

**Emergency Action Plan (EAP)**  
**Wheeler Fourth of July Celebration. July 4<sup>th</sup>, 2024 Tom Britt Memorial Park**  
**721 W. Oklahoma Ave Wheeler, TX 79096**

**I. Purpose Process**

This emergency action plan predetermines actions to take before and during the Wheeler Fourth of July Celebration in response to an emergency or otherwise hazardous condition. These actions will be organizers, volunteers, and attendees. These actions represent those required prior to the event in preparation for those required during an emergency. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, fire, medical emergencies, severe weather, or situations where law enforcement is required.

**II. Assumptions**

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire and Rescue, Emergency Medical Services, and Police.

**III. Basic Plan**

**1. EAP Event Representative**

- a. The EAP Event Representative will be identified as the point of contact for all communications regarding the event.
  - i. Primary Contact: Kristen Moudy 806-367-0084
- b. Emergency Notification
  - i. In the event of an emergency, notification of the emergency will be with 911. The caller should have the following information to available to the 911 operator
- c. Location of the emergency
- d. Nature of the emergency

**V. Emergency Planning Consideration**

**1. Command Location- EMS Lost and Found Station**

- a. During the event this will be identified as command post which will be on-site for use by event volunteers, event coordinators, communications, and briefings. And in an emergency/disaster situation, serve as an incident command post.
- b. This will also be designated a first aid station on-site, which provides medical services, and will be used for lost and found items, as well as a reunification location for lost/missing children/parents.

## **VI. Evacuation Routes**

1. Many kinds of emergencies can require an evacuation. Planning is vital to making sure that you can evacuate quickly and safely no matter the circumstances. Choose destinations in different directions so that you have options out of the area and be familiar with alternate routes in case of a secondary emergency. Walk briskly, but do not run. Stay on the right to allow emergency responders clear access.
  - a. Always follow the instructions of first responders.
  - b. Remember that your evacuation route may be on foot depending on the emergency/disaster.

## **VII. Lost/Found Child Protocol**

1. Any event volunteer, if approached by a lost child or parent reporting a lost child, will immediately escort the child or parent to the EMS/Lost and Found Station and remain until the missing party is found. If the child is missing for any amount of time immediately contact Wheeler County Sheriff's Office (Dial 911). If the parent/guardian of a found child cannot be located within a reasonable amount of time Wheeler County Sheriff's Office should be notified (Dial 911).
  - a. **Dial 911.** Keep the person who reported the situation with you until child or parent is found or until law enforcement arrives on-scene.
  - b. Get a description of the missing child including age, gender, hair color, clothing, and other identifying characteristics.
  - c. Determine the missing child's last location.
  - d. Send other volunteers to scout specific locations and return. Re-send them until the child is found or law enforcement arrives on-scene.
  - e. If possible, use a public address (PA) system or megaphone to call the missing child's name.

## **VIII. Police, Fire, and Medical Emergencies**

1. Police, Fire, and Ambulance personnel will respond based on the initial 911 call. Police personnel are trained in first aid and can provide stabilization until the ambulance arrives. They may also respond by providing rescue, traffic, communications, and crowd control.

### *In Case of a Police Emergency*

1. DIAL 911. Stay on the phone if possible until the dispatcher has all the information needed.
2. Give the nature of emergency (e.g. Medical, Active Shooter, Person with Weapon, Protest, Fight, Riot, Suspicious Package, Bomb Threat, etc.)
3. Location (your specific site location and address if known)
4. Your name and phone number where you can be called back.

5. *Stay on the telephone until the dispatcher has all the necessary information and tells you to hang up.*

#### *In Case of a Fire*

1. DIAL 911. Stay on the phone if possible until the dispatcher has all the information needed. Give the nature of the fire emergency and the location. Staying on the phone long enough to answer any questions the dispatcher might have will ensure that proper equipment and personnel respond.
2. Alert people in the immediate vicinity to evacuate to safest designated areas.
3. Use a fire extinguisher if the fire is small and you have been trained in how to operate the device.
4. Never breathe the smoke from a fire. Stay low and crawl if necessary to avoid smoke inhalation. Smoke from some plastics and other common materials is toxic. Stay upwind so smoke will blow in the opposite direction.
5. DO NOT REENTER THE AREA. If a life may be in jeopardy, notify the first responders. A significant number of fire fatalities result when people who have successfully evacuated a fire area return to retrieve a valued item or to search for someone or a missing pet.

#### *In Case of a Medical Emergency*

1. Should an incident occur that requires Emergency Medical Services, the on-site EMS officer will be contacted to request this resource. If there is no on-site EMS officer, the EAP event representative will contact 911 to request this resource. The caller should have the following information available to the on-site EMS or 911:
  - a. Location of the emergency.
  - b. Nature of the emergency.
  - c. Your name and phone number where you can be called backed.
  - d. Do not move the patient/victim unless necessary.
  - e. Stay on the telephone until the dispatcher has all the necessary information and tells you to hang up.

#### **IX. Emergency Vehicle Access**

1. Access points for emergency vehicles must be maintained at all times.
  - a. Have access points clearly marked on your map.
2. Fire lanes and fire hydrants must not be obstructed.
3. Participants and spectators will be directed to park in approved areas and not obstruct protective features, fire lanes, sidewalks, or public thoroughways.

#### **X. Weather-Related Emergencies**

1. Wheeler County Emergency Management Ken Daughtry and Kelli Hampton will be responsible for monitoring the weather conditions before and during the event and

determining if weather conditions are a hazard to volunteers/patrons at the event. Choose the safest alternative.

2. Weather forecasts and current conditions should be monitored using the National Weather Service (NWS) website or app: <https://www.weather.gov>
3. If severe weather is predicted prior to the event, Ken Daughtry should evaluate the conditions and determine if the event will continue as scheduled.

**XI. The Event Coordinator shall answer the following questions.**

1. How will attendees be notified of cancellation? a. Through social media and word of mouth.
2. How will attendees and volunteers be notified to take protective actions evacuation, shelter in-place, etc.
  - a. PA System and social media.
3. Who will conduct crowd control in the event of emergency?
  - a. 4<sup>th</sup> of July committee and volunteers until Law Enforcement arrives.
4. Where will people go and who is designated to assist in their successful arrival at the safe refuge location? (Indicate location(s) within a facility and/or outside on-site plan).
  - AgriLife Center 7939 US HWY 83-Wheeler, TX 79096
  - 4<sup>th</sup> of July Committee
5. Will a first aid station with a trained first aid provider be designated at the event? If so, how many locations and where? (Indicate location(s) on the site plan).
  - Yes, one location in the center of the event at the EMS/lost and found.

**If severe weather occurs during the event, Ken Daughtry or his designee will notify those attending the event that a hazardous weather condition exists and direct them to shelter.**

*Lightning*

1. In the event of weather conditions with the potential of lightning activity, careful monitoring of the weather dynamics is required. Such factors as the developing cloud patterns in the area, the lightning, and thunder activity should be considered. In conditions where there is observable thunder and lightning, outdoor activities shall be suspended until thunder can no longer be heard.

*Wind*

2. There is no safe place outside when thunderstorms are in the area. Evacuating to buildings, enclosed parking structures, and hard-topped vehicles are safe options. A safe building is one that is fully enclosed with a roof, walls, and floors, and has plumbing or wiring (excludes temporary, portable, or metal building).
3. *Lightning Safety Rules*
  - a. Keep an eye on the sky.

- b. If you see or hear a thunderstorm coming, immediately suspend outside activity and go to a safe building or vehicle.
- c. Postpone activities promptly; do not wait for rain.
- d. If you cannot get to a shelter, stay away from trees.
- e. If you are out in a field, get to the lowest point.
- f. Move away from a group of people.
- g. Avoid metal.
- h. Avoid contact with electrical equipment or cords.
- i. Avoid contact with plumbing.
- j. Stay away from windows and doors and stay off porches.
- k. Do not lie on concrete floors and do not lean against concrete walls

4. Winds of only twenty-five miles per hour can be enough to cause power outages and uproot trees with shallow roots. If an event has tents, be cautious of the stability of the structure. All tents must be braced with 50 lbs. of weight per leg. Wind can pose a hazard to participants, volunteers, and spectators. If the on-site event coordinator determines that winds pose a life-safety issue, then activities shall be suspended.

### *Hail*

1. Most hailstorms develop in the presence of cumulonimbus clouds and other severe weather phenomena. Hailstones can cause serious damage, notably to automobiles, aircraft, skylights, glass-roofed structures, and people. Hailstorms rarely last more than 15 minutes. Some safety tips for hailstorms that an on-site event coordinator should know or may want to pass on to participants are as follows:
  - a. If you are outside, get inside.
  - b. If you cannot find shelter, at least find something to protect your head.
  - c. Stay away from windows.

### *Excessive Heat*

1. Heat is the number one weather-related killer in the United States, resulting in hundreds of fatalities each year. On average, excessive heat claims more lives each year than floods, lightning, tornadoes, and hurricanes combined. In planning outdoor activities during a heat wave, consider certain precautions, e.g. provide cooling places with misting stations, can the event be scheduled in the morning or evening hours when it is cooler? The on-site event coordinator should encourage staff and participants to
  - a. Drink and have plenty of water available. Avoid alcoholic and high sugar drinks.
  - b. Encourage participants to wear lightweight, light-colored, and loose-fitting clothing.
  - c. Wear a wide-brimmed hat, sunglasses, and sunscreen.

**The Event Coordinator shall answer the following questions.**

1. What will be available to prevent heat-related emergencies?
  - a. Free water by EMS station and near the activities. 14 port-a-cools and 1 cooling trailer. There will be canopies set up for shade.
  - b. Will water be provided? If so, Where? (Indicate locations on attached site plan).
    - a. Yes, at least 2 locations of free bottled water.

Contact Information

Emergency-----911

WheelerCountySheriff'sOffice-----806-826-5537