



City of Harrisonburg Special Event Application

Use this application to submit special events planned in the City of Harrisonburg on public property. Special events can include concerts, festivals, benefits, run/walks, and more in the downtown area, public parks, and city neighborhoods.

A "Special Event" is a short-term organized activity, celebration, or other gathering on public property that, whether for profit or not for profit, due to the anticipated number of attendees or the nature of the event characterized by any of the following:

- Requires City services to ensure compliance with Federal, state, or local laws;
- Involves use of City owned or managed property such as public streets, sidewalks, parking lots, alleys, parks or any other City owned/managed open space (excluding standard parks shelter rentals)
- Involves closure or partial closure of any public right-of way, or requires traffic control procedures necessitating the involvement of the City's Police Department & Public Works Department
- Involves the erection of stages, utility poles, booths, tents, stands, or other temporary structures in a public place;
- Impair emergency vehicles access or requires the attendance of EMS/Fire personnel.

City supports may include waste management, traffic management, safety, and road closures. For the City to approve a road or parking lot closure, the following must be considered: resident/business impact, detour routes, signage and notification, use of barricades and directional signage, and traffic control and safety. **Please note: there may be a cost to your organization for these services.**

APPLICATION DEADLINE: Applications for events occurring between January 1 and May 31 will be accepted no later than 90 days prior to the event. Applications for events occurring between June 1 and December 31 will be accepted no later than **February 24, 2023**. Event organizers, especially those planning events for the first time, may be required to meet with City staff to discuss logistics and to determine the necessary City supports and resources to help make the event safe and successful.

Submit completed applications, fees, and supporting documents to Harrisonburg Parks & Recreation (HPR): HPR Events Manager, 305 South Dogwood Drive, Harrisonburg, VA 22801 or matthew.little@harrisonburgva.gov.

Electronic applications are preferred. Incomplete applications will not be processed. Call HPR's events manager at 540-433-2474 or email matthew.little@harrisonburgva.gov with questions about this application or the events approval process.

Section 1: Applicant Contact Information and Event Location

Organization/Applicant Name: Comite Salvadoreno Paisanos Unidos (COSPU)

Event Name: Harrisonburg Festival Hispano 2023

Date of Event: Saturday August 05, 2023

Daytime Phone: 540-860-0304 Cell Phone: 540-246-8242
(*Required for day-of event)

E-mail Address: crimsonsolano@cospu.org

Mailing Address: PO BOX 923 Harrisonburg VA. 22803

Preferred event location(s) (Check all that apply):

- Downtown - festivals, concerts, and other events that are not run/walk events**
- Downtown - run/walk events** – Complete & attach map. Must complete section 5
- Neighborhood run/walk events** – Attach a map/diagram of your course

Turner Pavilion & Park Rental – Submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

City Park Reservation

If the event involves the use of a city park, the applicant must submit approved Facility Use Permit from Harrisonburg Parks and Recreation with application. Download the Facility Use Permit and find more information at <https://www.harrisonburgva.gov/shelters>. Fees apply.

Court Square – If the event involves the use of the Courthouse grounds, the applicant must obtain approval from Rockingham County before submitting a special event application. For availability, call 540.574.3517 or email lshepard@rockinghamcountyva.gov

Section 2: Event Information and Required Permits

Please describe the purpose of the event:

The Hispanic Festival serves as a venue to connect local resources, services and the community. The main goal of the Hispanic Festival is to provide a platform for our Hispanic Community to share and showcase our rich traditions, culture and heritage, bringing the community together in a family oriented Festival, full of Music, Food, Art, Dance, and more... Free of Drugs and Alcohol and open to everyone in the Community.

Is this an annual event? Yes No If so, how many years has it been held? 12

Event Hours:

Set-up Start Time: 06:00 AM Event Start & End Times: 9:00 am to 5:00 pm Clean-up End Time: 08:00 PM

How many participants and spectators do you anticipate? 1,000+

Community Notification: List the name of businesses, churches and residences that you have notified about this event*:

None Yet, we will notify and request permission from neighbor businesses to utilize their parking lot as done on previous years.

**For events taking place downtown (including the Turner Pavilion), event organizers must notify the businesses, churches, organizations or residences that are located near or adjacent to the event site. Businesses near a parking lot or parking structure that you wish to use for your event or that will be inaccessible because of a street closure must be notified as well. Contact HDR for assistance with identifying all organizations that might be impacted by your event.*

Will food be sold or served? Yes No Will merchandise be sold? Yes No

**All vendors must have a current business license for the City of Harrisonburg, unless the event organizer procures a show license; see below in Required Permits.*

***All food vendors, except those selling unprocessed food products, must file and pay the City of Harrisonburg food & beverage tax. Contact the Commissioner of Revenue 540-432-7704 for details. The collection and remittance of applicable taxes is the responsibility of the individual vendor. However, event organizers are responsible for providing the Commissioner of Revenue with a list of participating food vendors and contact information for each. Food vendor lists should be submitted to Karen Rose (karen.rose@harrisonburgva.gov) at least two weeks prior to the event date.*

****All food vendors must possess a valid food service permit. Contact the VA Department of Health for details: 540-574-5200*

Will alcohol be served*? Yes No

- If yes, attach copy of ABC License
- If yes, describe the perimeter fencing that you plan to use*:

**Organizers must erect complete, stable fencing surrounding all areas where alcohol is to be served or consumed. Small events can use snow/plastic fencing. For large events, metal fencing may be required. For more information, contact VA ABC, Staunton Regional Office, 540.332.7800*

***Public events serving alcohol require an ABC license and require the organizer to hire off-duty uniformed Harrisonburg Police officers. Officers hired to work the event will be paid individually by the event organizer. See section 3 for more information.*

Do you plan on providing portable restrooms? Yes No If yes, answer questions below:

- How many portable restrooms do you plan on having? 8 portable with 2 being ADA (there are 2 restrooms at the park.)
- Where do you plan on placing them? Parking lot in front of the Basketball court
- When are they scheduled to be dropped off? Friday August 04, 2023 Picked up? Monday August 06, 2023

**Portable restroom facilities are required at a ratio of at least one per 150 event participants, unless additional bathroom facilities are available to event attendees, or unless the duration of the event program does not exceed two hours. 10% of these should be ADA accessible. Events serving alcohol should provide portable restrooms at a ratio of one per 50 participants.*

Do you need access to water? Yes No

If yes, planned activities, vendors, entertainment that require water:
Water fountains and restroom facility only.

Do you need access to electricity? Yes No

List planned activities, vendors, entertainment that require electricity:

Main Stage needs electricity to power sound and lightning for Live Music side of the Festival, also Jumping Castles/Bouncing Houses for Kids area.

Will your event involve the use of an off-site parking and/or shuttle plan? Yes No

If yes, please list shuttle sites to be used and detail plans for transportation:

We will request access to neighbor business parking lot to be used as an overflow Parking area as done on previous years.

Are any public parking lots needed for exclusive use by this event?* Yes No

If yes, please list them:

All parking areas at Ralph Sampson Park and Lucy Sims Center.

**Public parking lots can only be requested if needed for event programming; they cannot be requested for exclusive event parking for public or private events.*

Will your event require the closure of a portion of any city streets?* Yes No

If yes, describe: We are not anticipating any closure of roads unless recommended by HPD or as deemed necessary for safety and accident prevention.

**If your event requires street closures, you will need to issue a press release at least two weeks prior to your event specifying the impact of street closures and parking changes. Contact HPR (matthew.little@harrisonburgva.gov) for a sample press release and press list.*

Please describe your plan for removal of waste and garbage during and after your event*:

We will be requesting a trash dumpster from City Public Works, and Trash Containers from Parks and Recs as on previous Festivals.

**It is the responsibility of the event organizer to provide trash cans and bags; and to remove all waste, debris, and materials from the site, if prior arrangement has not been made with Harrisonburg City Public Works.*

***For events with alcohol, food, or other products which may cause debris, residue, or stains to remain on the property, the City may require the use of flusher trucks, sweeper trucks or blowers to clean the area. Event organizers may be charged for this service.*

****There may be a penalty incurred if there is any damage to public property or structures, or if any trash or debris remains on-site.*

***** Harrisonburg City Public Works will provide a trash dumpster at Harrisonburg Electric Commission parking lot (89 W Bruce Street). It is the responsibility of the event organizer to transport trash bags from cans (including city receptacles) into the dumpster as appropriate and agreed upon with Special Events Team/Public Works.*

Required Permits (Check all that apply):

Permit for Tents/Structures – Any tent greater than 900 square feet or accommodating more than 50 people requires a building permit and inspection. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Mike Williams at 540-432-7700.

Permit for Platforms/Stages – Any stage or platform, and the associated stair, erected more than 7 inches above the ground surface requires a building permit and inspection. Any field constructed stage or platform must be engineered by a VA Registered Design Professional. Building permit applications are available at www.harrisonburgva.gov/permits. The permit application should be filed with the Community Development office at least 10 days in advance of the event. Questions about the permit process can be directed to Mike Williams at 540-432-7700.

Inflatable/Regulated Amusement Device Permit – Inflatable amusement devices and other regulated amusements require a permit to be allowed at events open to the public, and the device vendor must provide a certificate of insurance listing the City of Harrisonburg as additional insured. The permit application should be filed with the Community Development office at least 10 days in advance of the event. For more information, contact Mike Williams at 540-432-7700.

Fireworks Permit – Any fireworks display requires a permit through the Fire Department. To apply for a fireworks permit, contact the Fire Marshall’s office at 540-432-7703.

Show License or Business Licenses – A business license is required for all vendors selling any crafts, merchandise, or food in the City of Harrisonburg. However, event organizers can purchase a show license to cover any craft and food vendors during an event. For information, contact the Commissioner of Revenue Office at 540-432-7704.

*All food vendors must pay the 7% food and beverage tax to the City of Harrisonburg Commissioner of Revenue.

**Some event organizers may also be responsible for paying an admissions tax, depending on the nature of the event.

ABC Banquet License – Sale and/or service of alcoholic beverages requires a banquet license. To apply for the proper ABC license, visit <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>. ABC Licenses must be submitted to matthew.little@harrisonburgva.gov *no later than 30 days prior to your event date*. Your license must be posted in a visible location for the duration of your event.

Section 3: Public Safety

Do you wish to request Emergency Medical Services support from the Harrisonburg Fire Department? Yes No

- *The Harrisonburg Fire Department will work with event organizers to meet their emergency medical safety needs. Please note that the event organizers will be charged a rate of \$30/hr - \$45/hr per EMS provider. A minimum of 2 providers will be required for all requests, and a minimum of 2 hours will be charged.*

Do you acknowledge that the Harrisonburg Police Department will review this application and may determine that police support is necessary for your event? Yes No

Do you wish to request police support for traffic management*? Yes No

Will you provide additional traffic marshals? Yes No If yes, how many: 12

- *Persons under the age of 18 are not allowed to assist with traffic.*
- *All marshals must be properly equipped with identification, a reflective vest, and communication equipment.*

Would you like to request the use of reflective vests? (A limited number are available) Yes No

If yes, how many: 12

Would you like to request training on traffic/pedestrian management from HPD? Yes No

Would you like to request a safety demonstration from the Harrisonburg Police Department? Yes No

Would you like to request a safety demonstration from the Harrisonburg Fire Department? Yes No

Would you like to request training on ABC management from HPD? Yes No

Are you hiring a security firm**? Yes No

If yes, provide the following information:

- Have you hired a licensed, professional security company to help manage your event? Yes No
- Security Company Name: _____
- Number of Security Personnel Hired: _____
- Security Company Contact Name: _____
Cell Phone: _____
- Describe plan for crowd management and safety:
We are hiring 20 Volunteers to help with safety and crowd control, additionally we have a safety plan in place for the event.

****New in 2023****

The Harrisonburg VA Police Department has partnered with Off Duty Management to manage our off-duty employment program beginning **January 1st, 2023**.

RATES:

Title	Total Hourly Rate
Regular	\$56.00
Traffic	\$56.00
Supervisor*	\$56.00
Holiday**	\$67.20
Emergency***	\$78.40

3 Hours Minimum per Request

SUPERVISOR RATE*: A supervisor is required when 3 or more officers are requested.

HOLIDAY RATE**: The holiday rate will apply to the following days: New Year's Day, MLK Day, Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

EMERGENCY RATE***: If request is received less than 72 hours prior to assignment the emergency pay rate goes into effect.

Off-Duty Employment Requests: Starting on **December 26th, 2022**, you can request services for the date of **January 1st, 2023**, or after, by using the website portal:

<https://odm.officertrak.com/Harrisonburg-VA-PD>

Section 4: Required Documents

The following documents **MUST** be included with this application:

- Map with requested street closures and/or parking lots highlighted
- Diagram of event, including location of activities, food and/or vendors, generators, entrances/exits, ABC zones, etc.

The following documents must be provided no later than 30 days prior to your event:

- A **Certificate of Insurance** (COI) providing evidence of liability insurance of a minimum of \$1,000,000 and property damage of \$100,000. The addendum must include this exact wording: **"The City of Harrisonburg, 409 South Main St, Harrisonburg, VA 22801, is hereby named as additional insured."**

attached will be submitted before the event

- An **Endorsement** from the insurance company listing the City as an **Additional Insured is also required**. The insurance company must have a minimum financial rating from the A.M. Best Company of an "A" or better*

attached will be submitted before the event

* A copy of the COI and Endorsement(s) must be submitted to the City Department of Finance at larry.propst@harrisonburgva.gov no later than 30 days prior to your event. For information, contact Larry Propst, Director of Finance, 540-432-7750 or larry.propst@harrisonburgva.gov.

- If alcohol will be served, the City also requires a **Liquor Liability endorsement** be added to the insured's policy

attached will be submitted before the event not needed

- **ABC License** - If alcohol will be served, event organizers must obtain a VA ABC license*

attached will be submitted before the event not needed

*Contact VA ABC for information 804.213.4400

- **Workers Compensation Insurance** - If your organization has employees, you must provide evidence of Workers Compensation insurance with statutory limits that meet state requirements

attached will be submitted before the event not needed

Section 5: Run/ Walk Courses

*****Updated courses will be available soon.**

Street closures for runs/walks on public roads are required to use certain courses within the City limits that have been designed to ensure the safety of the participants and the efficiency of the event for city crews. Small run/walks designed to release clusters of small groups of 25 or fewer people in waves can take place on city sidewalks and typically do not require street closures or police support. These run/walks may be approved at the discretion of City staff. Larger run/walks that intend to take place on city streets, or may flow into city streets, will require street closures and police support.

Applicants who wish to create a course on a college campus that flow into City streets or a local low-traffic neighborhood are allowed to submit a course for review.

The City has preapproved a grandfather clause for specific special event requests that use a different designated course in the city. Those events are: The Rocktown Turkey Trot & the Martin Luther King, Jr. Remembrance Walk. The Martin Luther King, Jr. Remembrance Walk has been approved by City Council to occur on the third Monday of January each year.

Special Event Rules & Regulations

FAILURE TO OBTAIN PROPER APPROVALS OR VIOLATIONS OF ANY RULES & REGULATIONS CAN RESULT IN THE CANCELLATION OF YOUR EVENT OR DENIAL OF FUTURE EVENT APPLICATIONS.

Cancellation Notice

The event organizer will notify the Special Events Team in the event they need to cancel the event. No cancellation fee will be assessed if done 72 hours prior to event day. If the event is cancelled within 72 hours of event day, fees may be assessed to the event organizer.

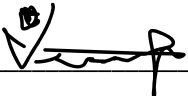
If the event needs to be cancelled due to reasons outside their control, no charges will be assessed.

CERTIFICATION AND ACKNOWLEDGMENT OF APPLICANT

The undersigned certifies that he or she is familiar with the guidelines, rules and regulations for planning an event in the City of Harrisonburg and the same will be enforced and honored by the sponsoring organization. The undersigned further certifies that the information furnished in this application is true and correct to the best of the undersigned knowledge and information. Furthermore, the undersigned acknowledges that all necessary documents and permits are being submitted before the event.

The undersigned acknowledges that use of city resources to host an event in the City of Harrisonburg is contingent upon approval of this application by the city staff and Harrisonburg City Council.

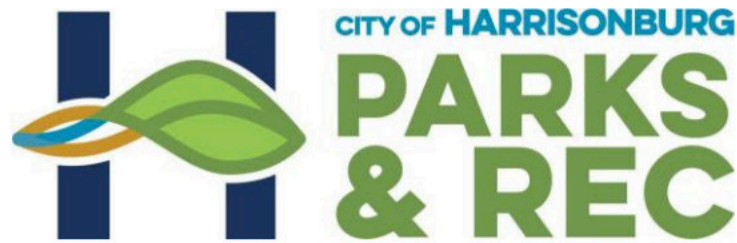
If the event is approved by City Council, the event organizer will receive an event permit detailing city services provided, potential costs, and event expectations.

Signature of Applicant:  _____

Date: February 22, 2023

Comments: Please review the attached Safety Plan, on page 9 of plan you will find the requested diagrams requested that include an overall plan and set up for the event. If you have any questions please feel free to contact me directly at 540-246-8242.

Due to delayed confirmation of available location for the event, we do not have all of the permits, but we will be submitting them as soon as possible.



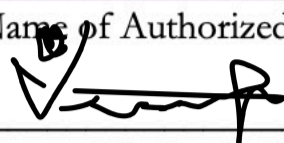
FACILITY USE PERMIT APPLICATION

Today's Date: 02/22/2023

Renter Information	<i>Applicant Name (hereinafter "Renter"):</i> Comite Salvadoreno Paisanos Unidos (COSPU)		<i>Birthdate of Applicant:</i> N/A		
	<i>Authorized Agent for Renter: (may be the same as the applicant)</i> Crimson Solano				
	<i>Phone:</i> 540-860-0304		<i>Fax:</i> N/A		<i>Email:</i> crimsonsolano@cospu.org
	<i>Address:</i> PO BOX 923		<i>City:</i> Harrisonburg		<i>State:</i> VA
				<i>Zip:</i> 22803	
Rental/Event Information	<i>Facility Requested: (include room location if applicable)</i> Ralph Sampson Park			<i>Date(s) Requested:</i> 08/05/2023	
	<i>Hours of Rental:</i> Begin: 06:00 am End: 08:00 pm		<i>Set-up Time to Begin:</i> 09:00 am previous day		<i>Clean Up Time to End:</i> 05:00pm to 08:00 pm
	<i>Type of event to be held (i.e. baby shower, birthday party, family reunion etc.):</i> Hispanic Festival			<i>Anticipated Attendance: (Required)</i> 1,000+	
	<i># of Tables:</i> Unk	<i>Ongoing Rental?</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<i>Participation Fee Charged?</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<i># of Chairs:</i> Unk					
Additional Event Information	<p>For a complete listing of the rules and regulations for use of a facility owned and/or managed by the City of Harrisonburg Parks and Recreation Department, see the attached <i>Facility Use Policies</i>.</p> <p>Should any of the services below be self provided, please write the word "SELF" on the blank line.</p> <p><i>Please check all that apply & provide the name of the company and the contact information for the company providing these services on the corresponding blank line:</i></p> <p><input checked="" type="checkbox"/> Inflatable Device(s) <u>Self</u> (Allowed in designated facilities only)</p> <p><input checked="" type="checkbox"/> Music (Recorded) <u>Self</u></p> <p><input checked="" type="checkbox"/> Music (Live) <u>Self</u></p> <p><input checked="" type="checkbox"/> Amplifying Devices Or Loud Speakers <u>Self</u></p> <p><input checked="" type="checkbox"/> Audio/Visual Equipment <u>Self</u></p> <p><input type="checkbox"/> Catered Event _____</p> <p><input checked="" type="checkbox"/> Other <u>Self</u></p>				

The undersigned hereby acknowledge that a copy of the ***Facility Use Policies*** containing the rules and regulations for use of facilities owned and/or managed by the City of Harrisonburg Parks and Recreation Department has been received and read, and understands and agrees to abide by these rules and regulations governing the use of the Facility being rented.

The undersigned person executing this Application on behalf of the Renter represents and warrants that he/she has full authority to sign this Application on behalf of the Renter and that he/she has the authority to fully bind the Renter to the terms and conditions set forth in this Application.

Crimson Solano	02/22/2023		
Print Name of Authorized Signatory	Date		
	02/22/2023		
Sign Name of Authorized Signatory	Title		
1219 Old Furnace Rd.	Harrisonburg	VA	22802
Address	City	State	Zip Code

Facility Rental Insurance	<p>Applicant Name or Permit Renter (Individual or Company): <u>COSPU.org</u></p> <p>Insurance is required and must be submitted in advance for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> An ongoing rental permit <input checked="" type="checkbox"/> Service(s) being provided by a third party/vendor (e.g. caterer, DJ, bounce house) <p>Without limiting PERMIT APPLICANT'S indemnification of the CITY, and during the term of this Agreement, PERMIT RENTER shall provide and maintain at its own expense the below described programs of insurance. Such programs and evidence of insurance shall be satisfactory to the CITY.</p> <p>Certificates or other evidence of coverage shall be delivered via email, fax or US mail.</p> <p style="text-align: right;">City of Harrisonburg 409 S. Main Street Harrisonburg, VA 22801</p> <p>Certificate Holder must read:</p> <p>Such certificates or other evidence of coverage shall be delivered prior to commencing performance under this Permit, and shall contain the express condition that the CITY is to be given written notice of at least thirty (30) days in advance of any cancellation, non-renewal or material change of any insurance policy.</p>
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Insurance Requirements	<p>Renters are required to evidence the following Insurance to the City:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Insurance Coverage Type</u></td> <td style="text-align: left;"><u>Limit of Liability Required</u></td> </tr> <tr> <td>Commercial General Liability</td> <td>Each Occurrence \$1,000,000 Aggregate \$2,000,000</td> </tr> </table> <ul style="list-style-type: none"> • All insurance policies evidenced to the City shall name the City of Harrisonburg as an Additional Insured and list the date and location of the event. <p>If Renter does not have insurance, alternatively it may be obtained through a TULIP (Tenant User Liability Insurance Program). Contact Harrisonburg Parks and Recreation for more information.</p>	<u>Insurance Coverage Type</u>	<u>Limit of Liability Required</u>	Commercial General Liability	Each Occurrence \$1,000,000 Aggregate \$2,000,000
<u>Insurance Coverage Type</u>	<u>Limit of Liability Required</u>				
Commercial General Liability	Each Occurrence \$1,000,000 Aggregate \$2,000,000				

Internal Use only:		Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	Permit # _____
Date Received: _____	Date of Rental: _____	Date Insurance Submitted: _____	
Rental Fee: _____	Security Deposit: _____	Date Insurance Approved: _____	
Insurance Compliance Documentation is Attached (circle one): Yes No			
Facility Supervisor: _____		_____	
Signature		Date	



HISPANIC FESTIVAL EMERGENCY MANAGEMENT AND EVACUATION PLAN

PLAN OBJECTIVES

GENERAL INFO

- To clearly define the process to be followed, in the event of an emergency situation occurring at the Hispanic Festival.
- The procedures in this plan should not be regarded as rigid but rather as flexible guidelines to be used to address any unanticipated emergencies.
- This plan will be used by the staff as a 'living document' to set out the following
 - The potential emergencies that are applicable to the use
 - The written procedures developed in response to the potential emergencies
 - The staff members responsible for particular actions in an emergency situation
 - The ongoing education and training proposed as part of the overall strategy

VENUE LOCATION

Ralph Sampson Park
431 E Washington St, Harrisonburg, VA 22802

SCOPE

This plan applies to the Hispanic festival relating to the following emergency event scenarios:

- Medical emergency
- Fire or explosion



EMERGENCY PROCEDURE

- **In the event of a partial or complete evacuation of the festival, exhibitors, staff, vendors, volunteers and visitors are requested to assemble at designated evacuation area as directed by the festival security.**
- **Audio system will be used to convey evacuation and 'all clear' instructions.**
- **Staff, volunteers and vendors are to report any emergencies immediately to their area coordinator.**
- **Volunteers and vendors are not to attempt put out fires unless they are certain that they can do so without jeopardizing their own safety. Hand held fire extinguishers will be located at the food area, and at the COSPU marquee.**
- **If volunteers and vendors at any time feel they are in danger they are to report immediately back to security or area coordinator at their area.**
- **In the event of a member of public sustaining serious injury, volunteers, vendors and Festival Staff are to:**
 - **ensure their own safety first,**
 - **stay with the patient,**
 - **notify the area coordinator to request assistance from security and medical staff,**
 - **try to keep patient calm,**
 - **await further instruction from medical staff or event area coordinators.**
- **In the event of security risk, staff and volunteers and vendors are to:**
 - **ensure their own safety first,**
 - **report incident to security to request assistance,**
 - **await further instruction from event area coordinators**
- **Exhibitors, staff and volunteer are asked to be constantly aware of unidentified packages, cases or bags left untended or and any suspicious activities.**
- **In any case of doubt the article should not be touched.**



EMERGENCY SERVICES

- Vehicle access points have been designated for emergency services vehicles, in case of emergency the area coordinator will inform security at which access point the emergency vehicle is required. Refer to site map for location point.

FIRE EXTINGUISHERS

- Additional fire extinguishers will be placed in and around the festival
- For placement of all fire extinguishers please refer to the location of extinguishers in the end of the document
- Each food outlet and activity zone will have their own fire extinguisher

FIRST AID

- 2 cooling down stations – ice/icepack, water bottles, first aid supplies/bandages, blood pressure cuffs (one at Futsal court and a second station will be set up at the COSPU tent in the expo-area .
- 1 (RN) health professionals on-site throughout the event (with radio) from 6 am to 8 pm.
- Harrisonburg Fire department will be on site with EMS support if and when needed.



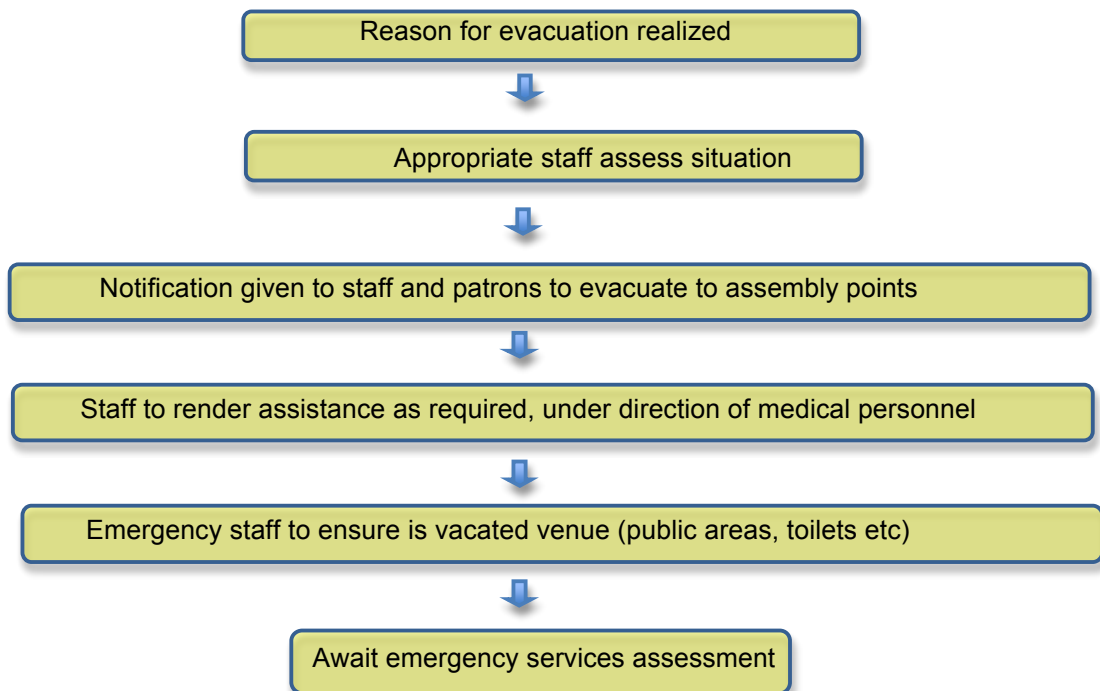
EVACUATION

EVACUATION

The Hispanic Festival Security team will take the following issues into consideration when determining if and when to evacuate:

- The severity of the incident
- The likelihood of escalation
- The incident becoming uncontrollable beyond the resources available

PROCESS OF EVACUATION IS SHOWN BELOW;

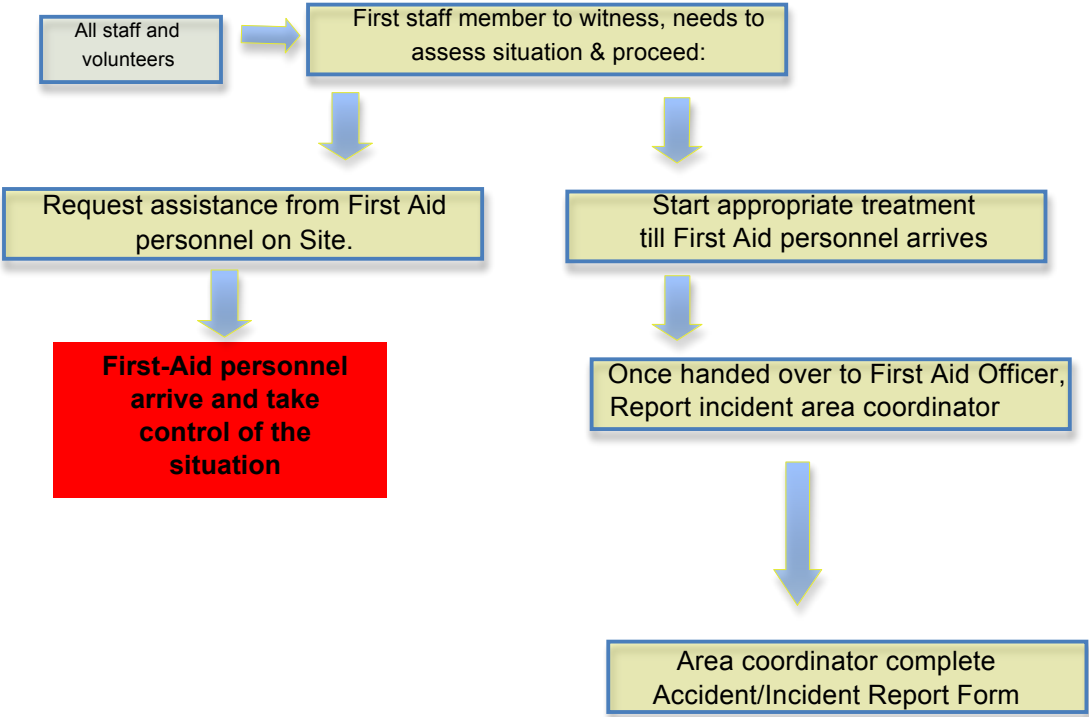




EVACUATIONS & INCIDENTS

MEDICAL EMERGENCY

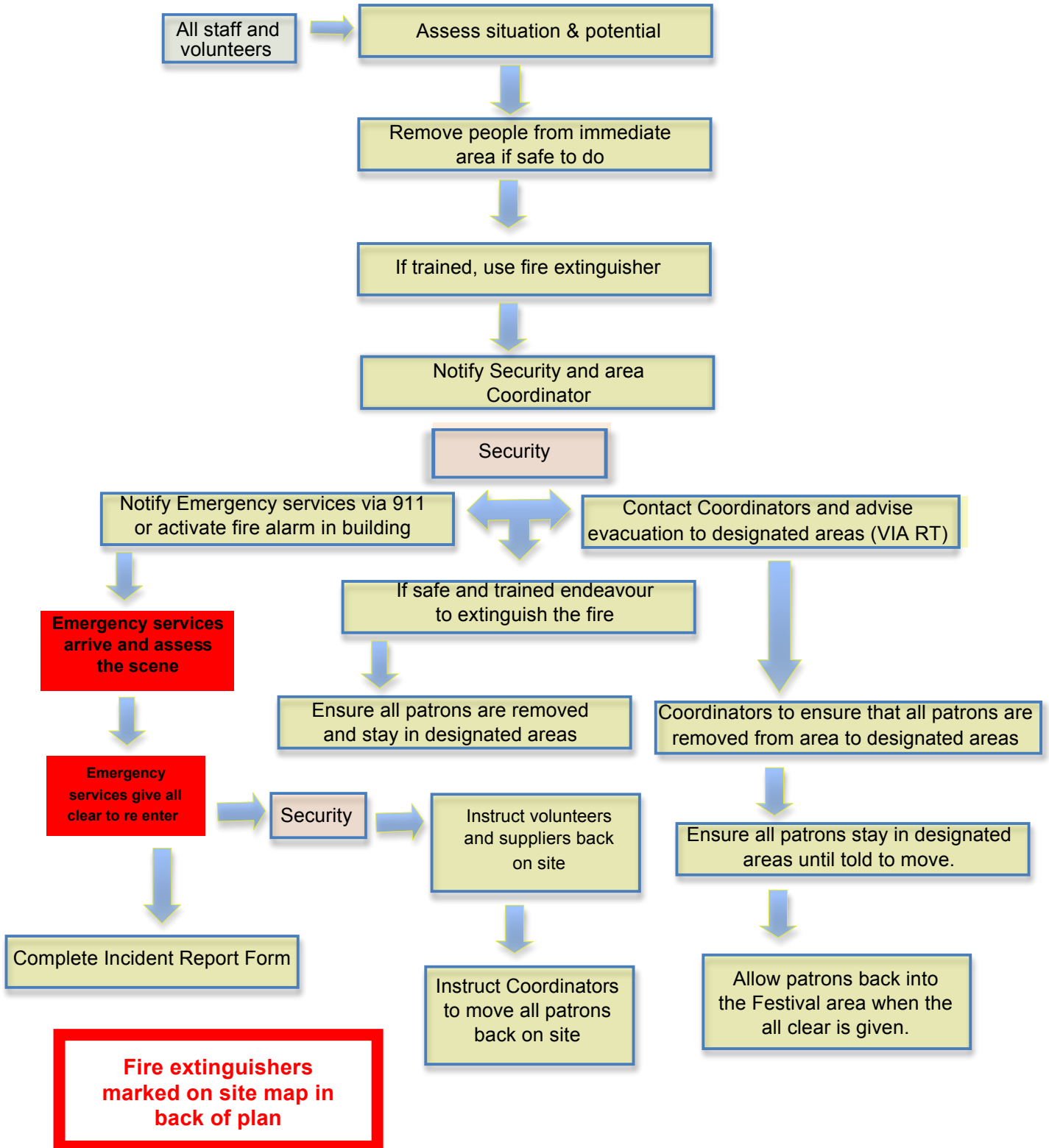
Should a medical emergency occur, such as a heart attack, stroke, seizure, burns etc;





FIRE AND EXPLOSION

Should you discover smoke or fire;





Hispanic Festival incident report

1 What occurred in order to evacuate:

2 Who reported the incident:

3 In which area was the incident:

4 Where all persons evacuated:

5 Was there any injuries as a result of incident:

YES NO

If Yes,

5a What were they:

5b Name and Contact of injured:

5c Was an accident incident form completed

YES NO

5d Were they treated by the on site First Aid contractor

YES NO

6 Time and date of evacuation:

Time am/pm Date

7 Did fire attend the incident:

YES NO

8 Did fire give authority to re enter building:

YES NO

8a What time was permission to re enter given

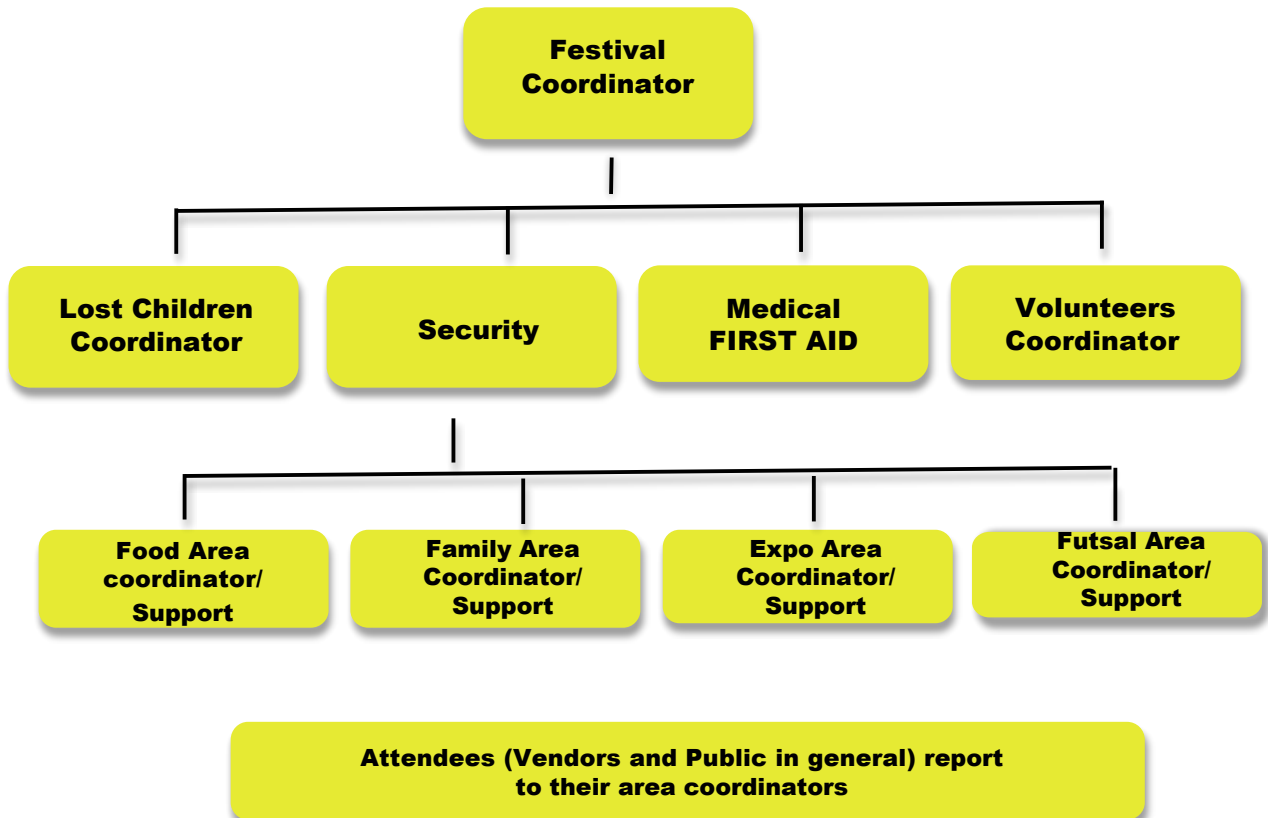
Time

Name and position
(capitals)

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FLOWCHART



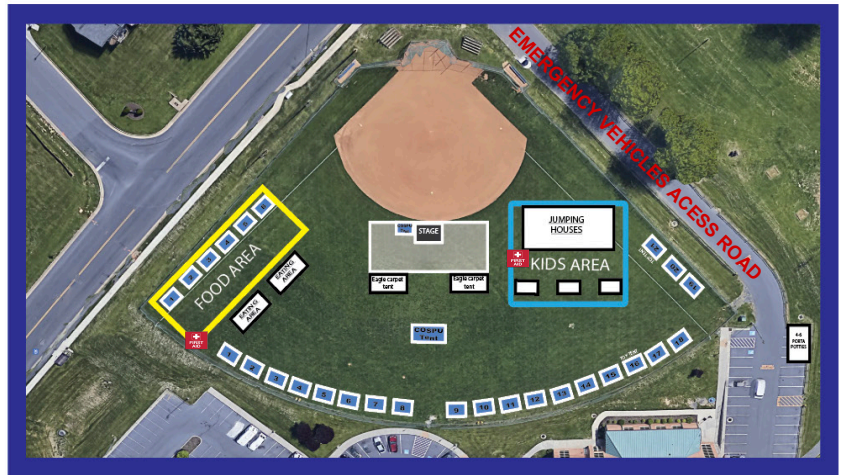


Festival Map

ALL HISPANIC FESTIVAL AREAS MAP



EXPO AND FOOD AREA FIRST-AID AND EMERGENCY ROAD



FUTSAL AREA



Event entrances:

- 1: Emergency vehicles, Festival staff, and expo vendors.**
- 2: Futsal teams, tournament staff, Emergency Vehicles.**
- 3: General parking.**
- 4: Overflow parking.**



EMERGENCY CONTACT PHONE NUMBERS

Festival Area Coordinators	
Festival Coordinator- Crimson Solano	540-860-0304
Expo area- Nelly Moreno-Shenk	540-209-1341
Expo area- Ingrid Garcia	540-282-9883
Food area- Elsy Portillo	540-476-3532
Futsal Area- Joel Andrade	540-810-6481
Kids and Family area- Carlos Alemán	540-421-4569
Volunteers- One Baltazar	540-746-5790
Hispanic Festival Parking and Security	
Parking: Walter Amaya	540-236-2079
Security: Kamilo Rivera	540-810-0052
Emergency / First Aid	
Harold Shenk	540-830-5313
Lost Children – Naty Rodriguez	540-607-0715
Ambulance / Fire / Police	911

NOTES: