

## North Carolina Azalea Festival Parade Emergency Action Plan

The Parade will be held April 5, 2025, in Historic Downtown Wilmington. See the attached maps.

### Purpose

This emergency action plan dictates the actions to be taken before and during the Parade (hereinafter referred to as the event) in response to an emergency or dangerous situation. Actions will be taken by NCAF staff, committee chairs, and volunteers, as well as NHC and ILM authorities (Police, Sherrif, EMS, Fire, etc.), and security personnel, vendors, attendees,

The actions in this document serve as a guide and may need to be adjusted depending on the nature and severity of the emergency.

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## EMERGENCY CONTACTS

In an emergency, first call 911, then call the Event Coordinator (EC) or the designated person to contact in that emergency. More information on who to call is included in the Incident Specific Guide beginning on page 6.

NAME	TITLE	CONTACT
Alison Baringer	NCAF Executive Director	(330) 309-7037
Anna Pfirman	NCAF Event Coordinator	(910) 726-7787
Tom Male	Parade Chair	(910) 616-7103
	WPD Liason	
Emergency Services	General Emergency	911

## PARADE CONTACTS

NAME	TITLE	CONTACT
Amanda Criss	Balloon & Banners Chair	(910) 317-3843
Beth Wilson	Reviewing Stand Chair	(732) 735-8504
Caitlin Hoffman	Pre-Parade Chair	(252) 578-4756
Courtney Register	Specialties Chair	(919) 827-2833
David Branton	Bands & JROTC Chair	(704) 740-8184
Dennis Stokley	Bleachers Co-Chair	(910) 470-2350
Donovan Ammons	Breakdown Co-Chair	(910) 685-5050
Jennifer Stancil	Reviewing Stand Chair	(910) 470-2738
Jocelyn St. Marie	Destaging Chair	(978) 376-9530
Marc Biddison	Veterans Chair	(910) 540-5000
Mckinley Lanier	Banners Co-Chair	(910) 685-3253
Melissa Ellison	Commentary Co-Chair	(904) 476-1116
Natalie Johnson	Destaging Co-Chair	(910) 612-6191
Nikki Bascome	Officials/Invited Guest Chair	(910) 233-7011
Riley Stephenson	Horses/Auto Club Chair	(910) 509-2166
Si Cantwell	Concessions Chair	(910) 742-1998
Tiara Atkins-Kitt	Queens Chair	(910) 718-0378
Timothy Vandenberg	Filming Chair	(910) 431-1906
Trevor Todd	Volunteer Chair	(910) 200-4522

## **GENERAL PLANS**

### **Emergency Notification**

In the event of an emergency, the first call should be to 911. The caller should have the following information available to the 911 operator:

- location of the emergency
- nature of the emergency
- contact person with a callback number
- On-site EMS (contact person with information)
- On-site WPD (contact person with information)

### **Severe Weather**

The weather forecast and conditions will be monitored prior to and during the event. Severe weather includes but is not limited to, thunderstorms and lightning, extreme heat, and severe winds.

Due to the location of the Parade, options for shelter are limited and cannot be directly provided by the Festival. Participants and attendees will be directed to the nearest parking deck to seek cover.

If lightning is observed and thunder is heard within 30 seconds, the EC and the Parade Committee will notify participants and attendees and direct them to find shelter. The Parade will be closed for a minimum of 30 minutes after the last thunder/lightning is seen/heard.

#### *Before the Event:*

If severe weather is predicted prior to the event, the Festival President, Board of Directors, and Executive Director (along with advisement from the Festival Event Coordinator and Chairs) will evaluate the conditions and determine if the event will go on as planned.

#### *During the Event:*

If severe weather occurs during the event, the EC and the Parade Committee will notify participants and attendees and direct them to find shelter.

**Fire**

On-site WFD personnel will be nearby....

Should an incident occur that requires the Fire Department, 911 will be utilized. The caller should have the following information available to the 911 operator:

- location of the emergency
- nature of the emergency
- contact person with callback number

Once 911 has been contacted, please notify the EC

**Medical Emergencies**

On-site EMS personnel will be nearby....

Should an incident occur that requires the EMS, 911 will be utilized. The caller should have the following information available to the 911 operator:

- location of the emergency
- nature of the emergency
- contact person with callback number

Once 911 has been contacted, please notify the EC

**Law Enforcement**

On-site WPD personnel will be nearby....

Should an incident occur that requires the police presence, 911 will be utilized. The caller should have the following information available to the 911 operator:

- location of the emergency
- nature of the emergency
- contact person with callback number

Once 911 has been contacted, please notify the EC

**Emergency Vehicle Access**

The Parade layout has been made with emergency vehicle access in mind. Barricade workers will move the barricades as quickly and calmly as possible in the instance that an emergency vehicle needs to get through.

## PARADE ZONE ASSIGNMENTS

NAME	ZONE
Anna Pfirman	Command Center/Area of Most Need
Amanda Criss	Balloon Staging
Mckinley Lanier	Banner Staging
Jocelyn St. Marie	De-Staging
Marc Biddison	Veteran Staging & Mixer 2
David Branton	Band Staging
Riley Stephenson	Horse & Auto Club Staging
Courtney Register	Specialties Staging
Tom Male	Float Staging

**See the attached map with Chair names**

## EMERGENCY ACTION PLAN – INCIDENT SPECIFIC GUIDE

Please review the following for instructions on how to respond to various emergencies. This only serves as a basic guide. The circumstances around an emergency may require us to alter our emergency plans.

Parade Committee members, volunteers, and security staff are not to put themselves in danger or intervene in a situation that could cause them harm. The first response to an emergency should be to ensure your own safety and then call 911.

The Notification Actions and Safety Messages outlined in the following are to be done only if instructed to do so by the EC, Parade Chair, or on the instruction of Sherrif McMahan or Police Chief Donny Williams.

## **Event Shut Down**

If the Parade is being shut down early, for any reason, but primarily due to an event or emergency that we have time to plan for, such as severe weather moving in overnight.

### *Notification Actions:*

If, for whatever reason, the Parade needs to shut down entirely, the decision to do so will be made by the Festival President, Board of Directors, and Executive Director (along with advisement from the Festival Event Coordinator and Chairs) will evaluate the conditions and determine if the event will go on as planned.

Law Enforcement will move the barricades to allow participants to move to shelter, floats to clear the roads, and buses to enter the area to pick up participants. Law Enforcement will not open the barricades to through traffic.

Parade Committee members will inform the participants and attendees in their assigned zones.

Pre-prepared messages will go out via email and text to the participants and information will be posted on social media for guests.

### *Safety Messages:*

#### **Participants**

“The Parade is ending early. Please gather your unit and make your way to your pickup location.”

“El desfile termina temprano. Reúna su unidad y diríjase al lugar de recogida.”

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Include why the Parade is ending early (weather, threat, etc.)

“Please find your unit leader and move towards your pick-up area.”

“Encuentre al líder de su unidad y diríjase hacia su área de recogida.”

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Instruct participants to move to their destaging/pickup location

#### **Attendees**

“The Parade is ending early. Please clear the area as the roads will be opening soon.”

“El desfile termina temprano. Por favor despeje el área ya que las carreteras se abrirán pronto.”

- Inform guests that the Parade is ending, and we need them to clear the area and return to cars

## **Missing Persons/Child Separated from Adult**

If a person or child is reported missing, call the EC.

### *Notification Actions:*

In the case of a missing person or child, the EC will yield control of the emergency response to the WPD.

The Parade Committee members will head to their assigned zones and look for the missing person/child. If necessary, they may be asked to communicate with vendors or attendees.

Parade Committee members and volunteers will notify EC immediately via phone or radio if they identify the missing person/child. If the situation seems dangerous, do not engage. Call the EC and wait.

### *Safety Messages:*

“Have you seen this person/child?”

“¿Has visto a esta persona/niño?”

-Show an image or give a description

## **Civil Unrest**

This includes the formation of a mob, a protest or political statement that has turned violent or hateful, or the presence of groups meant to intimidate others.

### *Notification Actions:*

If you see a group that is causing a disruption, using hate speech, intimidating attendees, or trying to incite violence, call the EC and WPD liaison. Unless violence is already occurring, in that case, call 911 first.

The EC and WPD liaison will evaluate the situation and decide how to proceed.

If necessary, the Parade Committee may be asked to help clear the surrounding area.

### *Safety Message:*

"We need to briefly clear the area. Please follow me."

"Necesitamos despejar brevemente el área. Por favor sígame."

-Walk participants and attendees away from the area or direct them to a different area (please move up one block, please move to Water Street, etc.)

## **Protest/Preach**

This is to a lesser extent very similar to Civil Unrest. In this case, the group is not causing harm, being hateful, or intimidating others, but they may be blocking areas that we need to keep clear.

### *Notification Actions:*

If you see a group protesting or attempting to speak/rally/pass out flyers and they are blocking any necessary intersections or pathways, call the EC and WPD liaison.

Free Speech is a protection for all groups, but they are not given protection for any location and can be asked to move.

We may ask a group to move for a variety of reasons including, being too close to the Parade route, staging area, being too loud/ruining other attendees' experience, blocking the sidewalk/street/restrooms/barricades/etc.

### *Safety Message:*

"I need you to step behind the barricade."

"Necesito que te pongas detrás de la barricada".

-If they do not move or claim they are not in the way, leave it at that and wait for the EC.



## **Extreme Weather Conditions**

Includes severe storms, wind, and heat.

### *Notification Actions:*

If extreme weather conditions are predicted or occur, the Festival President, Board of Directors, and Executive Director (along with advisement from the Festival Event Coordinator and Chairs) will put the Extreme Weather Plan into place.

Parade Committee members will be sent to their assigned zones to inform participants and attendees to evacuate the area.

Pre-prepared emails and text messages will be sent out to participants and updates on the situation posted to the Festival's social media.

### *Safety Messages:*

#### **To Participants**

“Due to extreme weather conditions, all Parade units must evacuate the area and seek shelter.”

“Debido a las condiciones climáticas extremas, todas las unidades del Desfile deben evacuar el área y buscar refugio.”

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Include the evacuation area or parking deck

“Please step off the float and move to shelter.”

"Por favor, bájese del flotador y muévase a un refugio".

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Have the driver park the float and assist in helping participants off the float

#### **Attendees**

“Due to extreme weather conditions, all guests must evacuate the area and seek shelter.”

"Debido a las condiciones climáticas extremas, todos los huéspedes deben evacuar el área y buscar refugio".

- Instruct guests to return to their vehicles or take shelter in the nearest parking deck

## **Threat of Violence**

Includes threats made in person, via technology, or posted to social media.

### *Notification Actions:*

If a threat is reported the EC will inform WPD. The Festival will yield to WPD's authority and follow their guidance on how to proceed.

If you are made aware of a threat, alert the EC as soon as possible.

### *Safety Messages:*

If we are told by WPD to inform participants and attendees that we need to evacuate, the goal is to keep everyone calm and prevent panic.

## **To Participants**

"Due to unforeseen circumstances, all participants must evacuate the area and seek shelter."

"Debido a circunstancias imprevistas, todos los participantes deben evacuar la zona y buscar refugio".

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Include the evacuation area or parking deck

"Please step off the float and move to shelter. Drive carefully."

"Por favor, bájese del flotador y muévase a un refugio. Conduce con cuidado."

- Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

- Have the driver park the float and assist in helping participants off the float

## **Attendees**

"Due to unforeseen circumstances, all guests must evacuate the area and seek shelter."

"Debido a circunstancias imprevistas, todos los huéspedes deben evacuar el área y buscar refugio".

- Instruct guests to return to their vehicles or take shelter in the nearest parking deck

## **Act of Violence/Active Shooter**

Includes any purposeful action intended to cause harm to persons or property.

### *Notification Actions:*

Members of the Parade Committee are not to put themselves in immediate danger or risk their own safety. Do not intervene in a situation that could cause bodily harm. If a violent situation is occurring, first call 911. Then call the EC and WPD liaison.

Unless there is imminent danger to participants and attendees, wait for the EC to give you directions to begin any efforts to clear the area.

If the situation is contained in one area, we may evacuate only that area and its surroundings. If the situation is not contained, we may evacuate the entire Parade viewing areas/route.

Depending on the severity of the emergency, WPD may take over the emergency response.

### *Safety Message:*

#### **Participants**

“There is an emergency, we need to clear the area immediately. Please move towards [Location]”

"Hay una emergencia, necesitamos despejar el área inmediatamente. Por favor avanza hacia [Location]".

-Depending on the type of Parade Unit, you may need to add additional directions. See Parade Zone Assignments for more details

-You may include the phrase “follow me” if you are evacuating as well or give directions on where to evacuate to (parking deck, riverfront/water street, 2<sup>nd</sup> street, etc.)

#### **Attendees**

“There is an emergency, we need to clear the area. Quickly and calmly.”

“Hay una emergencia, necesitamos despejar el área. Rápida y tranquilamente. Por favor avanza hacia [Location]”.

-You may include the phrase “follow me” if you are evacuating as well or give directions on where to evacuate to (parking deck, riverfront/water street, 2<sup>nd</sup> street, etc.)