Event Safety Plan

You Can Dance – Outside!

Wheeler Park
Ann Arbor, MI

Revised 8/25/2020
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I. Introduction

This plan describes the working practices and steps to be taken by the University Musical Society (UMS) staff, crew, artists and volunteers in order to safely execute an outdoor event while mitigating the spread of Covid-19. Also detailed here are the collaborative duties and responsibilities of UMS staff and community emergency officials in the event of an incident or emergency.

UMS staff is aware that each emergency situation is unique and will require flexibility and cooperation among UMS staff. The goal of this emergency plan is to document emergency procedures, to communicate these procedures to our community partners, and to provide a guide for UMS staff in emergency circumstances.

This plan is specific to the outdoor dance workshop events, You Can Dance–Outside!, scheduled to occur at Wheeler Park, Ann Arbor, as detailed below.

II. Event Timeline

The proposed dance workshop events are scheduled to occur on the following dates and times at Wheeler Park in Ann Arbor, MI:

- Saturday, August 29, 10:30am- 11:30am
- Saturday, September 12, 10:30am- 11:30am
- Saturday, September 26, 10:30am- 11:30am
- Saturday, October 10, 10:30am- 11:30am
- Saturday, October 24, 10:30am- 11:30am

Please contact UMS production staff for the most up to date schedule information.

III. Event Participant Capacity

As of this writing, Washtenaw County and the City of Ann Arbor have issued orders limiting the maximum capacity of outdoor gatherings to 25 persons. Should the maximum capacity guideline be adjusted prior to the event, UMS will re-evaluate the plan to match the new capacity.

The event participants are currently limited to 19 persons. There will be 6 UMS staff to work the event, so the total number of persons will be 25.
IV. Contact Information for Key Onsite Event Staff and Authorities

<table>
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<th>Title</th>
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</tbody>
</table>

V. Event Layout

A drawing of the event layout can be found in Attachment A. The workshop will take place at Wheeler Park in 1 of 2 areas, depending on availability and instructor preference. Participants will either be spaced in 8 ft by 8 ft squares, with 5 feet of space in between each square on the Wheeler Park basketball court, or they will be spaced in 10 ft by 10 ft squares with 5 feet of space in between on the Wheeler Park Field. The workshop instructor will teach from a 10 ft by 10 ft area at the head of the participant area, 5 feet away from the first line of participants. UMS will create a perimeter around the event area using plastic chain & stanchion. UMS staff and volunteers will be placed at regular intervals in order to enforce the perimeter and direct patrons to the right location. UMS will have a check-in / registration table set up near the Wheeler Park Pavilion. Participants will enter the park either from the Southeast entrance on N. 5th Ave or from the Northwest entrance on N. 4th Ave.

VI. Audience Safety

**Ticketing Process**

The outdoor dance workshop event will be a free event with pre-registration required. Participants will be able to register on the UMS website. Registration will be valid for admittance of only one individual, in order to collect registrant contact information for use in any future or potential contact tracing. Participants will be required to show proof of registration via printed-out confirmation or displaying a confirmation email on their
mobile device to the event staff working the entrances, which will be cross-referenced by event staff to a master list of event registrants. Registration will not guarantee access to the event, but it will be required for entry. This will ensure that the participant capacity is limited to 19 persons.

If all 19 spots are not filled five minutes before the start of the class, walk-up registration will be made available to non-pre-registered participants until all 19 spots are filled. All walk-up registrants will be required to complete an on-site registration form, in order to collect registrant contact information for use in any future or potential contact tracing.

**Pre-registration (Condition of Participation) Waiver**
Participants will be required as part of the registration process to sign a waiver acknowledging the risk of attending a gathering during the current and ongoing Covid-19 pandemic.

**Covid-19 Contract**
Participants will be required as part of the pre-registration process to sign a contract stating that they agree to not attend the event if they are exhibiting symptoms of Covid-19, per CDC guidelines, or if they are have tested positive for Covid-19 and are within a 14 day window from a positive test result on the day of the event. They will also agree to the fact that they will be turned away at the gate if they are exhibiting any symptoms. They will also agree that they are required to wear masks for the duration of the event and to adhere to social distancing guidelines.

**Refunds**
Ticket refunds are not applicable as the event is free and open to the public on a first come, first serve basis, with pre-registration as detailed above.

**Socially Distanced Participant Areas**
Within the event perimeter, individual participant areas will be marked by a low-impact method, such as spray chalk. These areas will be square, 8 ft by ft if on the basketball court, or 10 ft by 10 ft if on the field, with 5 feet of space in between each square in order to allow movement between squares while maintaining social distancing. The layout and location of these areas can be found at the end of this document. The squares will be occupied by a single person.

**General Admission**
The participant areas will be general admission, first-come, first-serve.

**Personal Protective Equipment**
All participants will be required to wear masks or face coverings per CDC guidelines and State mandates in order to gain entry to the event. UMS will have masks available should a participant arrive without one. Participants and staff will be required to wear masks for the duration of the event, including setup and strike. Hand sanitizer stations will be provided at the event entrances and within the perimeter of the event.
Posted Signage
Signage will be posted at both entrances to indicate the following information
• Registration and Symptom Check Instructions
• Event Requirements Social Distancing and Mask Wearing, per State Guidelines
• Symptoms of Covid-19

Enforcement and Escalation
Participants will be asked to wear face masks and to adhere to social distancing guidelines. Those who refuse will be asked to leave. Participants who act in a belligerent or aggressive manner towards UMS staff, volunteers, other audience members, or any other persons will be asked to leave. UMS staff will determine on a case-by-case basis if a given situation requires the involvement of law enforcement and will call 911 if required.

VII. Staff Safety

Pre-arrival Covid-19 Symptom Questionnaire
All staff, crew & volunteers, before arriving to work at the event, will be required to complete a University of Michigan MyLinc Covid-19 Safety Class. They will also complete the UM Healthscreen Covid Self-Assessment to verify that they are not exhibiting any symptoms of Covid-19 and that they have not tested positive for Covid-19 within 14 days of the event date and shall be ready to display the check mark result page on their mobile device when onsite.

Personal Protective Equipment
UMS will provide face masks and hand sanitizer to all staff, crew, volunteers and artists. All staff, crew, volunteers and artists will be required to wear face masks for the duration of the event, including load-in and load-out.

Social Distancing
All staff will be expected to maintain at least 6 feet between themselves and other persons working or attending the event, to the best of their ability given their job functions.

VIII. Cancellation Due to Public Safety Concern

Should outdoor public gatherings be deemed unsafe or prohibited by a Local, State, or Federal order or by other authorities having jurisdiction, UMS will announce the cancellation on the UMS website, ums.org, UMS social media accounts, and, when possible, via email and/or SMS text message to participants.
IX. **Severe Weather**

Suspensions or cancellations due to weather will be announced both on the UMS website, ums.org, UMS social media accounts, and, when possible, via email and/or SMS text message to participants. Suspensions or cancellations are decided based on the information available at the time. In case of rain, most events will be interrupted to protect uncovered equipment. If safe to do so, the event will proceed. However, UMS will suspend or cancel the event in the case of severe weather.

UMS staff will maintain daily weather awareness via the National Weather Service Forecast Office Detroit/Pontiac, MI, http://www.weather.gov/dtx/. UMS staff will also be included on the email group of weather-advisory@umich.edu.

**Shelter Locations**

Should an emergency situation require evacuation of the park site, such as in the case of a Tornado Warning or Lightning Strike, audience members will be notified over the PA and be advised to evacuate the park and seek shelter in their vehicles or the restrooms on the North side of Wheeler Park. It is likely that social distancing will not be possible in the event of such an emergency situation and seeking shelter in the case of an immediate emergency should take precedence.

**Lightning**

If lightning strikes have been detected within 10 miles, all UMS activities shall be suspended, and guests shall be directed to evacuate and shelter in their vehicles or the restrooms. Guests cannot be forced to go to shelter locations nor can they be kept there. The event shall be suspended until 30 minutes following the last lightning strike.

**Severe Thunderstorm Warning**

If Washtenaw County is under a Severe Thunderstorm Warning, all UMS activities shall be suspended, and guests shall be directed to the weather shelter locations. Guests cannot be forced to go to shelter locations nor can they be kept there. The event shall remain suspended until cancellation or expiration of the severe thunderstorm warning or until 30 minutes following the last lightning strike, whichever is longer.

**Tornado Warning**

If Washtenaw County is under a Tornado Warning, all UMS activities shall be suspended, and guests shall be directed to the weather shelter locations. Guests cannot be forced to go to shelter locations nor can they be kept there. The event shall remain suspended until cancellation or expiration of the tornado warning or until 30 minutes following the last lightning strike, whichever is longer.

**Weather Emergency Order of Operations**

1. The UMS Production Director will determine if there is a need for event delay, cancellation or evacuation.
2. The Production Manager will read the designated announcement (Attachment B) over the PA system.
3. Event staff will assist with crowd and vehicular control and provide evacuation instructions.
4. UMS Production staff will secure electrical equipment as required.

X. Non-weather Emergencies

All of the below incidents shall be reported to AAPD by calling 911.

Medical Emergency
Should any audience, staff, crew, artist or volunteer have a medical emergency requiring the assistance of EMS, the responding person shall call 911. When possible, they will also alert the Production Director in order to help coordinate the response.

Missing Child
If notified that a child is missing, the responding staff person shall call 911 and report the missing child. They shall then stay with the person who reported the child missing until AAPD arrives. When possible, they will notify the Production Director. If an unaccompanied child is found, event staff shall remain with the child and call 911. When possible, they will notify the Production Director, so that event staff can assist in locating the child's parents/guardian.

Security (Crime/Assault)
All event staff, crew and volunteers are expected to assist in providing a safe and secure environment by being alert and reporting suspicious behavior to 911. See something, say something.

Active Shooter
An active shooter is a person or persons who appear to be actively engaged in killing or attempting to kill people in populated areas. Active shooter situations are dynamic and evolve rapidly, demanding immediate response by the community and immediate deployment of law enforcement resources to stop the shooting and prevent harm to the community. Should an active shooter situation develop, any able staff person will alert 911 as is possible. If possible, every effort will be made to alert the public to evacuate by use of the PA. All event staff are expected to be familiar with the Active Shooter Response known as “Run, Hide, Fight” as detailed below:
**Unattended / Suspicious Package**

UMS staff and audience members should be aware of unattended and suspicious packages. If a package, bag, or other container seems out of place or has been left unattended, the responding person shall call 911 and report the location of the item. They should not touch or try to move the item. They should also be prepared to assist responding officers if they order an evacuation of the area.

**Bomb Threats**

If a bomb threat is received by phone, UMS staff shall complete the Bomb Threat Checklist, which is found in Attachment C. The Production Director shall coordinate with AAPD and determine the proper course of action.
**Emergency PA Announcements**

**SEVERE WEATHER**
May I have your attention please!
Due to severe weather in the area, we have suspended the concert. For your safety, please exit the area and seek shelter by returning to your vehicle. When exiting the event area, please keep moving in order to allow others behind you to exit. If the weather clears, we may be able to resume. Please remain calm, proceed carefully and stay safe. Thank you.

**TORNADO WARNING**
May I have your attention please!
A tornado warning has been issued for our area. The concert is being suspended. For your safety, please exit the area and seek shelter by returning to your vehicle. When exiting the event area, please keep moving in order to allow others behind you to exit. If the weather clears, we may be able to resume. Please remain calm, proceed carefully and stay safe. Thank you.

**EVACUATION**
May I have your attention!
For your safety, tonight’s concert is being cancelled and we are evacuating the area. All patrons must leave the area. Move calmly and carefully to the nearest exit. Please do not run or push. For your safety, go directly to your vehicles. Remain calm and proceed carefully. Exit now.
Attachment C

University of Michigan
Police Department

Bomb Threat Data

Questions to Ask
1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

EXACT WORDING OF THE THREAT

Phone # on display: ____________________________
Phone # call was received on: __________________
Time Received: __________________ Date: __________
Phone #: ____________________________
Rec’d By: ____________________________
Position/Title: ____________________________

Important: Call 911 immediately after receiving a bomb threat, complete the requested information in as much detail as possible, and provide this form to police officers responding to the call.

Caller’s Voice

- Calm
- Loud
- Nasal
- Clear
-rying
- Laughter
- Crying
- Laughing
- Whispering
- Excited
-人大
- Fast
- Rapid
- Hard
- Soft

If voice was familiar, who did it sound like? ____________________________________________

Sex of Caller: [ ] Male [ ] Female Age: ________

BACKGROUND SOUNDS

- Great Noise
- Animal Noises
- Factory Machines
- Kitchen Noises
- Voices
- Clear
- PA System
- Static
- Music
- Long Distance
- House Noises
- Local
- Motor
- Loud
- Office Machinery
- Other

THREAT LANGUAGE

- Well Spoken/Educated
- Irresponsible
- Foul
- Irrelevant
- Message read by Threat Maker

Remarks: ____________________________________________

The Department of Public Safety in general does not recommend that buildings be evacuated as a result of bomb threats. This however does not preclude evacuation under certain circumstances. Factors to be considered in a decision to evacuate include but are not limited to the following:

Message Received:
- Urgency
- Exactness
- Specific location within the building
- Any specific description of the device

Current Turmoil:
- National and local scene
- Personal vendetta