



**FIREFLY**  
**INCIDENT COMMAND STRUCTURE**  
**CONTINGENCY PLANS**  
**2017**



# Firefly ICS Contingency Plans

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# Firefly ICS Contingency Plans

## INTRODUCTION

The following contingency plans represent the best effort to present a management structure within ICS (Incident Command System) for the likeliest of scenarios Firefly can be expected to experience. Every incident presents its own unique challenges, so it must be stressed that ICS is a system that is designed to be modular to expand or contract as needed to meet the requirements of safely and successfully bringing the incident to a close. Emphasis must be placed on inter-core cooperation. Treat others as experts in their own right, and trust their judgement and recommendations. It is also necessary for the head of each Core during ICS to know what resources are available, both in personnel and material, and to activate those resources as necessary.

Every person who is expected to take a command role (for example: OOD, Khaki, Core Leads, Board, Event Lead) within this system should be trained within ICS to their appropriate level, and each Core leader should have a familiarity with the resources they have to manage their sector. For example, First Aid Supervisor acting as Operations Lead should know what medical supplies are on hand, what level of medical training the volunteers may access, and what transport options are available to safely evacuate patients from site.

It is also important to note that should an incident grow in size or severity that external agencies (LE, EMS, Fire) are involved, their incident management supersedes ours. We should make every effort to assist in a volunteer capacity, but let them do their job. A well organized and cooperative volunteer force reflects well on any event. Should the situation again arise that external agencies are needed, that reputation may be key in further cooperation.

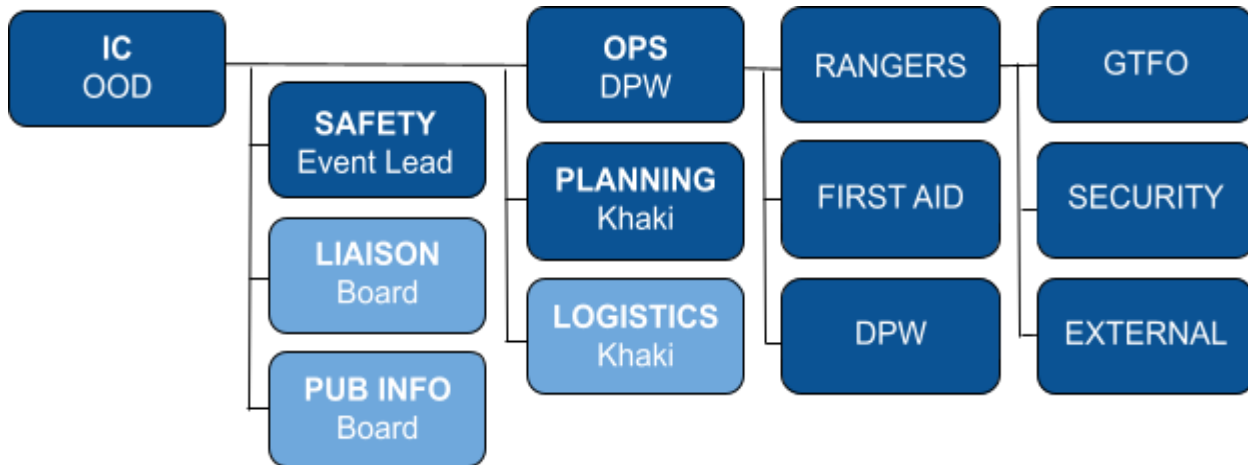


## Firefly ICS Contingency Plans

### ANIMAL ATTACK

- Separate the animal from participants.
- Create a boundary and perimeter.
- Treat any injuries.
- Call animal control.

### ANIMAL ATTACK RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### ANIMAL ATTACK RESPONSE STRUCTURE DETAILS

Recommended Role	Volunteer	Responsibility
IC	OOD	Responsible for incident
SAFETY	Event Lead	Makes sure scene is safe
PLANNING	Ranger Khaki	Collects information, circulates information, documents incident and information
OPERATIONS LEAD	DPW Lead	Coordinate operations
OPERATIONS	DPW	Separate animal from participants, gain control
OPERATIONS	First Aid	Stabilize/treat patient(s)
OPERATIONS	Security	Assist DPW with animal, Interface with External agencies at entrance
OPERATIONS	Rangers	Inform participants, evacuate concerned areas, perimeter, crowd control, assist dpw
OPERATIONS	GTFO	Insure road is accessible
OPERATIONS	EXTERNAL- LE	Animal control
OPERATIONS	EXTERNAL- EMS	Transport of patient
Optional Role	Volunteer	Responsibility
LIAISON	Board	Interfaces with external agencies & Landowner- inform landowner of incident, make call to LE
PUBLIC INFO	Board	Speaks with press and public
LOGISTICS	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers

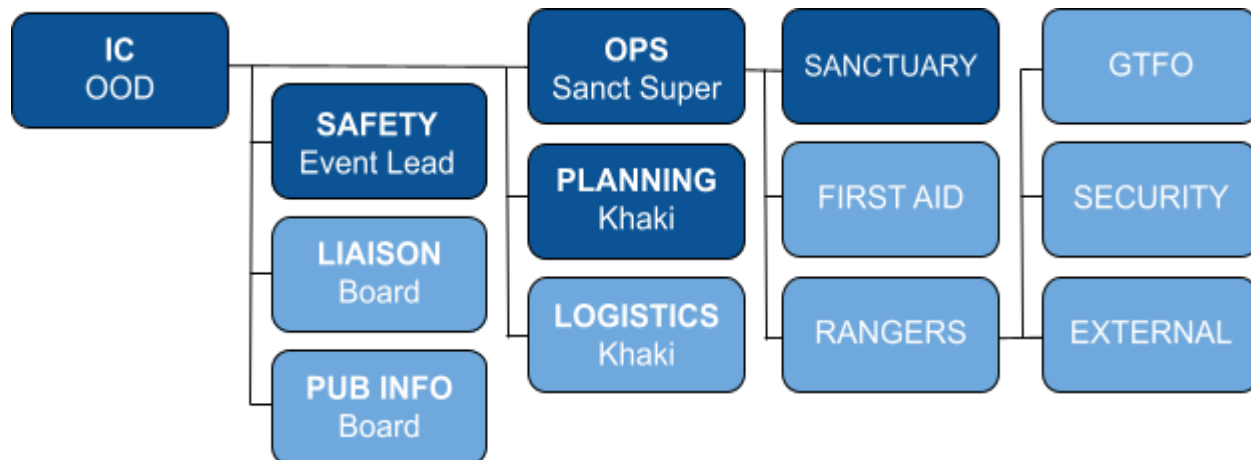


## Firefly ICS Contingency Plans

### ASSAULT - PHYSICAL

- If you are family or friend of anyone involved, be it the survivor(s) or the alleged suspect(s), remove yourself immediately from any official contact with the situation. Kick it sideways.
- In any incidents where there is a survivor, the survivor(s) should be moved to a safe, private environment like Sanctuary, where their needs can be taken care of and supported.
- If the survivor consents, once safe, they should be examined by First Aid volunteer and any injuries should be documented (photographed and notes taken) and treated.
- If the survivor consents, document any relevant information that could be used to resolve the situation and/or to be passed onto law enforcement once they arrive on site if relevant.
- Ask the survivor if they would like the Conduct Committee to be notified. If they do, ask Khaki for a Concom Form. This form needs to be returned to Khaki and placed in the lockbox.
- ConCom form should be filled out for any behaviour that endangers FAC's ability to hold the annual festival and other community events. Only information that the survivor consents to may be used on the form.
- An attempt to locate the accused/alleged suspect(s) should be made, Firefly staff should never attempt to apprehend or detain anyone. Security can be used to apprehend if necessary.
- If the alleged suspect(s) is/are cooperative and the survivor(s) so desire, mediation can be undertaken.
- If eviction is warranted, the Eviction Protocol should be followed.
- When Law Enforcement arrives, the alleged suspect(s) should be pointed out to them.
- Law Enforcement should be cooperated with fully by everyone. OOD, Rangers and Liaison should be the main persons interacting with LE.
- Privacy of all parties (survivors and alleged suspects) is to be respected at all times.
- No sensitive information to be given via radios.
- Post debrief for all involved will be conducted by IC and documented by Planning.

### ASSAULT - PHYSICAL RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### ASSAULT - PHYSICAL RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Rangers</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Secure area for privacy/incident scene, locate &amp; keep sight of participants involved, mediate</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LIAISON</b>	Board	Interfaces with external agencies, make call to LE
<b>PUBLIC INFO</b>	Board	Speaks with press and public
<b>LOGISTICS</b>	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers
<b>OPERATIONS</b>	Sanctuary	BARCC trained volunteer requested to counsel for an incident involving consent or is sexual in nature, DV, to counsel any participant
<b>OPERATIONS</b>	First Aid	Stabilize/treat patient(s)/transport to safe location
<b>OPERATIONS</b>	Security	Interface with LE at entrance, back up assist Rangers
<b>OPERATIONS</b>	GTFO	Insure road is accessible
<b>OPERATIONS</b>	EXTERNAL- LE	Conduct formal investigation
<b>OPERATIONS</b>	EXTERNAL- EMS	Transport of patient

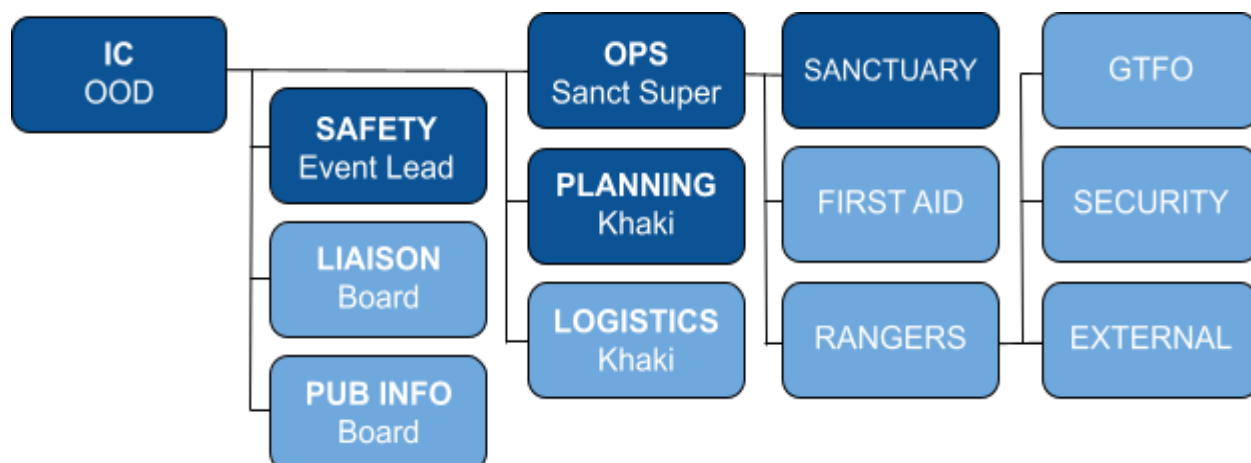


## Firefly ICS Contingency Plans

### ASSAULT - SEXUAL

- If you are family or friend of anyone involved, be it the survivor(s) or the alleged suspect(s), remove yourself immediately from any official contact with the situation. Kick it sideways.
- In cases of sexual assault the survivor's care is paramount. They will be vulnerable, distraught, scared and embarrassed.
- In any incidents where there is a survivor, the survivor(s) should be moved to a safe, private environment like Sanctuary, where their needs can be take care of and supported.
- Only Sexual Assault Liaison (fallback: Sanctuary Supervisor), First Aid Supervisor and no more than one Sanctuary volunteer designated by IC or Operations Lead, depending on genders and qualifications, should be with the survivor. One of these people must be BARCC trained or hold similar designation.
- Unless there is imminent danger, take no action not requested by the survivor
- In addition, the survivor should be asked if there is anybody at the event that they would like brought to them and that person should be found.
- The survivor should not be left alone, not even for a second.
- If the survivor consents, once safe, they should be examined by First Aid volunteer and any injuries should be documented (photographed and notes taken) and treated.
- If the survivor consents, document any relevant information that could be used to resolve the situation and/or to be passed onto law enforcement once they arrive on site if relevant.
- Ask the survivor if they would like the Conduct Committee to be notified. Ask Khaki for a Concom Form. This form needs to be returned to Khaki and placed in the lockbox.
- An attempt to locate the accused/alleged suspect(s) should be made, Operations Teams should never attempt to apprehend or detain anyone forcibly. Security can be used to apprehend if necessary.
- If eviction is warranted, the Eviction Protocol should be followed.
- When law enforcement arrives, the alleged suspect(s) should be pointed out to them.
- Law Enforcement should be cooperated with fully by everyone. OOD. Rangers and Liaison should be the only persons interacting with LE.
- ConCom form should be filled out for any behavior that endangers FAC's ability to hold the annual festival and other community events. Only information that the survivor consents to may be recorded.
- Do not assume guilt! We are not judge nor jury. Treat the alleged suspect(s) with respect too.
- The alleged suspect(s) should be kept away from the survivor. If the alleged suspect(s) is/are cooperative, they should be interviewed separately, out of earshot and view from the survivor.
- Privacy of all parties (survivors and alleged suspects) is to be respected at all times.
- No sensitive information to be given via radios.
- Post debrief for all involved will be conducted by IC.

### ASSAULT - SEXUAL RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### ASSAULT - SEXUAL RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Sanctuary Supervisor</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>BARCC trained volunteer to counsel/take statement</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LIAISON</b>	Board	Interfaces with external agencies, make call to LE
<b>PUBLIC INFO</b>	Board	Speaks with press and public
<b>LOGISTICS</b>	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers
<b>OPERATIONS</b>	Rangers	Secure area for privacy/incident scene, locate & keep sight of accused
<b>OPERATIONS</b>	First Aid	Stabilize/treat patient(s)/transport to safe location
<b>OPERATIONS</b>	Security	Interface with LE at entrance, back up assist Rangers
<b>OPERATIONS</b>	GTFO	Insure road is accessible
<b>OPERATIONS</b>	EXTERNAL- LE	Conduct formal investigation
<b>OPERATIONS</b>	EXTERNAL- EMS	Transport of patient

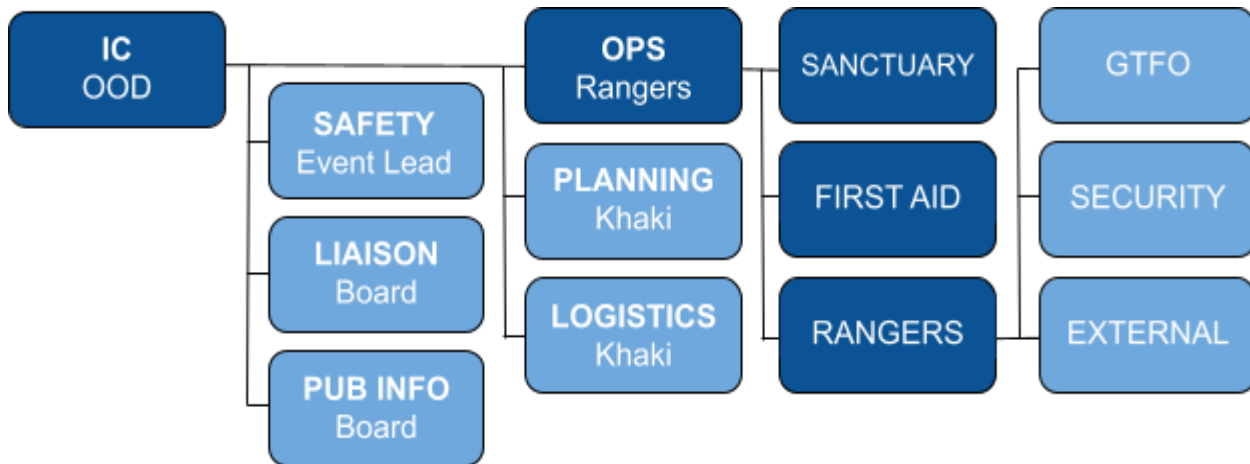


## Firefly ICS Contingency Plans

### ATTEMPTED SUICIDE

- Determine participant's state of mind and emotional stability
- Get participant to safe location
- Attempt to find friends or campmates to gather more information

### ATTEMPTED SUICIDE RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### ATTEMPTED SUICIDE RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>First Aid Supervisor</b>	<b>Initiates IC, coordinate operations, Makes call to LE/911 if needed</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)/transport to EMS accessible area</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Escort, perimeter, crowd control, accompanying participant and personal items, take statements</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>Evaluate patient, for friends support</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>GTFO</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Conduct formal investigation</b>
<b>OPERATIONS</b>	<b>EXTERNAL- EMS</b>	<b>Transport of patient</b>

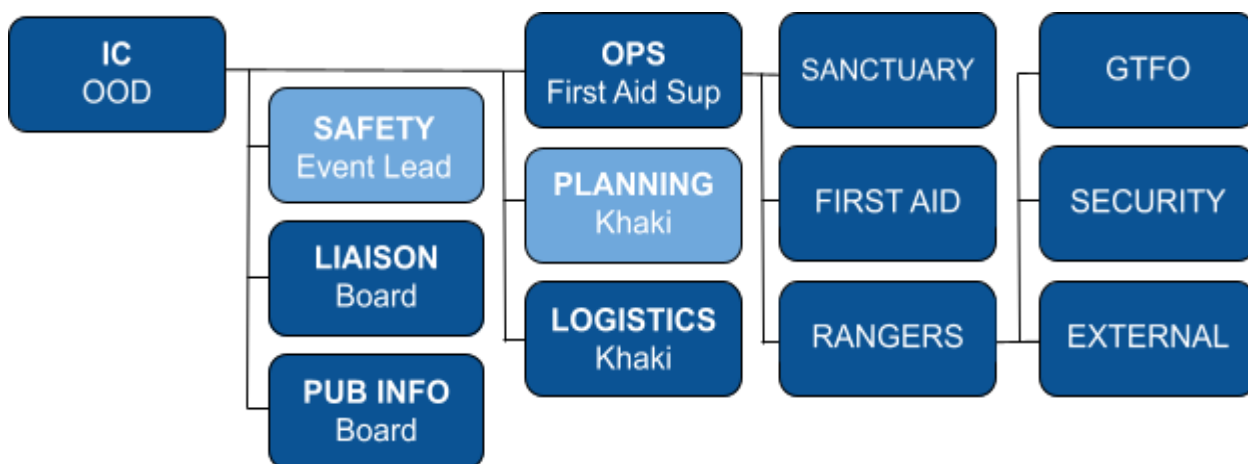


## Firefly ICS Contingency Plans

### DEATH AT EVENT

- **\*\*\*IMPORTANT:** Body not to be touched  
Body must be covered for privacy  
Area must have perimeter around it  
No one is allowed near
- In the event of a death on site the area should be immediately cordoned off and nobody allowed to disturb the scene, the body should not be moved but should be covered with a sheet, blanket or tarp.
- Law enforcement should be notified immediately by Liaison.
- If the identity of the individual can be established, an attempt must be made to locate any next of kin if they are at the event or anybody who may have been friends or campmates of the individual to inform them. This should not be done in public. Individuals should be asked to accompany you to a private location for an urgent matter. IC will break the news and Sanctuary will provide support.
- Next of kin and close friends/campmates should remain at a private location for the duration of the incident to allow for smooth resolution and proper treatment of the incident site.
- If there is suspicion of foul play or murder, next of kin and friends/campmates should be kept away from any suspect(s). No contact should be allowed between suspects and friends/campmates.
- Public Information is in charge of follow-up care and contacting non-participating next of kin back home.
- The person's tent/campsite/vehicle should be located if possible and also cordoned off and prevented from being disturbed.
- If there is suspicion of foul play or murder – Security may be used to attempt to apprehend, restrain or otherwise physically engage with the alleged suspect(s). All Firefly staff will monitor without endangering self and point suspect out to LE when they arrive.
- When LE arrives they should be shown to the scene and co-operated with fully.
- No sensitive information to be given via radios.
- Do not attempt to forcibly or physically stop anyone from leaving event- write down licence plate, car and occupants description.

### DEATH AT EVENT RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### DEATH AT EVENT RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, Makes call to LE/911</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS LEAD</b>	<b>First Aid Supervisor</b>	<b>Initiates IC, coordinate operations</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Transport to EMS accessible area</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Escort, perimeter, crowd control, take statements</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>For friends support, as needed</b>
<b>OPERATIONS</b>	<b>GTFO</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Conduct formal investigation</b>
<b>OPERATIONS</b>	<b>EXTERNAL- EMS</b>	<b>Transport of patient</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>



## Firefly ICS Contingency Plans

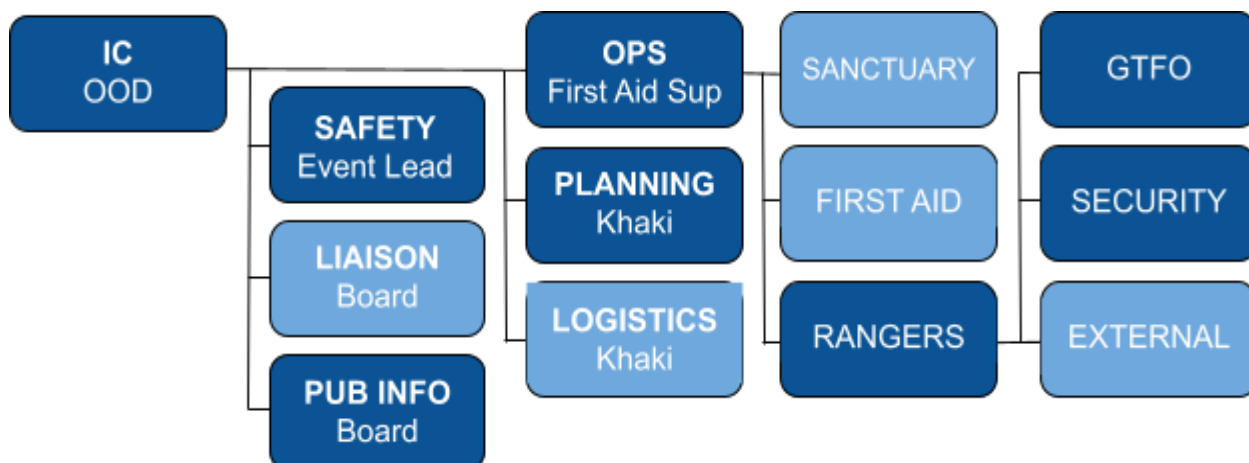
### EVICTION OF A PARTICIPANT

- IC, Safety & Board all have to agree to evict unanimously.
- If there is no agreement, an alternative solution needs to be found.
- Eviction can occur for any incident or behavior that violates the code of conduct or any behavior that endangers FAC's ability to hold the annual festival and other community events.
- Eviction decisions are made behind closed doors, away from the public.
- The Safety in this case represents the safety of everyone involved including the potential evictee.
- The safety and welfare of the evictee should not be compromised by their eviction.
- In cases where a participant is out of control, volatile and poses an immediate threat to themselves or others around them, call Law Enforcement immediately.

**Possible alternative solutions to immediate eviction if the individual is not sober or well enough to leave the sight on their own at the time of the incident. (There must be no further danger to any participant)**

- The potential evictee sobers up at Sanctuary or other safe location before eviction;
- The potential evictee stays at Sanctuary or other safe location, under supervision, until morning when transportation and other services resume;
- The potential evictee promises to avoid further confrontation / disruptive behaviour or else they will be evicted with no further questions or discussions;
- Friends take responsibility for the individual with the understanding that if the problem continues the individual will be evicted with no further questions or discussions;
- The potential evictee agrees to move their tent to another area of the site to avoid confrontation / creating further problems;
- A compromise is reached which the potential evictee and any others involved agree on.

### EVICTION OF A PARTICIPANT RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### EVICTON OF A PARTICIPANT RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Rangers</b>	<b>Coordinate operations, serve eviction notice</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Locate &amp; keep sight of participants involved, mediate, escort participant, assist with eviction</b>
<b>OPERATIONS</b>	<b>GTFO</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance, back up &amp; assist Rangers</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, make call to LE</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>evaluate patient,</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Remove trespasser/ejected participant</b>
<b>OPERATIONS</b>	<b>EXTERNAL- EMS</b>	<b>Transport of patient</b>



## Firefly ICS Contingency Plans

### EVACUATION

- Use both Interstate and Mercurial routes
- Determine if evacuation with or without possessions
- Determine if participants will be allowed to move or exit with cars
- Determine if 4 wheelers be allowed up or down the hill
- DPW, GTFO, Parking, Security to work together to manage participant or vehicle traffic

### Procedure

1. Evacuation (Out of control/major fire, unexpected extreme weather or any situation capable of producing event-wide casualties where time is of the essence)

a. Getting people off-site with rangers and other identified teams acting as evacuation agents, sweepers and -- if safety/conditions permit -- guardians of the evacuated event site

i. All camps remain intact - no property shall leave site, except, if time permits: personal valuables, ID and communications (phone/walkies). NO PACKING

ii. Kids camp staffers and parents must take the lead to ensure that all minors are accounted for. If minors are unaccounted for:

1. An appointed team will evacuate all minors accounted for and maintain constant contact with them
2. Site evacuation team must be notified of the unaccounted minors
  - A sweeper team will search for unaccounted minors (with Kids Camp and parental involvement if helpful)
  - If minors cannot be accounted for, then sweeper teams will immediately pass information to emergency responders prior

to being relieved from the event site

b. For out of control fire/extreme weather, there needs to be a protected post-evacuation area for shelter, communication and accounting

- Possible locations: Town Hall, Gymnasium, Elementary/HS facilities... etc.
- Transportation from the event site to post evacuation site - bus services? Can there be companies on-call? Appointed teams

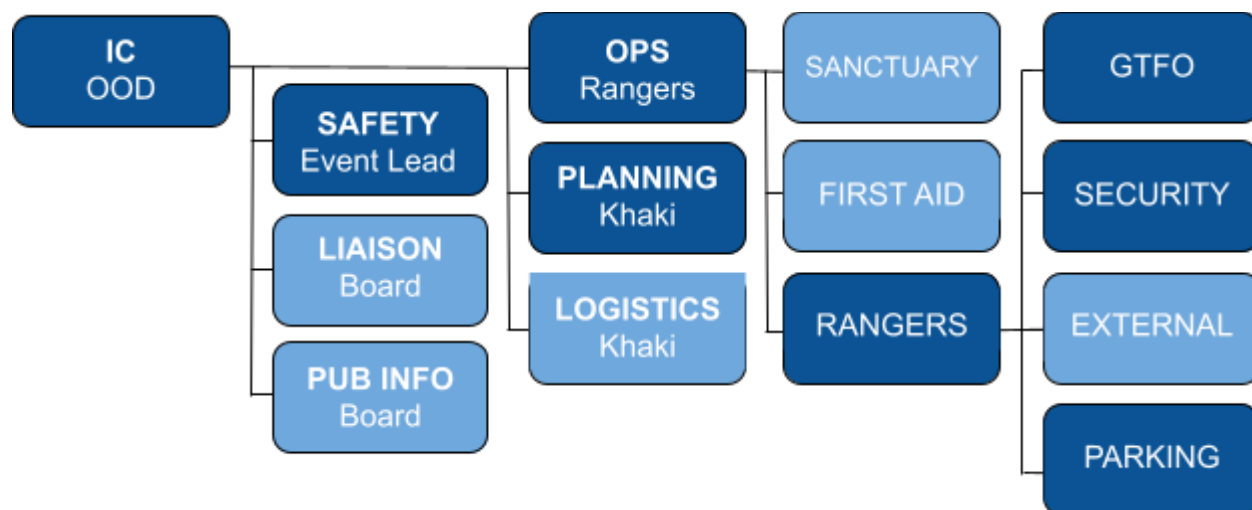
with cars and drivers?

c. For situations other than extreme weather that require quick, temporary exodus but not relocation

- There is a large field across from Kirk's home that can be used as a staging, communication and accounting site.

d. No incoming vehicular access except for emergency personnel and NECESSARY activities (sanctioned as part of evacuation process or cleared by evacuation team)

### EVACUATION RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### EVACUATION RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Rangers</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Notify participants of evacuation, sweep participants</b>
<b>OPERATIONS</b>	<b>GTFO</b>	<b>Insure road is accessible and help manage traffic</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance, back up &amp; assist Parking and GTFO with exiting traffic</b>
<b>OPERATIONS</b>	<b>Parking</b>	<b>Coordinate participants exiting parking area</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, make call to LE</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>evaluate patient,</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Evacuation assistance</b>

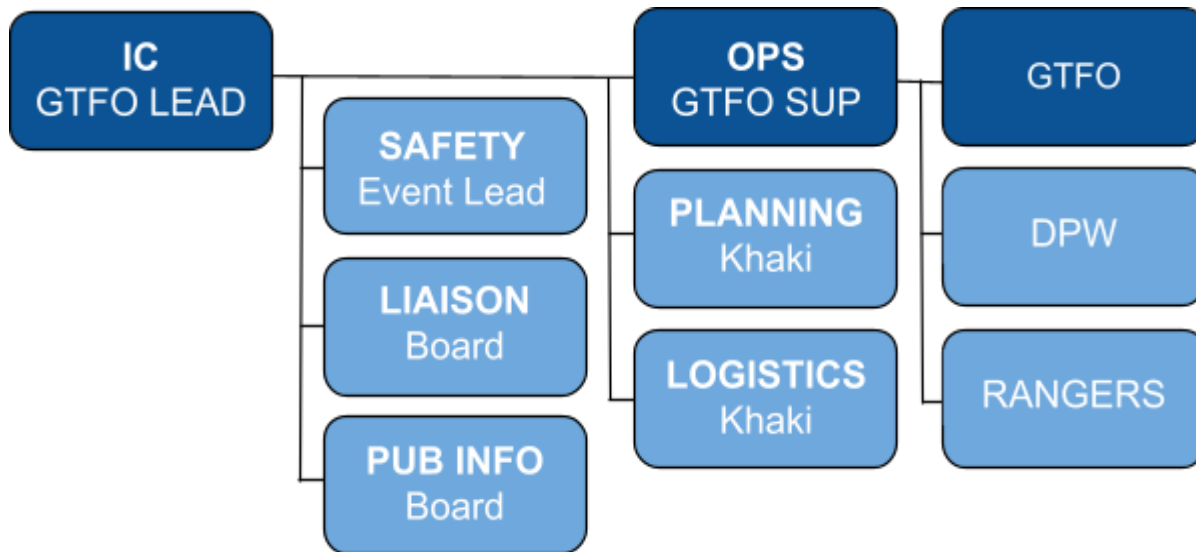


## Firefly ICS Contingency Plans

### EXODUS

Waiting on 2017 update

#### EXODUS RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### EXODUS RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Rangers</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Notify participants of evacuation, assist with vehicle movement on hill</b>
<b>OPERATIONS</b>	<b>Gate</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>Parking</b>	<b>Coordinate participants exiting parking area and movement on hill</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>

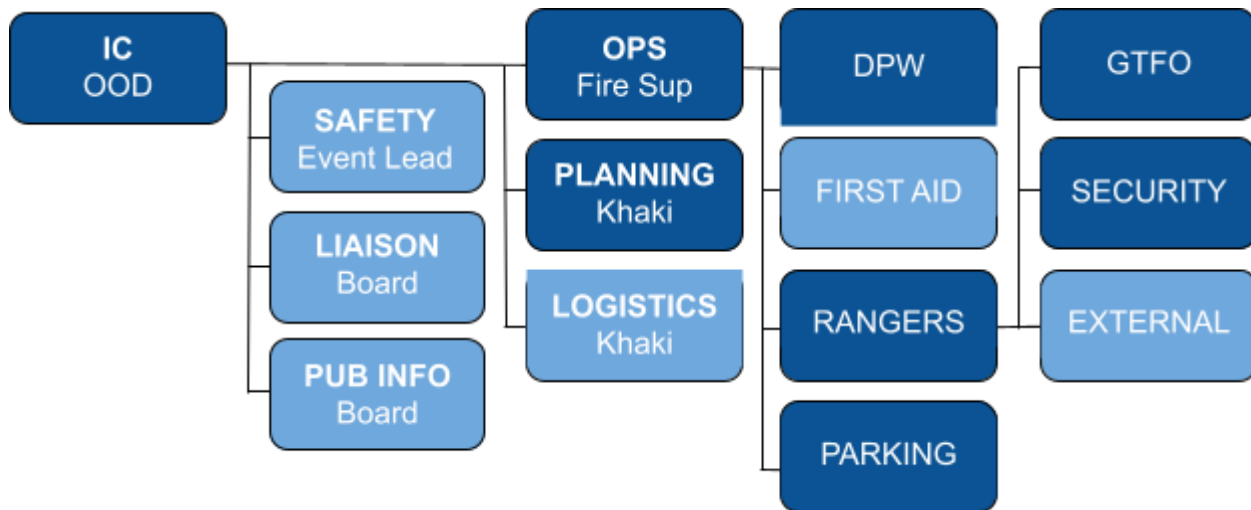


## Firefly ICS Contingency Plans

### FIRE - MINOR

- Evacuate the area.
- Establish a perimeter at a safe distance from the fire.
- Extinguish the fire only if it is safe to do so.
- Efforts should be concentrated on preventing the spread of the fire by moving anything flammable away from the fire and establishing a fire break –without risking lives while doing so.
- Adjust the perimeter back as needed if the fire grows.
- Full cooperation with the fire department – they are in charge if they are on site.

### FIRE - MINOR RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### FIRE - MINOR RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS</b>	<b>Fire Supervisor</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Fire</b>	<b>Fire suppression, education</b>
<b>OPERATIONS</b>	<b>DPW</b>	<b>Assist with fire suppression, area safety</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Crowd control, safety perimeter, recovery assistance, education</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, make call to LE</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)/transport to safe location</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>Gate</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Conduct formal investigation</b>
<b>OPERATIONS</b>	<b>EXTERNAL- EMS</b>	<b>Transport of patients</b>

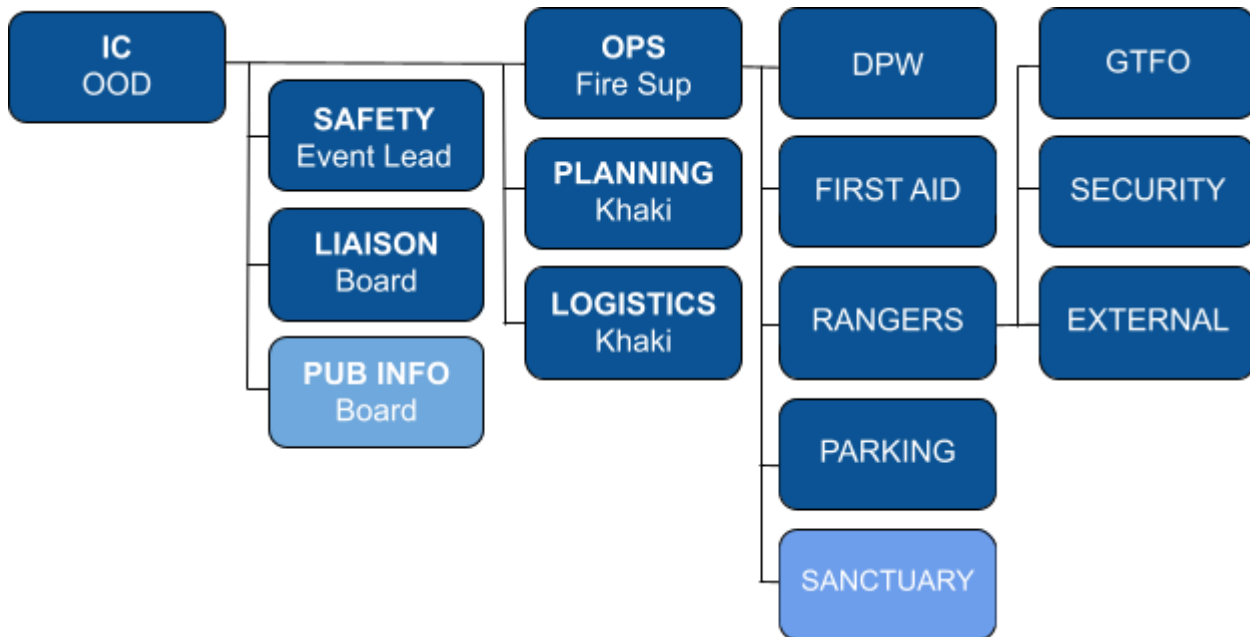


## Firefly ICS Contingency Plans

### FIRE - MAJOR

- \*\*\*\*IMPORTANT- People are the focus  
Do not try to save property  
Stay safe
- Evacuate the area
- Call 911 Immediately
- Establish a perimeter at a safe distance from the fire
- Efforts should be concentrated on preventing the spread of the fire by moving anything flammable away from the fire and establishing a fire break –without risking lives while doing so.
- Adjust the perimeter as needed if the fire grows.
- Full cooperation with the fire department – they are in charge once they are on site.

### FIRE - MAJOR RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### FIRE - MAJOR RESPONSE STRUCTURE DETAILS

Recommended Role	Volunteer	Responsibility
IC	OOD	Responsible for incident
SAFETY	Event Lead	Makes sure scene is safe
LIAISON	Board	Interfaces with external agencies, make call to LE
PLANNING	Ranger Khaki	Collects information, circulates information, documents incident and information
LOGISTICS	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers
OPERATIONS LEAD	Fire Supervisor	Coordinate operations
OPERATIONS	Fire	Fire suppression, evacuation
OPERATIONS	DPW	Assist with fire suppression, area safety, evacuation
OPERATIONS	Rangers	Crowd control, safety perimeter, recovery assistance, evacuation
OPERATIONS	First Aid	Stabilize/treat patient(s)/transport to safe location
OPERATIONS	EXTERNAL- LE	Conduct formal investigation
OPERATIONS	EXTERNAL- EMS	Transport of patients
Optional Role	Volunteer	Responsibility
PUBLIC INFO	Board	Speaks with press and public
OPERATIONS	Sanctuary	Assist with emotional trauma
OPERATIONS	Security	Interface with LE at entrance
OPERATIONS	GTFO	Insure road is accessible

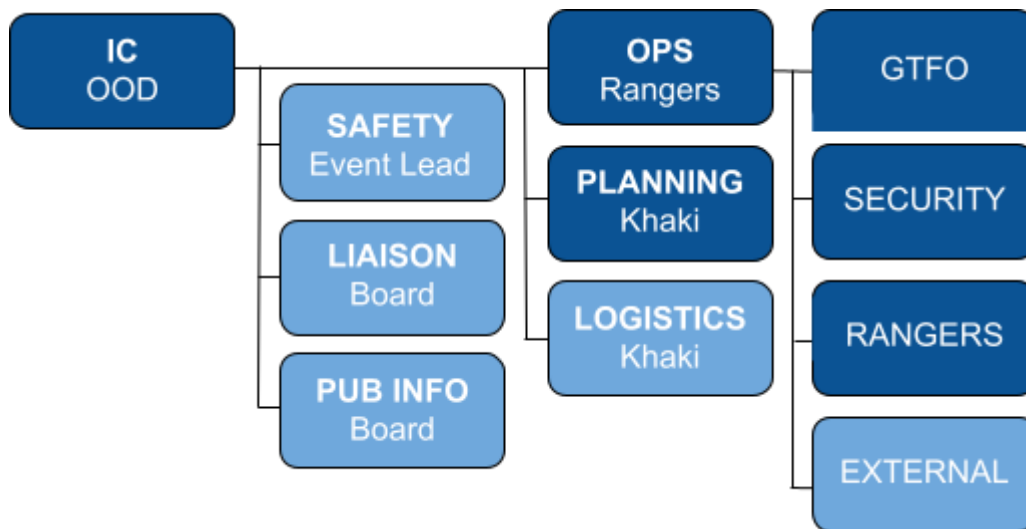


## Firefly ICS Contingency Plans

### GATECRASHER

- Gather info from Gate Staff
- Get eyes on and intercept as soon as possibly
- Gate can identify trespasser

### GATECRASHER RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### GATECRASHER RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>Rangers</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance, back up &amp; assist Rangers</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Locate &amp; keep sight of trespasser, intercept, mediate</b>
<b>OPERATIONS</b>	<b>Gate</b>	<b>Identify trespasser, insure road is accessible</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, make call to LE</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Remove trespasser</b>



## Firefly ICS Contingency Plans

### LOST CHILD

- Close the gate- lost child
- Gather info- Description: Name, age, gender, height, weight, eye/hair/skin color, clothing
- Last known location of child and time last seen
- Parents/guardian names and camp location
- Have reporting Ranger stay with parent/guardian that reported lost child- stay at location
- Repeat info to all Rangers and All Comm –on repeater channel
- Assign Operations Teams to look for child in specific locations

#### **When lost child is found**

- Notify All Comm child found– across all channels
- Call gate to reopen
- Verify parent identity
- Arrange parent / child meet up

### FOUND CHILD

- Gather info from Ranger reporting incident
- Parents/guardian names and camp location, gender, clothing worn
- Last known location of parent and time last seen
- Have reporting Rangers stay in same location with found child
- Repeat info to all Rangers and All Comm - across all channels
- Assign Operations Teams to look for parent in specific locations

#### **When parent is found**

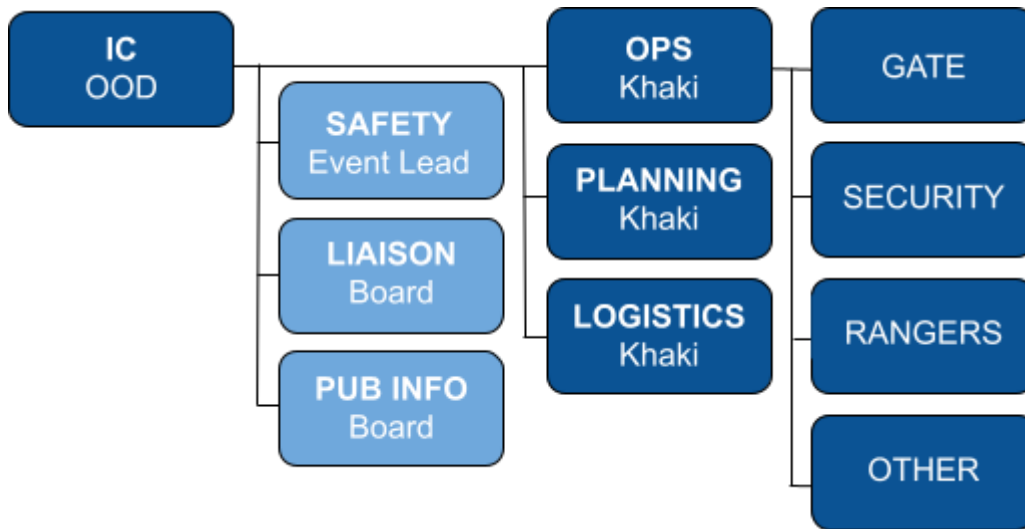
- Notify All Comm child found
- Verify parent identity
- Arrange parent / child meet up

\*\*\*\*IMPORTANT: If severe neglect or (sexual) abuse/assault is suspected at any point during the incident response a Sanctuary Supervisor must be involved to become an advocate for the child.  
Always have more than one volunteer with a child.



## Firefly ICS Contingency Plans

### LOST/FOUND CHILD STRUCTURE



### LOST/FOUND CHILD STRUCTURE DETAILS

Recommended Role	Volunteer	Responsibility
IC	OOD (default)	Responsible for incident
PLANNING	Ranger Khaki	Initiates IC, collects information, circulates information, documents incident and information & available resources
OPERATIONS LEAD	Ranger Khaki	Coordinate search
OPERATIONS	Security	Prevent entrance/exit
OPERATIONS	Rangers	Execute search
OPERATIONS	All other available volunteers	Execute search
OPERATIONS	Gate	Closes gate(s) to all traffic
Optional Role	Volunteer	Responsibility
SAFETY	Event Lead	Makes sure scene is safe (DV? for ex.)
LIAISON	Board	Makes call to LE if needed, interface with external agencies
PUBLIC INFO	Board	Speaks with press and public

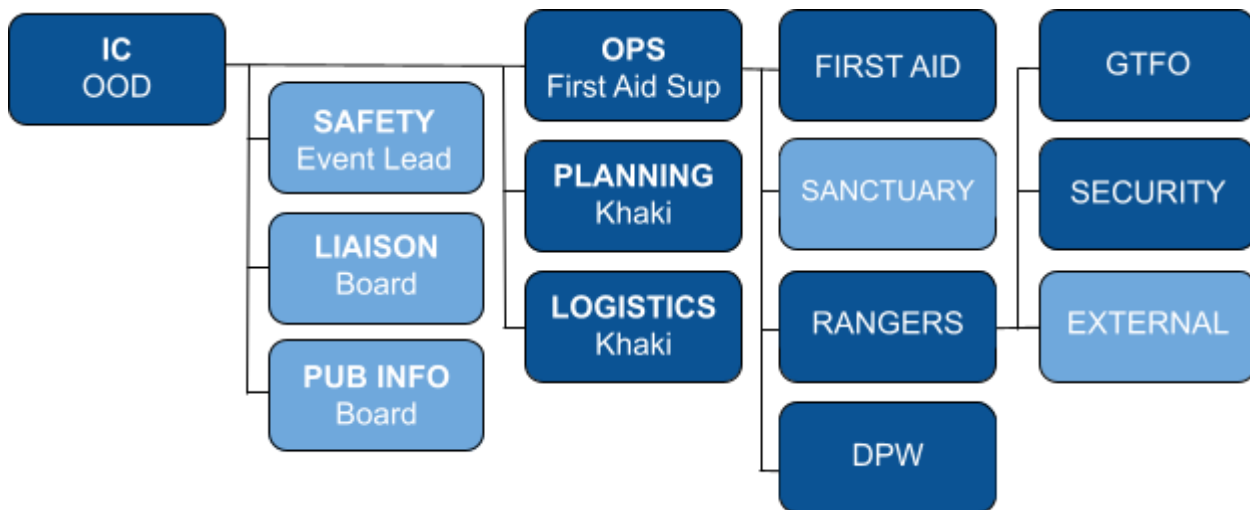


## Firefly ICS Contingency Plans

### MEDICAL EVACUATION

- Participant should be asked if there is anybody at the event that they would like brought to them and that person should be found.
- Participants personal belongings and clothing should be gathered by a friend / significant other/ campmate.
- Friend /campmate / significant other to be located as advocate for participant.
- Return pass arranged, if necessary.

### MEDICAL EVACUATION RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### MEDICAL EVACUATION RESPONSE STRUCTURE DETAILS

Recommended Role	Volunteer	Responsibility
IC	OOD	Responsible for incident
PLANNING	Ranger Khaki	Collects information, circulates information, documents incident and information
LOGISTICS	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers
OPERATIONS LEAD	First Aid Supervisor	Initiates IC, coordinate operations, makes call to LE/911
OPERATIONS	First Aid	Stabilize/treat patient(s)/transport to EMS accessible area
OPERATIONS	Rangers	Escort, perimeter, crowd control, accompanying participant and personal items
OPERATIONS	Security	Interface with LE at entrance
OPERATIONS	GTFO	Insure road is accessible
Optional Role	Volunteer	Responsibility
SAFETY	Event Lead	Makes sure scene is safe
LIAISON	Board	Interfaces with external agencies
PUBLIC INFO	Board	Speaks with press and public
OPERATIONS	DPW	Assist with transport, additional equipment
OPERATIONS	EXTERNAL- LE	Conduct formal investigation
OPERATIONS	EXTERNAL- EMS	Transport of patient

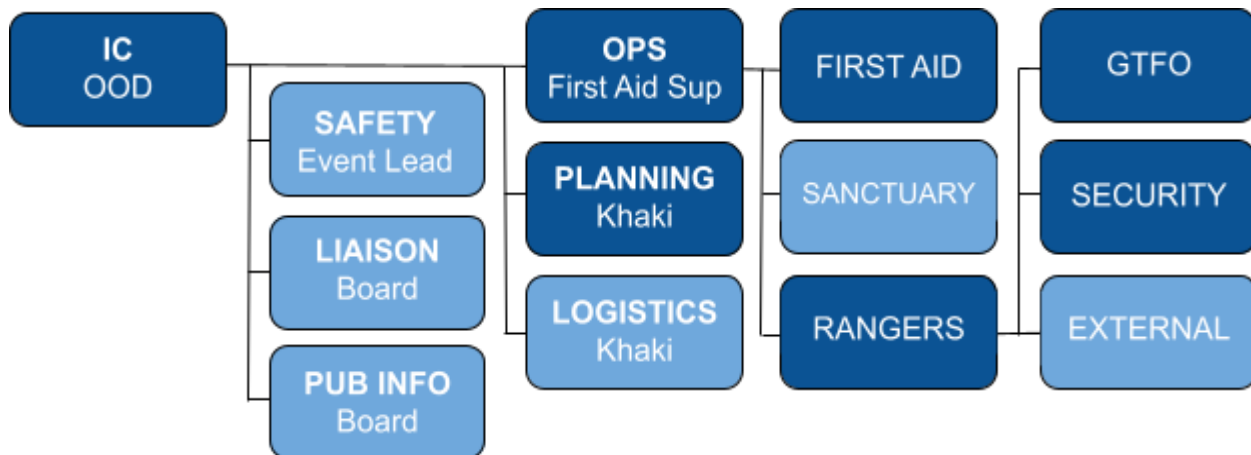


## Firefly ICS Contingency Plans

### PUBLIC HEALTH CONCERN/EPIDEMIC

- Focus on containment and spread of health concern
- Provide accurate preventative information to participants
- Defer to First Aid Supervisor on all medical decisions, verdicts and directives.
- **If there is serious hazard or health risk, everyone else stays away from infected area. First Aid will call in appropriate support from surrounding hospitals.**

### PUBLIC HEALTH CONCERN/EPIDEMIC RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### PUBLIC HEALTH CONCERN/EPIDEMIC RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>First Aid Supervisor</b>	<b>Coordinate operations, Makes call to LE/911 if needed</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)/transport to EMS accessible area</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Promote awareness, pass on information, take statements, perimeter, escort</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LIAISON</b>	<b>Board First Aid Supervisor</b>	<b>Interfaces with external agencies</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>Emotional support, as needed</b>

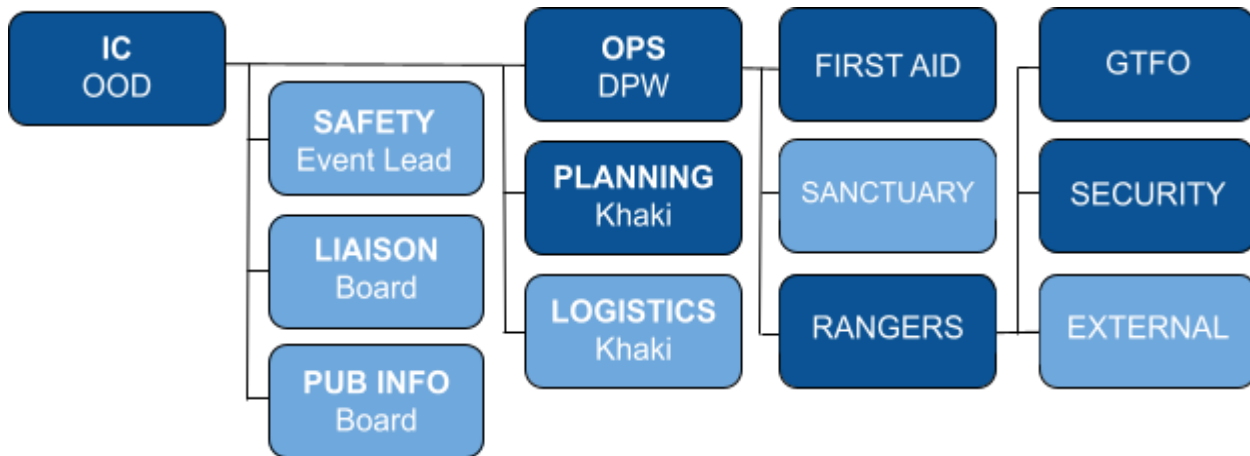


## Firefly ICS Contingency Plans

### SEVERE WEATHER

- We will likely have some warning from weather services. There should be adequate time to prepare.
- Be on the lookout for loose deadfall or dead trees.
- Focus on shelter in place. Spread the word quickly and often.
  - o Tents are not an adequate shelter. Encourage participants to be public and visible.
  - o In case of lightning, being under the tree canopy is the least unsafe place to be.
  - o Avoid metal objects and structures. Fire art, ez ups, and geodesic domes are not ideal.

### SEVERE WEATHER RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### SEVERE WEATHER RESPONSE STRUCTURE DETAILS

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>DPW</b>	<b>Assess damage to site. Emergency repairs if needed. Advise IC about closing camps.</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)/transport to EMS accessible area</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Promote awareness, pass on information, take statements, perimeter, escort</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>LIAISON</b>	<b>Board First Aid Supervisor</b>	<b>Interfaces with external agencies</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>Emotional support, as needed</b>

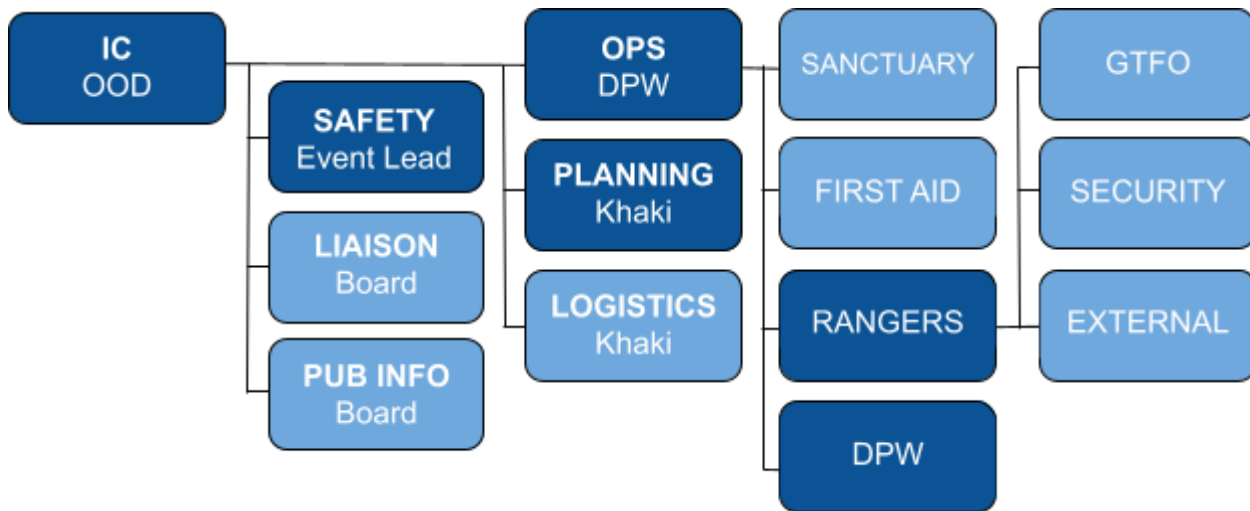


## Firefly ICS Contingency Plans

### STRUCTURE COLLAPSE

- Focus on assisting the injured, triage, evacuation, managing the accident site and emotional support to secondary traumas.
- Set up a perimeter around the incident site.
- No one inside the perimeter but ICS Volunteers.
- People over property! Do not risk life or limb to rescue property.

### STRUCTURE COLLAPSE RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### STRUCTURE COLLAPSE RESPONSE STRUCTURE DETAILS

Recommended Role	Volunteer	Responsibility
IC	OOD	Responsible for incident
SAFETY	Event Lead	Makes sure scene is safe
PLANNING	Ranger Khaki	Collects information, circulates information, documents incident and information
OPERATIONS LEAD	DPW Lead	Coordinate operations
OPERATIONS	DPW	Rescue, cleanup
OPERATIONS	Rangers	Evacuate endangered areas, crowd control, perimeter, mediate, escort
Optional Role	Volunteer	Responsibility
LIAISON	Board	Interfaces with external agencies, make call to LE
PUBLIC INFO	Board	Speaks with press and public
LOGISTICS	Ranger Khaki	Arrange escort, transport vehicles available, assemble volunteers
OPERATIONS	First Aid	Stabilize/treat patient(s)/transport to safe location
OPERATIONS	Security	Interface with LE at entrance
OPERATIONS	Sanctuary	emotional support
OPERATIONS	GTFO	Insure road is accessible
OPERATIONS	EXTERNAL-LE	Conduct formal investigation
OPERATIONS	EXTERNAL-EMS	Transport of patients

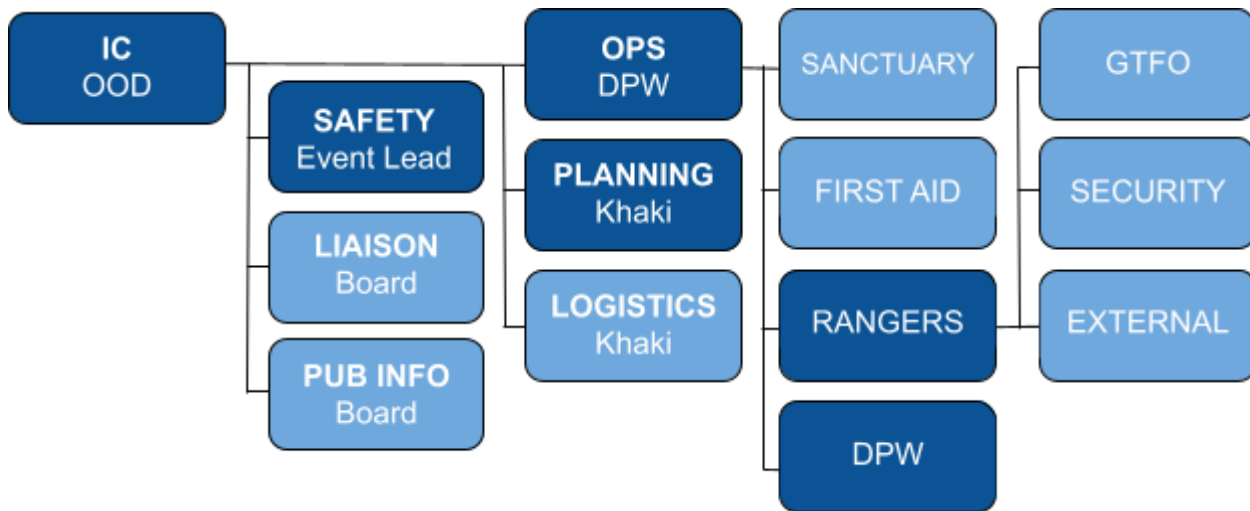


## Firefly ICS Contingency Plans

### TREE FALL

- Focus on assisting the injured, triage, evacuation, managing the incident site and emotional support to secondary traumas.
- Set up a perimeter around the incident site.
- No one inside the perimeter but ICS Volunteers.
- People over property! Do not risk life or limb to rescue property.

### TREE FALL RESPONSE STRUCTURE





## Firefly ICS Contingency Plans

### TREE FALL RESPONSE STRUCTURE

<b>Recommended Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>IC</b>	<b>OOD</b>	<b>Responsible for incident</b>
<b>SAFETY</b>	<b>Event Lead</b>	<b>Makes sure scene is safe</b>
<b>PLANNING</b>	<b>Ranger Khaki</b>	<b>Collects information, circulates information, documents incident and information</b>
<b>OPERATIONS LEAD</b>	<b>DPW Lead</b>	<b>Coordinate operations</b>
<b>OPERATIONS</b>	<b>DPW</b>	<b>Rescue, cleanup</b>
<b>OPERATIONS</b>	<b>Rangers</b>	<b>Evacuate endangered areas, crowd control, perimeter, mediate, escort</b>
<b>Optional Role</b>	<b>Volunteer</b>	<b>Responsibility</b>
<b>LIAISON</b>	<b>Board</b>	<b>Interfaces with external agencies, make call to LE</b>
<b>PUBLIC INFO</b>	<b>Board</b>	<b>Speaks with press and public</b>
<b>LOGISTICS</b>	<b>Ranger Khaki</b>	<b>Arrange escort, transport vehicles available, assemble volunteers</b>
<b>OPERATIONS</b>	<b>First Aid</b>	<b>Stabilize/treat patient(s)/transport to safe location</b>
<b>OPERATIONS</b>	<b>Security</b>	<b>Interface with LE at entrance</b>
<b>OPERATIONS</b>	<b>Sanctuary</b>	<b>emotional support</b>
<b>OPERATIONS</b>	<b>GTFO</b>	<b>Insure road is accessible</b>
<b>OPERATIONS</b>	<b>EXTERNAL- LE</b>	<b>Conduct formal investigation</b>
<b>OPERATIONS</b>	<b>EXTERNAL- EMS</b>	<b>Transport of patients</b>