

## OLGC Emergency Plan for Special Event

**\*\* Festival Staff members will be distinguished by wearing colored t-shirts.**

### **1. Need for Ambulance—**

In the case and ambulance is needed festival staff will call and direct ambulance to the emergency alley entrance on Seventh Street.

### **2. Inclement Weather Conditions—**

Festival staff will monitor weather. In case of inclement weather staff will evacuate the grounds by directing festival goers into the OLG School for safety using three entrances. Festival goers will be directed into the cafeteria or gymnasium areas. Handicapped and elderly guests should be directed to use the main school entrance.

### **3. Need for Police—**

Festival staff will notify the Aurora Police Department if assistance is required.

### **4. In case of fire—**

Fire extinguishers will be located near food and stage tents. Festival staff members should contact the Aurora Police Department for assistance and evacuate festival goers away from church grounds.

## Structures, Tents and Electricity

### **Tent quantity and sizes**

1-20x40 dining tent with no side walls (12-8 foot tables and 80 chairs)

1-20x20 stage tent with no side walls

8-10x10 food tents (each will have 1-2 tables and 2-3 chairs)

Sources of electricity will be from Church, convent and school buildings