						ROZET 2:15 PM - 2:45 PM
4:00pm	WHITE REAPER 3:30 PM - 4:15 PM	DUCKWRTH 2:45 PM - 3:30 PM	ROYAL & THE SERPENT 2:45 PM - 3:30 PM	CASSY 3:30 PM - 4:15 PM	ROZET 3:45 PM - 4:30 PM	VEIL 3:45 PM - 5:00 PM	ST. PANTHER 3:30 PM - 4:00 PM
5:00pm	JUDAH AND THE LION 5:00 PM - 5:45 PM	KENNYHOOPLA 4:00 PM - 4:45 PM	PEACH PIT 4:15 PM - 5:00 PM	ALUNA (DJ SET) 4:45 PM - 5:30 PM			DES ROCS 5:00 PM - 5:30 PM
6:00pm		FLO MILLI 5:30 PM - 6:15 PM	ARLO PARKS 5:45 PM - 6:30 PM		ALMOST MONDAY 5:30 PM - 6:15 PM	SNBRN 5:00 PM - 6:15 PM	
7:00pm	BAND OF HORSES 6:30 PM - 7:30 PM			SURF MESA 6:15 PM - 7:15 PM		BABY WEIGHT 6:15 PM - 7:30 PM	
8:00pm		IANN DIOR 7:15 PM - 8:00 PM	TAKING BACK SUNDAY 7:30 PM - 8:15 PM		ST. PANTHER 7:00 PM - 7:45 PM	CHOMPPA 7:30 PM - 8:45 PM	
9:00pm	CAGE THE ELEPHANT 8:15 PM - 9:15 PM			CLOZEE 8:00 PM - 9:00 PM			
10:00pm		WIZ KHALIFA 9:15 PM - 10:15 PM	SYLVAN ESSO 9:30 PM - 10:30 PM		REIGNWOLF 9:15 PM - 10:15 PM	RIZA B2B MAKZ 8:45 PM - 10:00 PM	
11:00pm	THE KILLERS 10:45 PM - 12:15 AM			CHRIS LAKE 10:15 PM - 11:30 PM		NOTLÖ 10:00 PM - 11:15 PM	
12:00am						ROSSY 11:15 PM - 12:30 AM	
1:00am		REZZ 12:30 AM				MURDA BEATZ 12:30 AM - 1:45 AM	
2:00am							

Firefly Music Festival
2021 Emergency Action Plan

<div> <div> FIREFLY <small>SEPT. 23-26, 2021 • THE WOODLANDS • DOVER, DE</small> </div> <div> SATURDAY, SEPT. 25 </div> </div>							
	FIREFLY	BACKYARD	WONDER	PAVILION	TREEHOUSE	THE NEST	BUD LIGHT SELTZER SESSIONS
12:00pm						TEDDY BEATS 12:00 PM - 1:15 PM	
1:00pm			MICKY JAMES 12:30 PM - 1:00 PM				
2:00pm		RDGLDGRN 1:45 PM - 2:15 PM	LAUNDRY DAY 1:30 PM - 2:00 PM			RIZA B2B MAKZ 1:15 PM - 2:30 PM	
	DES ROCS 2:15 PM - 2:45 PM			MADDS 1:45 PM - 2:45 PM			MIDDLE KIDS 2:15 PM - 2:45 PM
3:00pm		JXDN 2:45 PM - 3:30 PM	TAYLOR BENNETT 2:45 PM - 3:30 PM			BABY WEIGHT 2:30 PM - 3:45 PM	
4:00pm	TBD 3:30 PM - 4:15 PM			GG MAGREE AND MIJA 3:30 PM - 4:15 PM			ALMOST MONDAY 3:30 PM - 4:00 PM
		SUB URBAN 4:00 PM - 4:45 PM	BADFLOWER 4:15 PM - 5:00 PM		MARIA ISABEL 3:45 PM - 4:30 PM	NOTLÖ 3:45 PM - 5:00 PM	
5:00pm	OLIVER TREE 5:00 PM - 5:45 PM			ELOHIM 4:45 PM - 5:30 PM			REIGNWOLF 5:00 PM - 5:30 PM
6:00pm		\$NOT 5:30 PM - 6:15 PM	REMI WOLF 5:45 PM - 6:30 PM		BINKI 5:30 PM - 6:15 PM	QRTR 5:00 PM - 6:15 PM	
7:00pm	DOMINIC FIKE 6:45 PM - 7:45 PM			CARIBOU 6:15 PM - 7:15 PM		MANILA KILLA 6:15 PM - 7:30 PM	
8:00pm		BLACKBEAR 7:30 PM - 8:15 PM	STILL WOZZY 7:45 PM - 8:30 PM		NOGA EREZ 7:00 PM - 7:45 PM	ROSSY 7:30 PM - 8:45 PM	
9:00pm	GLASS ANIMALS 8:30 PM - 9:30 PM			DUKE DUMONT 8:15 PM - 9:15 PM		RACECARBED 8:45 PM - 10:00 PM	
10:00pm		RODDY RICCH 9:15 PM - 10:15 PM	KHRUANGBIN 9:30 PM - 10:30 PM		DEEP SEA DIVER 9:15 PM - 10:00 PM		
11:00pm				MADEON 10:15 PM - 11:15 PM		BLOSSOM 10:00 PM - 11:15 PM	
12:00am	TAME IMPALA 11:00 PM - 12:30 AM					CHOMPPA 11:15 PM - 12:30 AM	
1:00am		DIPLO 12:30 AM				VEIL 12:30 AM - 1:45 AM	
2:00am							

**Firefly Music Festival
2021 Emergency Action Plan**

<div>  <div> SUNDAY, SEPT. 26 <small>SEPT. 23-26, 2021 • THE WOODLANDS • DOVER, DE</small> </div> </div>							
	FIREFLY	BACKYARD	WONDER	PAVILION	TREEHOUSE	THE NEST	BUD LIGHT SELTZER SESSIONS
12:00pm						ROSSY 12:00 PM - 1:15 PM	
1:00pm			HOKO 12:30 PM - 1:00 PM				
2:00pm		CLEVER 1:45 PM - 2:15 PM	CLAUD 1:30 PM - 2:00 PM	LP GIOBBI 1:45 PM - 2:45 PM		CHOMPPA 1:15 PM - 2:30 PM	
3:00pm	ORION SUN 2:00 PM - 2:45 PM	LION BABE 2:45 PM - 3:30 PM	MIDDLE KIDS 2:45 PM - 3:30 PM			BABY WEIGHT 2:30 PM - 3:45 PM	CANNONS 2:15 PM - 2:45 PM
4:00pm	CANNONS 3:30 PM - 4:15 PM	DENZEL CURRY 4:00 PM - 4:45 PM	RITT MOMNEY 4:15 PM - 5:00 PM	LOST FREQUENCIES 3:30 PM - 4:15 PM		VEIL 3:45 PM - 5:00 PM	BINKI 3:30 PM - 4:00 PM
5:00pm	MT. JOY 5:00 PM - 5:45 PM			KIM PETRAS 4:45 PM - 5:30 PM			
6:00pm		NELLY 5:30 PM - 6:15 PM	GRANDSON 5:45 PM - 6:30 PM		JORDY 5:30 PM - 6:15 PM	BLOSSOM 5:00 PM - 6:15 PM	
7:00pm	SOFI TUKKER 6:30 PM - 7:30 PM			TREVOR DANIEL 6:15 PM - 7:00 PM		RACECARBED 6:15 PM - 7:30 PM	
8:00pm		MEGAN THEE STALLION 7:15 PM - 8:15 PM	LOVELYTHEBAND 7:45 PM - 8:30 PM		ROLE MODEL 7:00 PM - 7:45 PM	RIZA B2B MAKZ 7:30 PM - 8:45 PM	
9:00pm	PORTUGAL THE MAN 8:30 PM - 9:30 PM			BIG WILD 8:15 PM - 9:15 PM	GRACIE ABRAMS 8:45 PM - 9:30 PM	QTR 8:45 PM - 10:00 PM	
10:00pm		SLANDER 9:45 PM - 10:45 PM	MACHINE GUN KELLY 9:30 PM - 10:30 PM				
11:00pm	LIZZO 10:30 PM - 12:00 AM				LOVELYTHEBAND 10:30 PM - 11:00 PM	NOTLÖ 10:00 PM - 11:45 PM	
12:00am							
1:00am							
2:00am							

**Firefly Music Festival
2021 Emergency Action Plan**

APPENDIX G

ADVERSE WEATHER CONDITIONS

DEPARTMENTS AND AGENCIES

Primary Agencies

- Firefly Music Festival / AEG (Anschutz Entertainment Group)
- Dover International Speedway Public Safety
- National Weather Service
- Dover Fire Department
- Dover Police Department
- Delaware State Police

Support Agencies

- Delaware Department of Transportation (DelDOT)
- Delaware Emergency Management Agency (DEMA)
- City of Dover Emergency Management Agency

Firefly Music Festival and Dover International Speedway monitor severe weather alerts from the National Weather Service. A staff meteorologist present in the Joint Operation Center (JOC) will provide routine updates throughout the entirety of the event to assure the safety of guests and staff.

When severe weather alerts have been issued for the greater Dover area, these can be communicated utilizing ISS 24/7, group text messaging, radio all calls and other means available to make notifications to staff.

Upon determining that weather conditions may threaten the safety of guests, the POLICY GROUP will be notified through the chain of command. Consideration will be given based upon how much time is available before the weather's impact and the time needed for fans to evacuate the grounds. In all cases, the safety of the guests, staff and emergency responders is of paramount importance. In the event of impending severe weather, the POLICY GROUP will coordinate evacuation of guests and staff working in conjunction with operations staff and the PIO. Public Safety agencies will be used to coordinate any such evacuation.

In the event of long duration severe weather, the POLICY GROUP will determine whether event cancellation is required.

Firefly Music Festival 2021 Emergency Action Plan

CLASSIFICATIONS OF ALERTS / PREPAREDNESS

Weather Monitoring

- **ADVISORY** – Same day, potential storm greater than 200 miles from venue
- **THUNDERSTORM WATCH** – 60 minutes and greater than 40 miles from venue
- **THUNDERSTORM WATCH** – 30 minutes and greater than 20 miles from venue
- **THUNDERSTORM WATCH** – 20 minutes and greater than 18 miles from venue
- **THUNDERSTORM WARNING** – 10 minutes and less than 6 miles from venue
- **TORNADO WATCH** – Begin evacuation
- **ALL CLEAR** – Last strike 15 minutes and greater than 10 miles away
- **ALL CLEAR** – Last strike 30 minutes and greater than 18 miles away

1. Weather Advisory

indicates that the forecast currently calls for the potential for severe weather that day. This level will typically be issued at the beginning of an event operational period (am or pm). At this procedures for severe weather events.

2. Weather Watch

indicates that an actual storm has developed and if it continues on its current path would affect the event. This level is typically implemented one to two hours prior to impact.

3. Weather Warning

indicates that an actual storm has developed and if it continues on its current path will affect the event. The warning level is typically issued approximately one hour prior to impact with the anticipation that patron evacuation procedures will be implemented 40 minutes prior to impact. At this point departments should begin to secure areas based on their plan.

4. Evacuation Implementation

indicates that the storm is forecast to maintain its track and the festival will be evacuated. While all patrons are directed to exit the festival and return to their vehicles staff shall complete securing proceed to their dedicated staff relocation point.

Firefly Music Festival 2021 Emergency Action Plan

RESPONSE TRIGGERS

As weather builds, representatives within the JOC will communicate with the POLICY GROUP. When certain thresholds are met and in agreement with the POLICY GROUP, the appropriate order will be given for distribution, notification and posting of prepared weather statements.

The weather thresholds for Firefly Music Festival consideration are:

- Wind gusts 35 mph or greater
- Cloud-to-ground lightening within 40 miles of the venue

As situations allow, a 90-minute notice of any possible hazards to warrant evacuation will be communicated to the JOC and POLICY GROUP.

Once a decision has been made by the POLICY GROUP, appropriate weather notification messages will be distributed to the stage managers for immediate posting and announcement.

The PIO will notify social media and marketing designees to communicate the appropriate weather notification messages to Firefly Music Festival's social media channels, mobile app, website and e-mail list(s).

Firefly Music Festival will be responsible for notifying festival staff and supporting external partners of any approaching weather emergencies and evacuation protocols.

WHAT GUESTS SHOULD KNOW

The Woodlands at Dover International Speedway does not provide adequate protection from high winds or tornadoes. There is no basement or approved tornado shelter on property, and personal protection is the individual's responsibility. Guests are encouraged to monitor weather closely and take necessary precautions to ensure their own safety. If outdoors without access to adequate shelter, take shelter in vehicles.

RESUMING THE EVENT AFTER LIGHTNING

Firefly Music Festival consults with a staff meteorologist who uses real-time lightning data to determine if and when the festival can continue to operate in a safe environment. Certain parameters must be met before the festival can resume

- The threat of lightning strikes must have moved beyond 8 miles from the festival site
- The storm motion is taking the lightning activity away from the venue

Firefly Music Festival
2021 Emergency Action Plan

EVENT POSTPONEMENT / CANCELLATION

In the event that the POLICY GROUP determines that the weather conditions do not permit the event to be safely re-opened or completed, they may determine to postpone or cancel the event. The appropriate announcements will be communicated via the PIO and designated support teams. Revisions to the event schedule will be coordinated by the appropriate officials.



**TODAY'S REMAINING SHOWS
HAVE BEEN POSTPONED
STAY TUNED TO THE
FIREFLY APP AND SOCIAL
MEDIA FOR FURTHER UPDATES**



**TODAY'S REMAINING
SHOWS HAVE BEEN
POSTPONED.
STAY TUNED TO THE
FIREFLY APP AND
SOCIAL MEDIA FOR
FURTHER UPDATES**





**THE CURRENTLY SCHEDULED
SHOW ON THIS STAGE
HAS BEEN POSTPONED
STAY TUNED TO THE
FIREFLY APP AND SOCIAL
MEDIA FOR FURTHER UPDATES**



**THE CURRENTLY
SCHEDULED SHOW
ON THIS STAGE HAS
BEEN POSTPONED.
STAY TUNED TO THE
FIREFLY APP AND
SOCIAL MEDIA FOR
FURTHER UPDATES**





**PLEASE EXIT
THE FESTIVAL GROUNDS**



**PLEASE EXIT
THE FESTIVAL
GROUNDS**





**PLEASE EXIT
THE FESTIVAL GROUNDS**



**PLEASE EXIT
THE FESTIVAL
GROUNDS**





**SEVERE WEATHER
IS IN THE AREA.
PLEASE EXIT THE FESTIVAL
GROUNDS AND SEEK
SHELTER IN A VEHICLE
IMMEDIATELY.**



**SEVERE WEATHER
IS IN THE AREA.
PLEASE EXIT THE
FESTIVAL GROUNDS
AND SEEK SHELTER
IN A VEHICLE
IMMEDIATELY**





**A TORNADO WARNING
HAS BEEN ISSUED.
PLEASE EXIT THE FESTIVAL
GROUNDS AND SEEK
SHELTER IN A VEHICLE
IMMEDIATELY.**



**A TORNADO WARNING
HAS BEEN ISSUED.
PLEASE EXIT THE
FESTIVAL GROUNDS
AND SEEK SHELTER
IN A VEHICLE
IMMEDIATELY**



**Firefly Music Festival
2021 Emergency Action Plan**

APPENDIX H

HAZARDOUS MATERIALS INCIDENTS

DEPARTMENTS AND AGENCIES

Primary Agencies

- Dover International Speedway
- Dover Fire Department
- Department of Natural Resources and Environmental Control (DNREC)
- Dover Police Department
- Delaware State Police

Support Agencies

- Firefly Music Festival / AEG (Anschutz Entertainment Group)
- Delaware Department of Transportation (DelDOT)
- Federal Bureau of Investigation
- Delaware Emergency Management Agency (DEMA)
- City of Dover Emergency Management Agency

FIREFLY MUSIC FESTIVAL STAFF

In the event of a spill or leak of dangerous or hazardous materials, Firefly Music Festival staff shall **STAY CALM** and immediately alert co-workers in the area.

One person shall be designated to report the emergency to the Joint Operation Center (JOC) via radio, or by dialing 911. This person shall give the dispatcher their name, location, products spilled or involved and any injuries.

CALMLY evacuate guests and staff from the area.

EMERGENCY RESPONDERS

Dispatch shall send the nearest Dover Fire Department unit(s), the DNREC quick response vehicle, and at least one EMS unit. Based on information received by dispatch, the Officer in Charge may request a full response from Dover Fire Department. All EMS units shall stage away from the incident location until it is determined whether DECON is necessary, and additional EMS units shall be dispatched if injuries are reported.

**Firefly Music Festival
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Security shall provide any MSDS sheets for products stored in the incident area. MSDS sheets are maintained electronically in the JOC.

Dispatch shall notify security and law enforcement personnel to respond for crowd control.

The first arriving fire department unit shall give an appropriate report and request additional resources if necessary. Such resources may include:

- **DNREC** – Hazardous Materials Response Team will be dispatched per normal SERT protocols.
- **DECON TEAM** – In the event that DECON is deemed necessary by the Officer in Charge, the Kent County trailer and team will be dispatched from Little Creek, along with the New Castle County DECON team. The DECON trailer will respond and stage at the Route 1 Toll Plaza until directed to a given location. It should be noted that one DECON trailer may be dispatched to Kent General Hospital to handle walk-ins to the medical facility.
- **DOVER AIR FORCE BASE FIRE DEPARTMENT** – Hazardous Materials Response Team may be requested by the DFD to provide assistance in the mitigation of the incident.

**Firefly Music Festival
2021 Emergency Action Plan**

APPENDIX I

CHEMICAL, BIOLOGICAL, RADIOLOGICAL & NUCLEAR THREAT

DEPARTMENTS AND AGENCIES

Primary Agencies

- Dover International Speedway
- Dover Fire Department
- Department of Natural Resources and Environmental Control (DNREC)
- Dover Police Department
- Delaware State Police

Support Agencies

- Firefly Music Festival / AEG (Anschutz Entertainment Group)
- Delaware Department of Transportation (DelDOT)
- Federal Bureau of Investigation
- Delaware Emergency Management Agency (DEMA)
- City of Dover Emergency Management

Chemical agents are substances which are intended for use in military operations to kill, seriously injure, or incapacitate humans through their physiological effects and they are categorized according to their effect: choking, blister, blood, incapacitating and nerve agents.

Biological agents are capable of spreading disease through humans and agriculture and/or microorganisms categorized as either pathogens or toxins. Pathogens are microorganisms (e.g. bacteria and viruses) that directly attack human tissue and biological processes. Toxins are poisonous substances that are produced both naturally (by bacteria, plants, fungi, snakes, insects and other living organisms) and synthetically.

Radiological materials cause physiological damage through the ionizing effects of neutron, gamma, beta, and/or alpha radiation. Radiological hazards include any electromagnetic or particulate radiation capable of producing ions as to cause damage, injury or destruction.

A nuclear weapon refers to a complete assembly in its intended ultimate configuration which, upon completion of the prescribed arming, fusing and firing sequence, is capable of producing a nuclear reaction and energy release.

Firefly Music Festival 2021 Emergency Action Plan

CONCEPT OF OPERATIONS

Bomb threats may be received in different forms, such as telephone, text message, email, social media or handwritten note. When receiving the initial report, the call taker shall obtain as much information as possible.

TELEPHONE THREATS

- Staff receiving a bomb threat via telephone must act quickly but also must remain calm. Do not hang up the telephone, even if the caller does.
- Listen carefully and show interest.
- Try to keep the caller talking to obtain as much information as possible.
- If your telephone has a display, copy down the number and/or letters on the display window.
- Complete the bomb threat checklist immediately. Remember detail is important.
- When the caller terminates the phone call, do not hang up the telephone. If necessary, use a different telephone to call in a report.

HANDWRITTEN NOTE

- Do not touch the note.
- Immediately secure the location where the note was discovered in order to preserve the evidence.
- Do not handle the note and secure it. Consider using a plastic bag to protect it from weather and elements.

EMAIL, TEXT OR SOCIAL MEDIA

- Do not delete the message
- Do not close the application or allow the device to go into sleep mode

The **Bomb Threat Checklist** will be utilized to record pertinent information as it's received and the information will be immediately communicated to law enforcement and fire department representatives inside the Joint Operation Center (JOC). The POLICY TEAM will be notified and will be responsible for further notifications.

Firefly Music Festival 2021 Emergency Action Plan

In an effort to minimize alarm and avoid panic, the words “bomb” or “bomb threat” shall not be used over the radio or telephone. The terms Code Black, Code Gray and Code Green will be used by staff involved in these operations.

- **Code Black** – Describes a device or package of concern
- **Code Gray** – Describes a bomb threat
- **Code Green** – Describes an all clear

All stakeholders, including Dover International Speedway and Firefly Music Festival officials, law enforcement and Dover Fire Department will evaluate the threat and a decision to search the area, or to evacuate fully or partially will be made. In the event that a search of the premises is warranted, department leadership will be notified to initiate a search of their respective areas immediately and report back to the Joint Operation Center (JOC) (302)883-6753 via telephone as soon as possible. **Radios and cellular phones should not be used within 150 feet of an item of concern.** However, radios and cellular phones may be left on during the search to monitor information being relayed to and from dispatch.

- **Unattended Items** - Items which were intentionally forgotten or left by a person without having suspicious circumstances.
- **Suspicious Package** - An item located in an area where it would not commonly be found, or by its size, location or appearance is cause for concern.

SEARCHING PROCEDURES

- All searching activities will be coordinated by the Joint Operation Center (JOC).
- Search teams will comprise at least of two people with intimate knowledge of the area to be searched.
- Search teams should enter the area and conduct a cursory search in three segments; floor to waist, waist to chin and chin to ceiling.
- The mission of the search team is only to search for and report suspicious items. Under no circumstances should anyone move, jar, touch or open the item.

Following the search of their assigned area, the Join Operation Center (JOC) will be notified via telephone or radio and await further instructions.

In the event an item is discovered and it is deemed suspicious, the search team should note the exact location, position, and description and exit the area immediately.

Firefly Music Festival 2021 Emergency Action Plan

Multiple devices should always be a consideration, simply because one item has been located, the search should continue until the entire area has been searched.

Upon discovery, a perimeter will be established by either law enforcement or security officers until the appropriate agencies respond and assume command of the incident.

ORGANIZATION

The Joint Operations Center (JOC) will be the primary authority to provide direction to Dover International Speedway security and partner security agencies.

Local, state and federal agencies will have specific roles in the event of a bomb related event. However, all agencies will work together under a unified command from the JOC in all cases.

MITIGATION AND PREPAREDNESS

Any decision to evacuate, full or partial, shall be resolved with open discussion between authorities within the Joint Operation Center (JOC) and will be determined after careful deliberation with emergency management partners and Firefly Music Festival.

If the decision to evacuate is made, there must be a clear and defined evacuation route and/or assembly point at least 300 feet from the affected area, which will require law enforcement and security resources to maintain order.

Only upon completion of the search or when the CODE GREEN is given, and with approval from the JOC, will guests be permitted to re-enter the affected area.

EMERGENCY RESPONSE

The first responding officer, whether security or law enforcement, will advise the JOC of their arrival while still at least 300 feet away from the reported location of the incident.

This officer will be responsible for initial contact with management/occupants of the targeted location and shall gather as much additional information as possible as to the likelihood of the presence of a device and the identity of any perpetrator(s).

Firefly Music Festival 2021 Emergency Action Plan

RECOVERY ACTIONS

When the incident is deemed stable by the Incident Commander, he/she will turn the scene over to law enforcement for criminal investigation.

It should be expected that any investigation will be a joint effort between local, state and federal authorities. All statements concerning the incident will only be made by the Firefly Music Festival PIO, or assigned designee.

ASSIGNMENT OF RESPONSIBILITIES

The Joint Operation Center (JOC) will house the unified command.

The Dover International Speedway facilities, including Lots 1, 2, 3, 4, 6, 7, 8, 9, 12 & 18 fall within the jurisdictional boundaries of the City of Dover. Therefore, the Dover Police Department will assume command of any incident of this nature within this defined area in accordance with established procedures.

Dover Fire Department is the agency responsible for providing fire service to the Speedway and its facilities.

ADMINISTRATION AND LOGISTICS

An Incident Report should be completed as soon as possible following any bomb related event or incident.

There should be no discussion with the news media concerning the incident by any employees other than those assigned to the Firefly Music Festival PIO. All inquiries from the media should be directed to the Firefly Music Festival PIO.

Firefly Music Festival 2021 Emergency Action Plan

BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information listed on the attached checklist.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the attached Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact Security immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call 883-6516 or 883-6513
- Handle note as minimally as possible.

If a bomb threat is received by email:

- Call 883-6516 or 883-6513
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

WHO TO CONTACT:

Follow local guidelines

Call Security 883-6516 or 883-6513

BOMB THREAT CHECKLIST

Date: Time:

Time Caller Hung Up: Phone Number Where Call Received:

Ask Caller:

- Where is the bomb located?
(Building, Floor, Room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes ☐ No ☐
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (Background and level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male		
<input type="checkbox"/> Nasal		
<input type="checkbox"/> Normal		
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		

Other Information:



**Firefly Music Festival
2021 Emergency Action Plan**

APPENDIX K

RESPONSE TO ACTIVE SHOOTER SITUATIONS

DEPARTMENTS AND AGENCIES

Primary Agencies

- Dover International Speedway
- Dover Police Department
- Delaware State Police
- Federal Bureau of Investigation
- Dover Fire Department
- DNREC

Support Agencies

- Firefly Music Festival / AEG (Anschutz Entertainment Group)
- Delaware Department of Transportation (DelDOT)
- Delaware Emergency Management Agency (DEMA)
- City of Dover Fire Marshal
- City of Dover Emergency Management
- Delaware National Guard 31st CST

CONCEPT OF OPERATIONS

Definition

- **Active Shooter Situation:** An active shooter is an individual actively engaged in killing or attempting to kill people in both confined and populated areas. In most cases, active shooters use firearms as their weapon and there is no pattern or method to their selection of victims.

Organization

Dover International Speedway Security is the primary agency for all security operations at the venue. Based on the manpower needs, additional Public Safety agencies may work in conjunction with DIS, with all personnel under the direction of Unified Command.

Local, state and federal agencies will have specific roles in the event of an active shooter situation. However, all agencies will work together under Unified Command in all situations.

Firefly Music Festival 2021 Emergency Action Plan

EMERGENCY RESPONSE

Law Enforcement

During active shooter situations, the likelihood of additional innocent persons being killed is great if police action is not taken quickly.

While it is important to provide medical treatment to the wounded, it is the duty of law enforcement to first protect all innocent life by stopping the actions of the shooter.

Once all active shooters have been stopped, the focus can shift to evacuation of all living persons from the scene. Rescue and recovery teams will accomplish this task.

Employee Responsibilities

Be aware of your environment and any possible dangers and always take note of the two nearest exits in any facility you visit. In the event of an active shooter, follow these three simple steps:



- **RUN** – Have an escape route and plan in mind, leave your belongings behind and remember to keep your hands visible.
- **HIDE** – Hide in an area out of the shooter’s view, block entry to your hiding place and lock the doors. Remember to silence your cellphone, pagers and radios.
- **FIGHT** – As a last resort and only when your life is in imminent danger. When attempting to incapacitate the shooter, you must act with physical aggression assuming your life depends on it.

When Law Enforcement arrives:

- Remain calm.
- Put down any items in your hands.
- Listen to the officer’s commands.
- Raise your hands and spread your fingers, keeping them visible at all times.
- Avoid quick movements, pointing and screaming.

**Firefly Music Festival
2021 Emergency Action Plan**

ASSIGNMENT OF RESPONSIBILITIES

Dover International Speedway Joint Operations Center (JOC) will house the Unified Command.

The venue falls within the jurisdictional boundaries of the City of Dover. Therefore, the Dover Police Department will assume command of any incident of this nature within this defined area in accordance with established procedures.

Dover Fire Department is the responsible agency for providing fire services to the venue.

ADMINISTRATION AND LOGISTICS

An incident report should be completed as soon as possible following any active shooter incident.

There should be no discussion with the news media concerning the incident by any employees other than those assigned to the Firefly Music Festival Public Information Office (PIO).

All inquiries from the media should be directed to the Firefly Music Festival PIO.

**Firefly Music Festival
2021 Emergency Action Plan**

FIREFLY EVACUATION PLANNING DEPARTMENT HEADS	
Department: Alcohol Operations	Department: Marketing / PR / Customer Service
Primary Contact: Vanessa Larson Phone: 415-847-2382 Email: Vanessa@bestbeverage.com	Primary Contact: Woo Park Phone: 248-752-1375 Email: Wpark@aegpresents.com
Secondary Contact: Phone: Email:	
Department: Artist Relations	Department: Motorpool
Primary Contact: Sean O'Connell Phone: 828-230-3460 Email: soconnell@aegpresents.com	Primary Contact: Nick Newhall Phone: 303-994-0405 Email: nick@eventfuse.co
Secondary Contact: Shaynee Gordy Phone: Email:	Secondary Contact: Phone: Email:
Department: Camping Operations	Department: Partnerships
Primary Contact: Josh Mohr Phone: 773-614-2470 Email: jmohr@aegpresents.com	Primary Contact: Samantha Fernandez Phone: 213.259.5971 Email: sfernandez@aegpresents.com
Secondary Contact: Kelly Kraft Phone: 317-373-8190 Email: kelly.kraft@gmail.com	
Department: Decor (Coco Hospitality)	Department: Production
Primary Contact: Hanna Cohen Phone: 410-804-9562 Email: hanna@cocohospitality.com	Primary Contact: Jon Baden Phone: 908-692-6649 Email: jbaden@aegpresents.com
Secondary Contact: Andrew Cohen Phone: 443-622-1902 Email: andrew@cocohospitality.com	Secondary Contact: Phone: Email:
Department: Dispatch	Department: Site Ops
Primary Contact: Josh Mohr Phone: 7736142470 Email: Jmohr@aegpresents.com	Primary Contact: Michael Coco Phone: 225-290-2541 Email: mcoco@aegpresents.com
Secondary Contact: Phone: Email:	Secondary Contact: Kelly Ford Phone: 773-263-1835 Email: kford@aegpresents.com

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Finance	Department: Staffing Operations
Primary Contact: Gretchen Lent Phone: 630-675-7560 Email: Glent@aegpresents.com	Primary Contact: Kim Best Phone: 323-656-07484 Email: kim@goldenvoice.com
	Secondary Contact: Phone: Email:
Department: Guest Services, Ticketing & ADA	
Primary Contact: Katie Irizarry Phone: 856-981-5813 Email: fkirizarry@aegpresents.com	
Secondary Contact: Katelyn Yount Phone: 608-225-4330 Email: kyount@aegpresents.com	
Department: BBC	Department: Catering (Global Event Group_
Primary Contact: Vanessa Larson Phone: 415-847-2382 Email: vanessa@bestbeverage.com	Primary Contact: Matt Bobbitt Phone: Email: matt@globaleventgroup.com
Secondary Contact: Richard Bogart Phone: 215-301-4343 Email: rich@bestbeverage.com	
Department: Security	Department: Hospitality
Primary Contact: Jim Hosfelt Phone: 773-718-4573 Email: kristy.corcoran@redfrogevents.com	Primary Contact: Morgan Fiorino Phone: Email: fireflyfesthospitality@gmail.com
Secondary Contact: Inez Lopez Phone: 562-743-3127 Email: inez@goldenvoice.com	
Department: Site Lighting	Department: Shuttles
Primary Contact: Rob Ross Phone: 571-214-8481 Email: rob@robrossdesign.com	Primary Contact: Katie Helms Phone: 205-542-5996 Email:
Secondary Contact: Katelyn Yount Phone: 608-225-4330 Email: kyount@aegpresents.com	Secondary Contact: Josh Mohr Phone: 773-614-2470 Email: jmohr@aegpresents.com

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Alcohol Operations

of Staff: 312

DIS Management Team: 12

Alcohol Groups: 300

Location: D1/D2/D3

Staff Relocation Point:

D1/D2: Staged Shuttle Buses

D3: Pole Barns

Primary Contact: Vanessa Larson

Phone: 415-847-2382

Email: Vanessa@bestbeverage.com

Advisory Actions:	a. Team Lead to communicate that weather may impact operations.
Watch Actions:	a. Team Lead to review evacuation plan with all team leads
	b. Ensure POS equipment can easily be waterproofed & secured.
Warning Actions:	a. Team Lead to notify bar staff of incoming storm.
	b. Pull non-essential staff to safe location and inform Team Leads of next steps
Evacuation Actions:	a. Alcohol Operations cease & equipment is waterproofed & secured.
	b. Ensure all inventory is locked and safe in pods.

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Artist Relations

of Staff: 26 Staff + Artist Teams (300 - 500)

Thursday Artists: 300

Friday Artists: 500

Saturday Artists: 500

Sunday Artists: 400

Location: Artist Compound

Staff Relocation Point:

Artist Staff: Artist Compound Trailers

Artist at Stages: Stage Compound Trailers

Artist in Artist Compound: Tour Buses and Transport Vans

Primary Contact: Sean O'Connell

Phone: 828-230-3460

Email: soconnell@aegpresents.com

Secondary Contact: Shaynee Gordy

Phone:

Email:

Advisory Actions:	a. Notify and review procedures with Artist Compound Team Leads
	b. Team Leads are Artist Relations (Shaynee) Artist Hospitality (Hanna) Headliner Hospitality (Andrew) Artist Transportation (Emily)
	c. Sean begins reviewing schedules & making adjustments as needed
Watch Actions:	a. Sean to notify Team Leads when to communicate & review plan with all Artist Compound staff
	b. Sean to prepare messaging for any artists arriving on-site not already here
Warning Actions:	a. Communicate plans with all artists & artist contacts onsite
Evacuation Actions:	a. Artist Team Leads to direct all staff and artists to the Upper Level of the Tennis Facility
	b. Sean to continue communication with artists

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Camping Operations

of Staff: 14

Location: NE Camping / SW Camping

Staff Relocation Point:

NE Camping: NE Camping Ops Trailer

SW Camping: SW Camping Ops Trailer

Primary Contact: Josh Mohr

Phone: 773-614-2470

Email: jmohr@aegpresents.com

Secondary Contact: Kelly Kraft

Phone: 317-373-8190

Email: kelly.kraft@gmail.com

Advisory Actions:	a. Direct lead staff to review Advisory/Watch/Warning Procedures.
	b. Notify all Camping vendors of procedures
Watch Actions:	a. Notify staff
	b. All Tents & Materials prepped for high winds
	d. All tents continue operations - staff and vendors on notice
	e. Megaphones in trailer
Warning Actions:	a. Notify Staff
	b. Josh Mohr to JOC Command Center
	c. Showers & any large structures observed and cleared as necessary

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Decor (Coco Hospitality)	
# of Staff: 25	
Staff Relocation Point: Pole Barn #1	
Primary Contact: Hanna Cohen	
Phone: 410-804-9562	
Email: Hanna@cocohospitality.com	
Secondary Contact: Andrew Cohen	
Phone: 443-622-1902	
Email: Andrew@Cocohospitality.com	
Advisory Actions:	a. Notify internal team, Elevated Staff and Team Leads
	b. Notify all experience vendors
	c. Notify all Contractor Leads
Watch Actions:	c. Weatherize all equipment/secure installations
	d. Remove umbrellas

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Dispatch # of Staff: 6 Location: JOC Staff Relocation Point: Stay in JOC Primary Contact: Josh Mohr Phone: 773-614-2470 Email: JMohr@AEGPresents.com	
Advisory Actions:	a. Make All Call to staff that we are in Weather Advisory b. Radio call each Primary Contact to remind of staff relocation point c. If they cannot get to the staff relocation point - their car or any trailer is the next best available option d. Radio call Primary Contacts to review & confirm close out procedures to secure area before leaving site
Watch Actions:	a. Notify Primary Contacts that we are preparing for an evacuation. Make sure they disseminate their information to all other members on their team.
Warning Actions:	a. Caitlyn to the JOC b. Notify individual managers of each department to inform that there may be a potential for weather and to prepare their stations. c. All Call - instruct to listen for direction and weather timeline

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Finance # of Staff: 12 Location: Accounting Trailer Staff Relocation Point: Accounting Trailer Primary Contact: Gretchen Lent Phone: Glent@aegpresents.com	
Advisory Actions:	a. Team Lead to communicate that weather will impact any money runners and counters.
Watch Actions:	a. Team Lead to review evacuation plan with all team leads
	b. Ensure equipment outside trailers is broken down and secured.
Warning Actions:	a. Team Lead to notify cash ops staff of incoming storm.
	b. Ensure all cash ops staff is safe in accounting trailer or cars.
	c. Work with DIS team to secure any outstanding cash drains or banks and have AEG staff lock on-site cash in pods if unable to return to accounting trailers.

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Food & Beverage (BBC)

of Staff: 280

Concession Booth workers: 240

Location: See Above

Staff Relocation Point: BBC Trailer, Vendors Trailer

Concession Booth Workers: D1/D2 to staged buses, D3 to Pole Barns

Primary Contact: Vanessa Larson

Phone: 415-847-2382

Email: vanessa@bestbeverage.com

Secondary Contact: Richard Bogart

Phone: 215-301-4343

Email: rich@bestbeverage.com

Advisory Actions:	a. Discuss current & future weather conditions in morning full team meeting
Watch Actions:	a. Notify management staff of potential and pending weather conditions
	b. Review plans with Management Staff
	c. Communicate and review plan with all TPV Vendors and staff
Warning Actions:	a. All F&B Sales to stop selling immediately
	b. Turn off propane
	c. Communicate cash pick ups with Finance Team & Alcohol Ops Team
	d. Assist in placing tables in front of Food Tents
	e. Place all money in toolbox, lock toolbox, place toolbox in food truck, lock food truck
	f. Secure square equipment in Production Boxes
Evacuation Actions:	a. Take sign in sheets for staff & ensure all staff report to Pole Barn

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Guest Services and Ticketing	
# of Staff: 60 Will Call Staff: 15 Guest Services: 20 Gingerbread: 15	
Location: Gates, D1/D3/Market Guest Services, Will Call	
Will Call Staff: Stay at Will Call Guest Services: Guest Services Trailer Gingerbread: Gingerbread Trailer	
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Primary Contact: Katie Irizarry Phone: 856-981-5813 Email: fkirizarry@aegpresents.com </div> <div style="border: 1px solid black; padding: 5px;"> Secondary Contact: Katelyn Yount Phone: 608-225-4330 Email: kyount@aegpresents.com </div>	
Advisory Actions:	a. Notify company main contacts & team leads of procedures and when I will follow up with next steps.
Watch Actions:	a. Weatherize portals and handhelds
Warning Actions:	a. Pull non-essential staff to safe location and inform Team Leads of next steps
Evacuation Actions:	a. Equipment lowered, weighted & weatherized
	b. Ensure teams have relocated to trailers

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Marketing / PR / Customer Service # of Staff: 7 + Press Onsite Location: Marketing/PR Trailer Staff Relocation Point: Marketing/PR Trailer Primary Contact: Woo Park Phone: 248-752-1375 Email: Wpark@aegpresents.com	
Advisory Actions:	a. Inform full team of potential weather
Watch Actions:	a. Prepare email to attending press
Warning Actions:	a. Walk through Press Compound and inform press
	b. Patrick and Darcy to JOC Command Center
Evacuation Actions:	a. Instruct any press or contacts located in Media compound to the SW Entrance to egress with patrons
	b. Send email to all attending press

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Hospitality

of Staff: 25

Staff Relocation Point: Pole Barn #1

Primary Contact: Morgan Fiorino

Phone:

Email: fireflyfesthospitality@gmail.com

Advisory Actions:	a. Notify internal team, Elevated Staff and Team Leads
	b. Notify concierge team
Watch Actions:	a. Remove umbrellas
	b. Rally concierge drivers at live stage(s) for evac
Warning Actions:	a. Coordinate concierge pick ups and evacuation from live stage(s)
	b. Clear loft structure
Advisory Actions:	a. Notify internal team, Elevated Staff and Team Leads
	b. Notify concierge team

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Motorpool # of Staff: 2 Location: Motorpool Trailer Staff Relocation Point: Motorpool Trailer or Cars Primary Contact: Nick Newhall Phone: 303-994-0405 Email: nick@eventfuse.co	
Advisory Actions:	a. Move all vehicles to high grounds in the lot
	b. Put down all forks from vehicles
	c. Venture into site and see if there are any miscellaneous carts blocking any roads or not locked and bring back to the Motorpool lot
Watch Actions:	a. Prepare to lock the gates of Motorpool and put a sign on the door with information of how to reach staff members
	b. Notify all checked out equipment, that it needs to be returned to the Motorpool lot
Warning Actions:	a. Lock gates at Motorpool lot
	b. Seek shelter

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Partnerships

of Staff: 7

Location: Marketing Trailer

primary Contact: Samantha Fernandez

Phone: 213.259.5971

Email: sfernandez@aegpresents.com

Advisory Actions:	a. Sponsor lead to notify each activation lead of potential weather.
Watch Actions:	a. AEG lead to instruct partners to notify their onsite teams of the developing weather & timeline.
Warning Actions:	a. AEG leads to instruct partners to begin closing and securing activations to prepare for potential weather / evacuation.

Firefly Music Festival 2021 Emergency Action Plan

Department: Production

of Staff: 217

CREW - 200

AEG Production- 17

Location: Varied

Staff Relocation Point:

Crew: Tennis Facility

AEG Production: Production Trailers & Stage Trailers

Department: Production

Primary Contact: Jon Baden

Phone: 908-692-6649

Email: jbaden@aegpresents.com

Advisory Actions:	a. Notify company main contacts & team leads of procedures and when to expect next steps.
Watch Actions:	a. Confirm emergency slides for stage screens - get in Production's hands
	b. Pull megaphones for Tennis Facility announcements
Warning Actions:	a. Lower IMAGs
	b. Pull non-essential staff to safe location and inform Team Leads of next steps
Evacuation Actions:	a. Team leads escort Crew to Tennis Club
	c. Equipment lowered, weighted & weatherized

Firefly Music Festival 2021 Emergency Action Plan

Department: Security

of Staff: 775

CSC - 330

APEX - 35

BCM - 200

Battle Tested- 60

DIS - 150

Location: Varied

Staff Relocation Point:

DIS: Vehicles

APEX/CSC/BCM/BTS: Buses & Vans

Primary Contact: Jim Hosfelt

Phone: 773-718-4573

Email: kristy.corcoran@redfrogevents.com

Secondary Contact: Inez Lopez

Phone: 562-743-3127

Email: inez@goldenvoice.com

Advisory Actions:	a. Notify company main contacts & team leads of procedures and when to expect next steps.
Watch Actions:	a. Confirm emergency slides for stage screens - get in Production's hands
	b. Pull megaphones for Tennis Facility announcements
Warning Actions:	b. Pull non-essential staff to safe location and inform Team Leads of next steps
Evacuation Actions:	b. Security Team leads escort to buses
	c. Equipment lowered, weighted & weatherized

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Site Ops # of Staff: 16 Location: Site Ops Trailer Lot 18 Staff Relocation Point: Ops Storage Pole Barns Primary Contact: Michael Coco Phone: 225-290-2541 Email: michael.coco@redfrogevents.com Secondary Contact: Kelly Ford Phone: 773-263-1835 Email: kford@aegpresents.com	
Advisory Actions:	a. Place plywood/Terradeck in problem areas
	b. Place plywood at Pole Barns to allow ADA entry
	c. Coco to notify team & review procedures
	d. Site Ops team to clear floor space in Pole Barns
Watch Actions:	a. Prepare Tennis Facility - water, megaphones b. Prepare Pole Barns - water, megaphones, FULLY CLEAR THE AREA
	b. Prepare access paths to Tennis Facility
	c. Team to Remove Tables and Umbrellas
Warning Actions:	a. Coco to JOC
	b. Paul to Tennis Facility
Evacuation Actions:	a. Ops team to move tables and umbrellas in front of Food Tents
	b. Assist with ADA Transport if possible
	c. Ops Team to shelter in pole barns

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Staffing Operations

of Staff: 100

Staffing Team: 1

Location: Varied

Staff Relocation Point:

Staffing Team: Nearest Trailer or Rental Car

Shimone Team: Staffing Trailer or Pole Barn

FanStaff Staff: 100: D1/D2 to staged buses, D3 to Pole Barns

Primary Contact: Kim Best

Phone: 323-656-07484

Email: kim@goldenvoice.com

Advisory Actions:	a. Firefly Staffing Team communicate
	b. Firefly Staff communicate on conditions and can see if there are any comfort measures that are needed (water distribution for high heat, shade, ponchos for rain, etc....)
Watch Actions:	a. Kim leads and continues to connect regarding next steps and messaging. Decide if any additional measures are needed. (*If communication is needed for staff, we have capability to mass text or email any/all staff)
	b. Develop a draft of any communication that may be needed to staff via text or email given the conditions and situation. Begin setting up the messaging via festiVOL so it's ready to send if we enter Warning level.
Warning Actions:	a. Kim meets at Staffing Trailer and/or safe location given situation.
	b. Send Communication out to elevated Staff with some level of communication (stay with teams/team leads and follow their instruction, follow all staff to Pole Barns for safety and wait for instruction on reopening, we will communicate an update every 30 minutes, etc). Prepare plan for reopening and how best to get staff back to their locations efficiently.

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Site Lighting

of Staff: 12

Staff Relocation Point: Pole Barn #1

Primary Contact: Rob Ross

Phone: 571-214-8481

Email: rob@robrossdesign.com

Secondary Contact: Katelyn Yount

Phone: 608-225-4330

Email: kyount@aeqprepresents.com

Advisory Actions:	a. Notify internal team, Elevated Staff and Team Leads
Watch Actions:	a. Lower/cover and secure equipment
Warning Actions:	a. Whitewash for evac exit and power down all locations

**Firefly Music Festival
2021 Emergency Action Plan**

Department: Shuttles	
# of Staff: 8	
Staff Relocation Point: JOC or Available Buses	
Primary Contact: Katie Helms	
Phone: 205-542-5996	
Email:	
Secondary Contact: Josh Mohr	
Phone: 773-614-2470	
Email: jmohr@aegpresents.com	
Advisory Actions:	a. Notify internal team, Elevated Staff and Team Leads
Watch Actions:	a. Lower/cover and secure equipment
Warning Actions:	a. Whitewash for evac exit and power down all locations