



[www.momentumindy.org](http://www.momentumindy.org)

## Momentum Indy (“Event”) Emergency Action Plan August 27-28, 2022

Please Review this Document Prior to the Event!

*In regard to any emergency event, no one should speak to any media representative except for:  
**Executive Director or Deputy Event Director***

### **Command Group Meeting Location**

In the event of inclement weather conditions or any safety-related events along Event Course or start/finish areas, the following people will meet at the VOLUNTEER TENT located on the Site Plan for each respective event day.

<b><u>Command Group</u></b>	<b><u>Role</u></b>	<b><u>Phone #</u></b>
Jennifer Cvar	Executive Director	
Paul Cvar	Deputy Event Director	
Brent Ruddy	Volunteer Director	317-446-6176
Debra Wagoner	Stage Manager	
Carole Terry	Course Marshal Captain – Saturday	317-270-8096
Diana Herwig	Course Marshal Captain - Sunday	317-696-0417
Michael Goldenberg	Course Manager / VIP Hospitality	317-439-5407
Abel Barerra Duran	VIP Hospitality	
Brandi Barnes	Kids Zone	
Mitch Beckner	USAC Chief Referee	
Ken Hart	USAC Chief Judge	
David Fowkes	Moto – Lead	
Scott Ebbing	Moto – Chase	
Bret McAtee	Police/Security	
Cory Hall	Medical – IU Health – Saturday	
Ashley Vlaskamp	Medical – IU Health – Sunday	

WISH TV weather department or the National Weather Service will be contacted for any information on weather. The Command Group will be the key decision-makers with the guidance of the Police Department on the continuation, continuation with, or delay of the event. Command Group will relay the information to the necessary people at the event and out on the course:

*Course Marshal Captain, Course Marshals, Event Volunteers, Race Officials, Racers, Spectators, Vendors and Exhibitors*



## Emergency Plans

### 1. General Conduct during Emergency or Urgent Situations

- a. Remain calm at all times.
- b. Do not make any comment to the media.
- c. Never run.
- d. Assess the situation before taking action.
- e. Remember to gather information for the Event Incident forms.

### 2. Use of 2-way Radios/Cellular Phones:

- a. **USE OF 2-WAY RADIOS IS RECOMMENDED. USE MOBILE PHONE NUMBERS ONLY IF YOU DON'T NOT HAVE A 2-WAY.**
- b. Members of the Command Group and other key volunteers have 2-way radios.
- c. Be selective of what you are saying over the radios.
- d. Never allow your voice to become hysterical.
- e. Relay only the FACTS of the situation- NEVER make a comment like, "We really messed up..." or "We're in big trouble..."
- f. Always remember that many people around you will hear every word you say given the size of the event.
- g. Always remember that many people around anyone with a radio scanner will hear every word you say.
- h. Except for lost children, only refer to a participant by their bib number when communicated to Medical or Command Group.

### 3. **Inclement Weather Plan**

If it is forecasted to or should start to thunder and/or lightning or temperature becomes an issue, the Command Group will meet and determine the status of the event. Information will be relayed to the Event committee via the above relay plan.

### 4. **Inclement Weather Emergency Evacuation Plan**

- a. In the event of severe weather during the Event the following locations will be designated as emergency shelter locations:
  - i. Nearby parking garages.
  - ii. Locations across the course should use their best judgment.
- b. Volunteers will be notified via radio, cell phone, pace moto or by an individual from the Command Group. Any volunteer in the affected areas should immediately begin notifying the public.
- c. Spectators will be notified via the onsite PA system to remain calm and seek shelter.



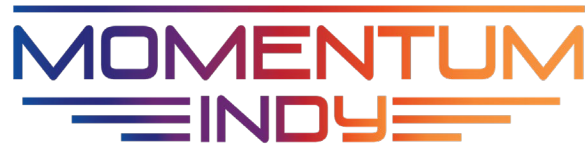
## 5. Medical Emergencies

- a. Assess the situation.
- b. To speed response time, any request for medical needs should be directed to a uniformed police officer or medical team. If none are nearby, please alert your area Supervisor from the Command Group.
- c. Assist an injured person only to the extent that you are qualified - let them know you are calling for medical support; **do not comment on the accident to anyone.**
- d. Speak slowly and clearly - do not yell. Give your name, location and your assessment of the situation.
- e. If possible, remain with the person, until FIRST AID arrives.
- f. Gather information for the Event Incident Report (note: for medical situations involving race participants during the race, the Event on Incident Report is not necessary).

## 6. Non-Medical Security Situation

- a. To speed response time, any request for security needs should be directed to a uniformed police officer. If none are nearby, please alert your area Supervisor from the Command Group who will then relay the information.
- b. For any type of security issue (suspicious character, fighting, etc.), please alert your area supervisor and request security back-up. Speak slowly and clearly. Give your name, location, and assessment of the situation.
- c. The person who initially called in the situation should notify Command Group once the situation is under control and inform them of the outcome.
- d. Gather information for the Event Incident Report.

## 7. Lost Persons - Refer to Lost Person Policy & Procedures



## Covid-19 Safety

The health and safety of our community is our highest priority. Throughout the Momentum Indy Festival weekend, we will implement procedures to protect the public health. Our policies will follow current recommendations as set forth by the Centers for Disease Control and Prevention (CDC) as well as state and local guidelines. Please note that these guidelines may evolve as circumstances change; check our website regularly for updated information.

*Please help keep yourself and our community healthy by staying home if you feel sick or have symptoms of viral illness (cough, shortness of breath, fever, chills, muscle pain or sore throat); avoiding close contact with people who are ill; and washing or sanitizing your hands regularly.*

## Lost Person / Children Policy & Procedures

Several thousand spectators, including families with children, visit the Event. Many of these visitors are children of a young age who come with parents or other adults to participate in the Kids Zone activities and Kids Bike Races at the Indy Crit. Staff, vendors, volunteers and contractors should be prepared to take the appropriate action to keep the child safe and limit the Event's potential liability.

Following are questions and answers about lost children at the Event and can serve as guidelines for what to do if you find a lost child or a reported lost child cannot be found.

### 1. What should I do if I come across a child who is lost?

If you discover a child who appears to be lost and unable to find the adults who came with him/her to the Event, the following steps should be taken:

- a. Introduce yourself to the child, tell him/her that you work or volunteer for the Event, and ask the child if he/she is lost.
- b. Ask the child's name and, if possible, have the child tell you the name of his/her parent(s) or other adults with whom he/she came to the Event that day.
- c. Ask the child if there is a particular place at the Event that he/she is to go in case he/she is lost.
- d. Once you have obtained this information, contact the Event Volunteer Coordinator or via radio. The Event Volunteer Coordinator will notify all Event staff, giving all relevant information including a name and description of the child, the name and description of the child's parent(s) or other responsible adult, and the current location of the child. An Event Command Group Volunteer or Police Officer will meet you at your location or start searching for the child's parent/guardian.



- e. In all cases, you should remain with the child where you found him/her until the Event Command Group Volunteer or Police Officer arrives.
- f. If someone does appear in the area looking for the child, be sure the child identifies this person as his/her parent or other adult who came with the child to the Event that day. If you have a problem, contact the Event Command Group or a uniformed Police Officer.
- g. It is important to keep the child calm. Depending on the child's age, you may be able to keep the child calm by asking questions about his/her day, inquiring about his/her favorite part of the Event or making other conversation that will keep the child talking.

Of course, circumstances vary and the above-listed steps may not be appropriate for every situation. For example, if the child indicates that he/she was last with his/her parents by the bounce house and he/she has wandered from this area, you may want to take the child back to the bounce house area to look for his/her parents.

## **2. What is appropriate consoling for a lost child?**

Being lost can be a very frightening experience. Children will often want to be consoled by being held. However, you should never pick-up a child. Holding a child's hand is appropriate if they want you to do so.

## **3. What should I do if I wait with the child but the child's parent(s), other responsible adult, or Command Group Volunteer or Police Officer, does not immediately return to the area?**

In this situation, notify the Event Volunteer Coordinator that you will take the child to the Volunteer Check-In Tent. The Volunteer Coordinator will notify the Command Group and Police that the child is now at the Volunteer Tent and his/her parent(s) or other responsible adult has not yet been found. At all times, you should provide reassurance to the child and try to keep him/her as calm as possible.

## **4. Should the child be given anything to eat or drink?**

If thirsty, the child of course should be given water to drink. However, due to the possibility of food allergies, the child should not be given anything to eat unless there is an indication from either the child or a medical bracelet that the child is diabetic. If the child is diabetic and shows signs of hypoglycemia, First Responders may give glucose tablets or gel when needed.

## **5. What if a child's parent(s) or other adult who came with the child to the Event cannot be located?**

As outlined above, the Volunteer Coordinator will be in contact with the Police on duty and they will handle the situation. The Volunteer Tent will remain open and staffed at the Event until the Event is cleared of all participants and spectators.



## Momentum Indy Festival Event Incident Report 2022

Ensure a copy of this report is given to Volunteer Coordinator located at the Volunteer Tent.

All information provided should be completed as soon as possible.

1. Time of Incident \_\_\_\_\_
2. Person(s) involved \_\_\_\_\_
3. Contact info of person involved: \_\_\_\_\_
4. Bib # (if a racer): \_\_\_\_\_
5. Weather Situation (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Description and cause of incident \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Description of Missing person (if applicable) \_\_\_\_\_
8. Witnesses, including contact information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Medical Information
  - a. Was medical treatment required: Yes / No
  - b. Was First Aid required: Yes / No
  - c. Was anyone transported to a medical facility: Yes / No
    - i. If so, who was taken and where were they taken? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Other Notes