

CITY of
GENESEO
Police Department



OPERATIONS PLAN

Geneseo Police Department
119 S. Oakwood Avenue, Geneseo, Illinois 61254
(309) 944-5141

Prepared December 6, 2024

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GOAL

The goal of the Emergency Action Plan for Christmas Walk is to be prepared for any type of anticipated emergency and execute protocols to ensure the safety and security of spectators, staff, participants, and volunteers during the event.

Christmas Walk Emergency Action Plan was developed in collaboration with and reviewed by multiple public safety partners serving the Geneseo community including:

- Event Coordinator / Christmas Walk Board
- Event Staff / Volunteers
- City of Geneseo Police Department
- City of Geneseo Department of Public Works
- City of Geneseo Department of Electrical Operations
- Geneseo Fire Protection District
- Henry County Sheriff's Office
- Hammond-Henry Hospital

ASSUMPTIONS

The CHRISTMAS WALK event is subject to numerous hazards. Potential emergency incidents during this event could include one or more of the following:

- Natural – weather-related incidents such as severe storms, tornadoes, etc.
- Technological – incidents such as fire, explosion, structure collapse, hazardous materials release
- Transportation – motor vehicle accidents
- Medical Emergencies – personal health or accident-related
- Civil Disorder – domestic situations
- Miscellaneous Emergencies

The FEMA Incident Command System will be used to manage all emergencies and, should it be needed, an Incident Command Post will be set up at State and First Street.

PLANNING TEAM + SUPPORT AGENCIES - APPARENT AUTHORITIES

Depending on the nature of the emergency, various entities will be signaled as responsible. Those designations will be outlined in this document. As situations escalate, authority and responsibility may need to be turned over to the higher agency in command. The general response flow chart shall be:

- Geneseo Chamber of Commerce Staff
- Geneseo Police / Fire Departments
- Henry County Sheriff's Office who will contact as needed:
- Other law enforcement/fire agencies as needed
- Henry County Office of Emergency Management who will contact as needed:

GENERAL PURPOSE, GOALS, AND OBJECTIVES

This emergency plan aims to prepare event officials for either a natural or manmade disaster during the CHRISTMAS WALK event in the City of Geneseo, Illinois. The purpose of the Emergency Action Plan for the Christmas Walk event is to reduce the risk to life, health, participants, spectators, staff, volunteers, and emergency services personnel. This plan sets forth the procedures and planning guidelines for responding to an incident during the event. Use of this Emergency Action Plan should be coordinated with local responding agencies and personnel outlined in this plan. Chamber employees and volunteers must work in conjunction with and assist emergency response personnel as directed or instructed.

In accordance with 725 ILCS 167/5 we will have a drone in use for the Christmas Walk Event.

OBJECTIVES

1. To educate and prepare staff, volunteers, emergency services personnel, and other key stakeholders on their roles and responsibilities before, during, and after an incident.
2. To empower staff, volunteers, emergency services personnel, and other key stakeholders to act quickly and knowledgeably during an incident through the development, maintenance, and exercising of the Emergency Action Plan.
3. To provide Christmas Walk participants, spectators, and other members of the community with assurances that the organizers have established guidelines and procedures to respond to incidents/hazards in an effective way.
4. To maintain a normal level of emergency response resources (law, fire, EMS, 911) to the rest of the community during the event.

OVERALL INCIDENT OBJECTIVES

- A. Ensure/maintain the safety of all visitors, volunteers, and staff.
- B. Direct, coordinate, and control emergency response and recovery operations.
- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.
- F. Organize and coordinate effective damage assessment.

EVENT SPONSOR AND VENUE

The CHRISTMAS WALK event is a festival/concert sponsored by the Geneseo Chamber of Commerce. This outdoor event is an open event held in the downtown State Street area. Alcohol is allowed onsite at the venue. Attendance ranges from 5,000 to 7,500 people. The event operational hours are 10:00 am to 5:00 pm while event sponsors will be on site from 5:00 am to 7:00 pm See the telephone list for Event Board and Coordinators for contact information.

The Geneseo Chamber of Commerce is ultimately responsible for all events and functions held during the 2022 Christmas Walk, or events related to it. In the situation that outside events are held on the event grounds, the event sponsors shall be responsible for the time and area related to the sponsored event.

INCIDENT COMMAND SYSTEM AND EVENT COORDINATION

Event Coordinator/Board Requirements

- 1. Establish a contact with Geneseo Police Department Personnel
- 2. Ensure the safety of all Patrons/Volunteers/Staff is paramount in any emergency.
- 3. Adhere to all directives and requirements from the Police Department and Incident Command in emergency situations.
- 4. Complete all required street closing permit information.
- 5. Establish procedures for internal communication with operations staff in case of emergency.
- 6. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
- 7. Ensure training of all staff and volunteers on emergency response procedures.
- 8. Defer all media comments regarding emergency situations to the Police Department or designated spokesperson who will coordinate with the event spokesperson.
- 9. In an emergency situation,, the Event Board/Coordinator will respond to the designated Incident Command Post.

Event Staff /Volunteers Requirements

- 1. Ensuring the safety of all visitors is of primary importance in any emergency situation.
- 2. Adhere to all directives and requirements from the Police Department in emergency situations
- 3. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
- 4. Defer all media comments in an emergency to the Geneseo Police Department or designated spokesperson
- 5. Persons must protect themselves first, then proceed to assist others if possible
- 6. Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
- 7. During severe weather, secure all tools and equipment if possible. Ensure that anything that can blow away is brought indoors or fastened down.
- 8. If you are injured, remain as you are. Rescue personnel will be along shortly, and a head count will be taken.
- 9. After an emergency event, if you escape injury, make yourself available to others who may not have been so fortunate.
- 10. In the event of an emergency, use your phone only for emergencies.

Geneseo Police Department Requirements

- To provide contact information to the Event Board/Coordinators.
- Notify the Event Board/Coordinators of any imminent or potential emergency situations as soon as possible.
- Assume responsibility for decisions on event operation when an emergency situation arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
- Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
- Return the event to normal operations as soon as feasible to the Event Board/Coordinators.
- Provide direction to the Event Board/Coordinators regarding their responsibilities or assistance that may be required.
- Assist the Incident Command Post and designated media spokesperson if necessary.
- Work with the Event Board/Coordinators and other emergency agencies to determine methods for public notification/awareness.
- Will contact Iowa Interstate Railroad and request limited, or no, train traffic for the duration of the event.

City of Geneseo Public Works Requirements

- Public Works will place additional garbage cans along the State Street route and at Central Bank Pavilion
- Public Works will place barricades and concrete barriers on various corners and in parking spots beginning Friday Morning, December 13, 2024.
- On Friday, December 14, 2024, Public Works will place the listed barricades on the median and/or parking spaces. Public Works will stage Barricades/Concrete barriers out at the locations listed in APPENDIX E.

City of Geneseo Department of Electrical Operations Requirements

- On or before Friday, December 13, 2024, Electric will:
 - Ensure adequate electrical service, with a switch, is available at the intersection of State Street and 2nd Street for the lighting of the Christmas Tree
 - Ensure power is available at the Central Bank Pavilion for ice sculptures and lighting display.
 - Ensure power to the Mayor's Tree and spotlight.

The highest-ranking official with the Geneseo Police Department, or his/her designee, who is on-site will serve as the initial Incident Commander in all emergency incidents or situations. The Incident Command may be transferred to the appropriate emergency response agency upon their arrival and situation briefing. At that time, a Chamber representative, or Event Coordinator, will work with the Incident Commander in the Liaison Officer role.

Incident Command Post Staff:

In the event of an emergency, the following resources will be (on/near) the event grounds:

- Incident Command Post:
- Police:
- Medical First Responders:
- Ambulance:
- Fire Apparatus:

The Incident Command Post shall be off-limits to staff, vendors and volunteers during the operational time of the Incident Command Post. Only command staff, section chiefs or other persons authorized by the Incident Commander shall be permitted within the Incident Command Post

- Incident Commander
- PIO
- Safety Officer
- Liaison Officer (Geneseo Chamber of Commerce Committee Member)
- Operations Chief

LINES OF AUTHORITY/ORDER OF SUCCESSION OF EVENT STAFF

1. The line of succession for the event coordination of the 2024 Christmas Walk is as follows:

- a. Zack Sullivan, Chamber Director, W- 309-944-2686 Cell- 309-502-9631
- b. Jessica Reese, Chamber Admin. Assistant, W- 404-886-1281 Cell
- c. Name, Position, Home, Work and Cell

2. If there is an absence, disability, or incapability of the Event Board in line of succession then the line of succession will follow the order of the Incident Commander.

3. The line of succession shall remain in effect until a senior member of the line of authority for the event is present or a mutual agreement to release and accept command is made between the above-listed event officials.

EMERGENCY FUNCTIONS

1. Incident Command Post

The Incident Command Post for the event operations will be at:

- Initial- ILEAS Incident Command Vehicle, 1st Street between State Street and Oakwood Avenue
 - Primary- Geneseo Police Department
 - Secondary- Geneseo High School
- a. Event staff and volunteers will communicate using private cellular phones. (see attached contact list)
- b. Incident Command and the Event Coordinator/Board will communicate by using private cellular phones. (see attached contact list)
- c. The Event Coordinator/Board will maintain a communications link on the grounds to/and with the Geneseo Police Department Communication Center (309) 944-5141.
- d. The Geneseo Police Department will communicate emergency information with spectators/attendees as outlined below in section f.
- e. In the event an emergency occurs the Event Coordinator/Board and Incident Command will confer before any emergency action is taken and announced. In extreme life safety circumstances,, Incident Command will initiate and communicate emergency actions first to the public and update the event coordinator/board as soon as possible.

f. Additional resources are available to disseminate emergency warning and notification to the public by:

- CodeRed Emergency notification.
- Emergency media release to local television, radio and newspaper services
- Outdoor Warning System using a siren with a continuous sound for two-three minutes

g. The Board or Event Sponsor, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regard to event inquiries. Information about emergency response agencies shall be provided by their respective Public Information Officer(s).

State Street will be barricaded off from Pearl Street to Brown Street as indicated in the attached map.

These streets will be barricaded off from 1:00 p.m. to 9:00 p.m. Saturday, December 14, 2024.

Public Works will place barricades on corners Friday Morning. The Barricades will be set up and removed by Public Works and Geneseo Chamber volunteers on Saturday, December 14, 2024, beginning at 1:00 p.m.

DAY PRIOR TO EVENT - FRIDAY DECEMBER 13, 2024

POLICE DEPARTMENT

On Friday, December 13, 2024, **Officer Ingle** shall ensure that on-duty day watch officers have washed all department vehicles, and they are in good running order.

ELECTRIC -

On or before Friday, December 13, 2024, Electric will:

Will ensure adequate electrical service, with a switch, is available at the intersection of State Street and 2nd Street for the lighting of the Christmas Tree

Will ensure power is available at Central Bank Pavilion for ice sculptures and lighting display.

Will ensure power to the Mayor's Tree and spotlight.

PUBLIC WORKS:

Public Works will place additional garbage cans along the State Street route and at the Central Bank Pavilion

Public Works will place barricades and concrete barriers on various corners and in parking spots beginning Friday Morning, December 13, 2024.

On Friday, December 13, 2024, Public Works will place the listed barricades on the median and/or parking spaces. Public Works will stage Barricades/Concrete barriers out at the locations listed in Appendix J.

CHAMBER OF COMMERCE

The Chamber will place Port-A-Potty's at:

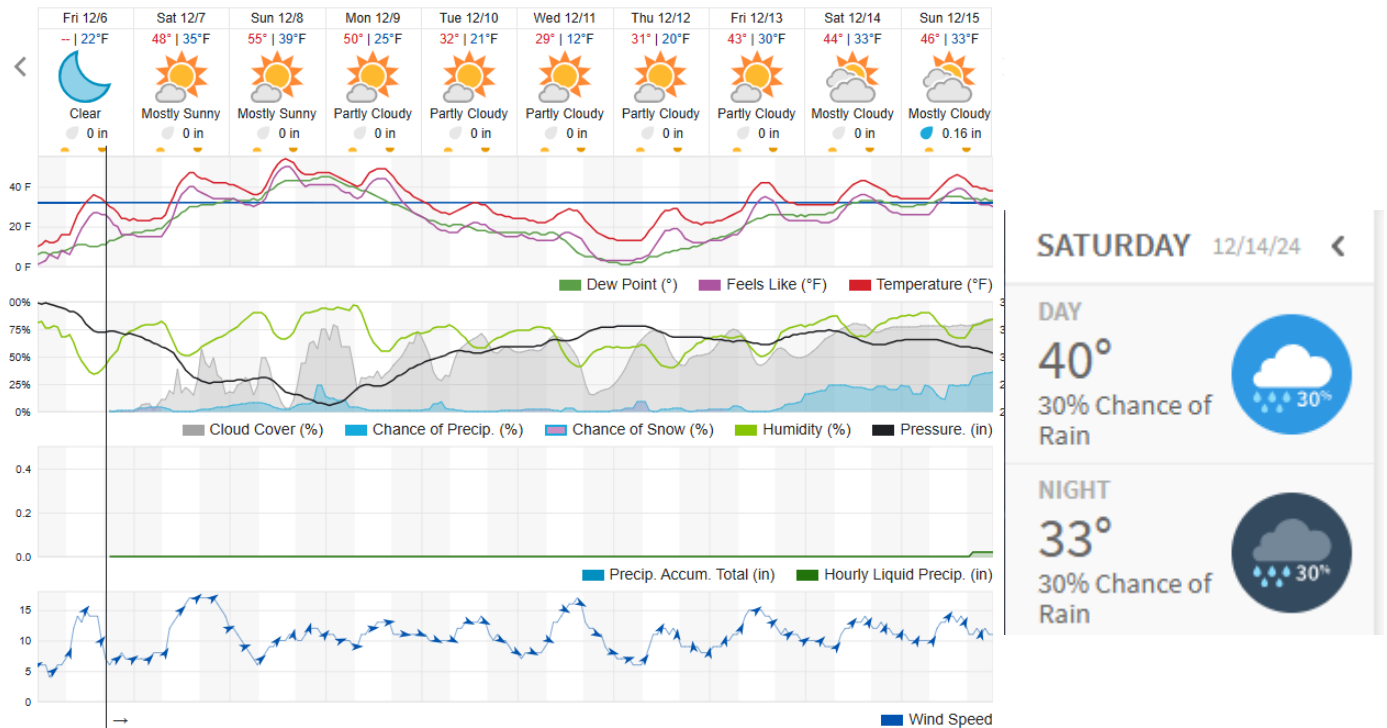
- 2nd Street just East of State Street (side of Geneseo Furniture)
- 1st Street in the South alley West of State Street (Old City bathrooms)
- Central Bank Pavilion

Additional restrooms are available at City Hall

Shall place no parking signs along State Street between North and Brown Streets indicating the date and time when vehicles must be moved from the roadway.

DAY OF EVENT - DECEMBER 14TH

WEATHER FORECAST



Police Department-

Officers are assigned to specific areas of the event, conducting specific functions. Officers should continually move about the crowds, and not congregate as a group. Please keep in mind that with the public's awareness of recent events, the public must feel safe throughout the night.

State Street will be barricaded off from 1:00 pm to 9:00 pm Saturday, December 14, 2024, from Pearl Street to E. Exchange Street.

The Police Department has contacted the Railroad and requested no train traffic between 6:00 pm and 7:00 pm for the parade, with no, or slow, traffic for the entire event.

Drones may be flown periodically throughout the event to check the rooftops for any potential threats. If any are detected, proper action shall be initiated.

The Illinois ILEAS Command Center bus will be parked on First Street between State and Oakwood Avenue. This bus will be the primary command center for police and fire. +

- Officer Vermeire and Officer Ingle are scheduled on this day for patrol until 5:45 pm.
- Officer Schulte and Officer Rohweder Patterson are scheduled to begin work at 5:45 pm on December 14, 2024.

On-duty patrol officers should be aware of the additional vehicle and foot traffic, particularly in the State Street area.

Victory Center (VIC) is designated as handicapped parking and will be marked as such.

The Central Bank Pavilion parking lot will be sectioned off with fencing where a holiday light display and Ice sculptures will be located.

Individual bars in the downtown area will be selling alcohol to those patrons of their businesses over the age of 21. No coolers will be allowed.

Bars shall utilize plastic cups or plastic bottles when serving customers. No glass cups or bottles will be allowed outside the bar/tavern.

As with the current City of Geneseo guidelines, customers of the downtown bars will be able to purchase their alcohol at the establishment and carry it to the event venue. The event venue shall be construed as within the barricaded area shown in the attached map. Officers should just inform anyone drinking outside the venue area of the rules and waiting to reach the venue to consume their drink.

OFFICER ASSIGNMENTS - Saturday, December 14, 2024

Officers and Auxiliary deputies shall remain in the event area to ensure peace is maintained and monitor for underage drinking. Our goal is to obtain compliance with the rules, and not issue citations or arrests unless necessary.

To ensure the safety of all those involved, Officers should instruct parade participants that candy should be handed to spectators and not thrown.

At the conclusion of the event, officers shall remain in the area until a majority of the crowd has dispersed, and they are released by DC Karzin.

Need personal vehicles parked at the west alley between North and Second; alleys next to railroad tracks (4);

POLICE DEPARTMENT

7:00 am:

DC Karzin (GEN 2) along with On-Duty **Officer Ingle (GEN 94)** shall lay out traffic cones for the Jingle Run 5K road race along Chicago Street from Ogden to North allowing for a pedestrian lane for runners.

8:10 am:

DC Karzin along with On-Duty **Officer Vermeire**, shall report to the Victory Center, 218 S. State Street to assist with the Jingle Run 5K. Jingle Run 5K will begin at 8:30 am at the Vic (Old Geneseo Library)

Officer Vermeire shall lead the run. DC Karzin shall act as the tail car for the road race.

If not on a call, on-Duty **Officer Ingle** shall assist with the assignment until the conclusion of the event.

10:00 am – 2:00 pm:

DC Karzin will report to the Police Department Lobby for the toy drive.

10:30 am:

DC Karzin along with the On-Duty **Officer Vermeire** shall pick up traffic cones for the Jingle Run 5K road race along Chicago Street.

11:00 am:

The Illinois ILEAS Command Center bus will be parked on First Street between State and Oakwood Avenue. This bus will be the primary command center for police and fire.

1:00 pm-3:00 pm

DC Karzin will be in the State Street area assisting Public Works to ensure all vehicles have been removed from the roadway while barriers are placed.

3:00 pm

Officer Vermeire and Officer Ingle are on duty and assigned to primarily answer calls for service. Between calls for service, Officers should patrol the State Street business area watching visitors and residents in town for the event.

All officers will patrol the State Street area on foot.

4:00 pm

Officer Patterson and Henry County Auxiliary officers will arrive at the Unified Command Center (State and First Streets)

An Auxiliary shall be assigned to the area of the ILEAS Command Center. Deputies shall assist citizens who may seek help, and officers/deputies with assistance or direction.

4:15 pm

Deputy Chief Karzin, along with **HC Auxiliary Schmedding**, should arrive at and will be assigned to the Methodist Church Parking lot, Palace Row and Center Streets, to monitor the float staging area. *Deputy Chief Karzin's police vehicle should be parked blocking South bound traffic at S. Center and W. Palace Row.*

Chief Disterhoft & Deputy Chief Karzin will be assigned to Grace United Methodist Church Parking lot to monitor the staging area. DC Karzin shall bring a squad car to the Church. DC Karzin should park a police vehicle blocking Northbound traffic at S. Center and Brown Streets. This officer will be the tail car for the lighted parade.

6:00 pm ASSIGNMENTS FOR PATROL / PARADE EVENT

Lead Car- Chief Disterhoft

State between Park and Exchange Streets- Auxiliaries Schmedding and Jacobs

State between Exchange and First Streets- Officer Ingle and Aux. Johnson

State between First and Second streets- Officer Vermeire and Aux. Love

State between Second and North Streets- Officer Rohweder and Aux. Snook

State and Pearl- Aux. Welge

Upon the start of the lighted parade (6:00 pm), To ensure spectator safety, officers shall patrol along both sides of State Street, between the listed streets ensuring spectators remain behind the roped-off area. If the area does not have a rope designating the safe area, officers shall ensure the spectators remain off the roadway surface.

Officers shall further instruct float participants that the throwing of candy from the moving vehicle is prohibited. Any float participant walking should be instructed to walk up the spectators when distributing items.

These rules limit children from running into the parade path placing themselves in potential danger.

All officers working the parade route **shall** wear the issued LED and reflective vests.

Tail Car- DC Karzin

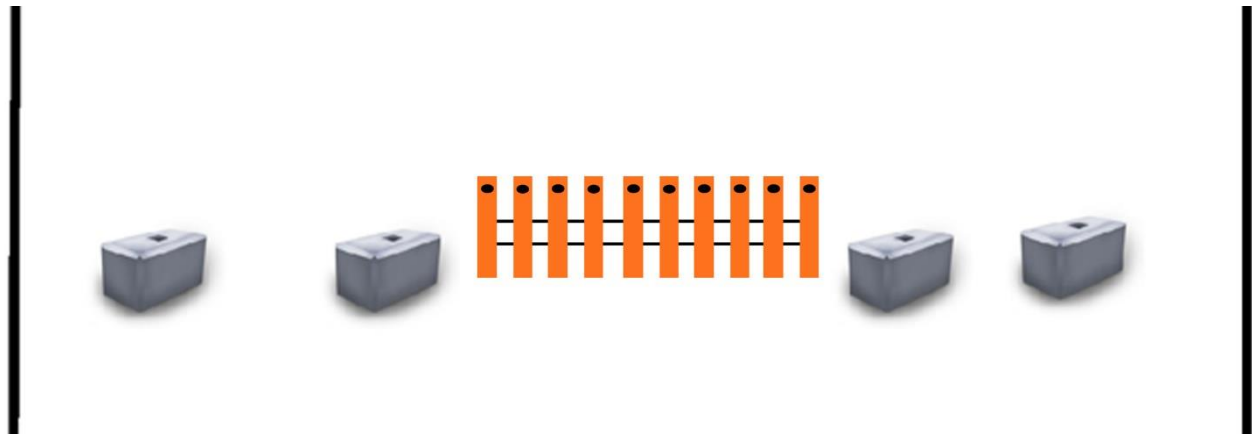
Call Car- Officer Schulte

Chief Disterhoft will lead the lighted parade. Chief Disterhoft will have Geneseo Chamber of Commerce Director Zack Sullivan in the vehicle for the lighted parade. (Route is **APPENDIX C**)

Officers shall not leave the event area prior to the conclusion of their assignment. Should an emergency situation arise where officers are required to respond outside of their assigned area the Deputy Chief of Police will determine whether event assigned officers should respond.

State between Park and Exchange Streets- Auxiliaries Schmedding and Jacobs

Pitagon Barriers have been placed on State Street between Park and Orange Streets. At this location will be several concrete barriers with an 18-foot opening which would generally allow traffic to flow onto State Street. **Auxiliaries Schmedding and Jacobs** shall ensure that the Pitagon Barriers are positioned on the North side of the barriers blocking traffic from accessing State Street. (See diagram below)



Upon the lighted parade approaching this location **Auxiliaries Schmedding and Jacobs** shall move the Pitagon Barriers allowing floats and parade participants access to State Street. Once the last parade vehicle enters State Street **Auxiliaries Schmedding and Jacobs** shall replace the barriers, once again blocking vehicle access to the event.

In the event an unauthorized vehicle approaches this location with the intent of entering onto State Street, **Auxiliaries Schmedding and Jacobs** shall reposition the Pitagon Barriers and block access to the event with his vehicle.

At the conclusion of the downtown parade, Deputy Schmedding shall partner again with Deputy Chief Karzin. At the conclusion of the parade Deputy Chief Karzin and Auxiliary

Schmedding will float between all locations providing assistance and relief as needed for officers.

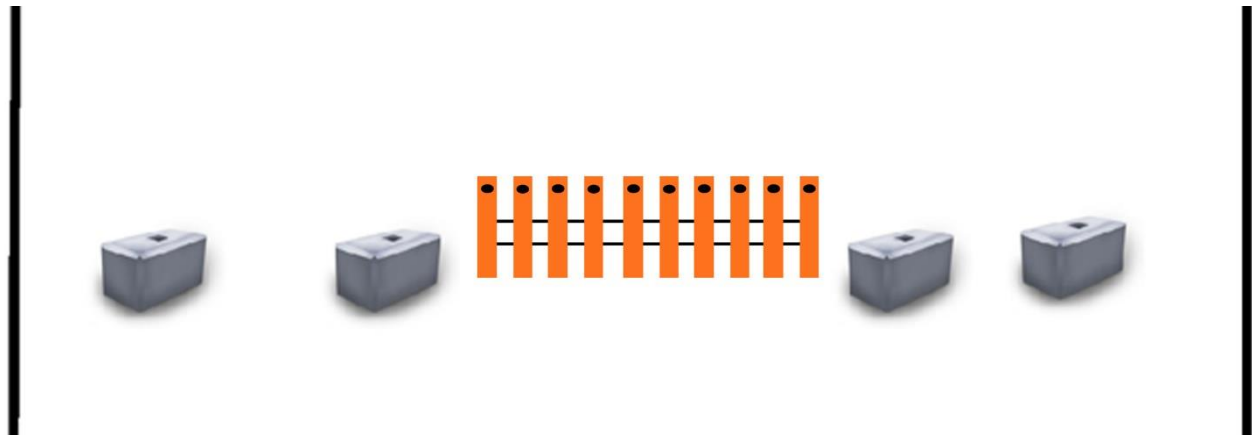
At the conclusion of the parade DC Karzin will patrol the area of State Street on foot with Aux. providing assistance and relief as needed for officers. These officers should remain within this assigned area for the duration of the event.

Officer Patterson and Aux. Snook shall provide crowd control in the area of State Street between North and 2nd Streets.

Officer Patterson and Aux. Snook shall ensure the Pitagon barriers shall have been placed on State Street between North and 2nd Streets. At this location will be several concrete barriers with an 18-foot opening which would generally allow traffic to flow onto State Street.

Upon the lighted parade crossing over 2nd Street, **Officer Patterson and Aux. Snook** shall move the Pitagon barriers, allowing floats and parade participants to exit State Street. Once the last parade vehicle exits the event area **Officer Patterson and Aux. Snook** shall replace the Pitagon Barriers, again blocking vehicle access to the event.

In the event an unauthorized vehicle approaches this location with the intent of entering State Street, **Officer Patterson and Aux. Snook** shall replace the barriers and block access to the event. At the conclusion of the parade, the Pitagon barriers shall remain at this location throughout the duration of the event.



At the conclusion of the parade **Officer Patterson and Aux. Snook** shall patrol the area of State Street between North Street and 1st Street. **Officer Patterson and Aux. Snook** should remain within this assigned area for the duration of the event.

Officer Schulte Between 6 pm and 9 pm Officer Schulte will be on-duty handling calls for service. Between normal calls for service Officer Schulte should ensure visitors to the area have a safe environment while keeping a watch for other potential activity of police concern.

9:00 pm

Officers shall assist Public Works employees removing barricades and concrete barriers from the roadway which will be staged in nearby parking stalls.

City Administration:

Geneseo Chamber of Commerce

10:30 am-

After the conclusion of the 5K run, the Chamber shall post the Victory Center (VIC) as designated handicapped parking and will be marked as such.

1:00 pm-

Spectator bleachers will be placed at the intersection of State and First Streets on the East and West sides, inside the concrete barriers.

SEVERE WEATHER RESPONSE

Heavy Snow/ Rains- Majority of events canceled/postponed other than:

Dangerous lightning- Evacuate participants to shelters, or their vehicles.

Severe Thunderstorms

A severe thunderstorm can produce one inch of hail or larger in diameter and/or winds equal or exceeding 58 miles an hour. These storms also have lightning strikes and can produce tornadoes with little or no advance warning.

Common hazards from severe thunderstorms during an outdoor event:

- Straight-line winds: risk of collapsing tents, flying debris, and down tree branches causing injuries and/or fatalities
- Lightning strikes: risk of fire, injuries and/or fatalities
- Hail: risk of injuries and damage to temporary structures and unprotected equipment
- Flash flooding: 6" of water can cause vehicles to stall or lose control and 12" of water will cause many cars to float.

The Incident Command Post will monitor the weather using NOAA weather radio or text notification system. NOAA website is a resource for monitoring weather along with the local media.

Severe Thunderstorm Watch

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area over the next 4 - 8 hours.

- a. Incident Command will notify the Event Coordinator/Board and public safety personnel.
- b. The Geneseo Police Department and the Event Coordinator/Board will notify their volunteers and attendees by established communication methods of the watch.
- c. Incident Command and the Event Coordinator/Board will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.

- d. Incident Command and the Event Coordinator/Board reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.
- e. Incident Command and the Event Coordinator/Board monitor the radar and watch the weather.

Severe Thunderstorm Warning

This is issued when a severe thunderstorm produces hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People at outdoor events in the affected area should seek safe shelter immediately.

- a. Upon notification of the Severe Thunderstorm Warning for Henry County, the Incident Commander will assess if the event is in the path of the storm and notify the Event Coordinator/Board.
- b. The Event Coordinator/Board will notify event staff by communication method and announce the Severe Thunderstorm Warning and to assist visitors to the shelters.
- c. The Incident Command Post will notify public safety personnel by police radio.
- d. The Geneseo Police Department and the event staff personnel will announce on the (communication method) of the Severe Thunderstorm Warning to all attendees.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

- e. Incident Command Post staff and Event Coordinator/Board must take shelter five minutes before the storms arrival and monitor the weather for the storm to pass. f. After the threat from the thunderstorm has passed the IC will notify the Event Coordinator/Board. Event staff can notify the attendees to return from the shelter location.

Tornadoes

A Tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 – 200+ mph winds causing:

- i. • Flying debris including cars
- ii. • Destroyed buildings
- iii. • High potential for injuries and fatalities
- iv. • Blocked roads preventing travel

In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and Event Coordinator/Board should decide if the event is cancelled, postponed or shortened.

Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area over the next 4 – 8 hours.

- a. Incident Commander will notify the Event Coordinator/Board and public safety personnel of the warning.
- b. The Event Coordinator/Board will notify their volunteers and attendees by communication method in this plan.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

- c. The Incident Commander and the Event Coordinator/Board will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- d. The Incident Commander will assess how long it will take to evacuate the event attendees and reach the shelter location.

- e. The Incident Commander and the Event Coordinator/Board reviews the plans for Tornado Warning and solve any issues if sheltering is required.
- f. The Incident Commander and the Event Coordinator/Board monitor the radar and weather watch.

Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

- a. Upon notification of the Tornado Warning for Henry County, the Incident Commander will assess if the event is in the path or near the storm and notify the Event Coordinator/Board.
- b. The Event Coordinator/Board will notify event staff by the communication method listed in this plan and to activate the sheltering plan.
- c. The Incident Commander will notify public safety personnel by the communication method listed in this plan.
- d. Event staff will announce on the communication method listed in this plan of the Tornado Warning to all visitors and direct them to the shelters located in this plan.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. Chamber volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

- e. Incident Command staff and Event Coordinator/Board must take shelter five minutes before the storm arrives and monitor the weather or the storm to pass.
- f. After the threat from the storm has passed the Incident Commander will notify the Event Coordinator/Board. Event staff can notify the visitors to return from the shelter location.

EMERGENCY WEATHER NOTIFICATION ANNOUNCEMENTS

SEVERE THUNDERSTORM WATCH (ADVISORY) "Attention all Geneseo Visitors and Volunteers. Outagamie County is now under a Severe Thunderstorm Watch. The National Weather Service has indicated that conditions are favorable for Severe Thunderstorms in our area. We will keep you advised of further developments. (REPEAT TWICE) SEVERE

THUNDERSTORM WARNING (ACTION) "Attention all Geneseo Visitors and Volunteers. The Planes, Trains and Automobile event area is now being evacuated. Outagamie County is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate the grounds and go to designated shelters as directed by event staff and fire responders. (REPEAT TWICE)

TORNADO WATCH (ADVISORY) "Attention all Geneseo Visitors and Volunteers. Outagamie County is now under a Tornado Watch. The National Weather Service has indicated that conditions are favorable for severe thunderstorms capable of producing tornados in our area. We will keep you advised of further developments." (REPEAT TWICE)

TORNADO WARNING (ACTION) "Attention all Geneseo Visitors and Volunteers. Planes, Trains and Automobile event area is now being evacuated. Henry County is now under a Tornado Warning. Please evacuate the grounds and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low-lying area or where directed by emergency personnel. (REPEAT TWICE)

GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY) "Attention all Geneseo Visitors and Volunteers, Henry County may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you advised of further developments. (REPEAT)

GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION) "Attention all Geneseo Visitors and Volunteers, Planes, Trains and Automobile event area is now being evacuated. The National Weather Service has indicated that severe storms are in or are approaching our area. Please evacuate the grounds and exit the parking areas in an orderly fashion." (REPEAT TWICE)

EVACUATION PROCEDURES

Emergency Shelters

a. In the event that a situation arises that is or may potentially be hazardous to the health and safety of the attendees of Christmas Walk event staff/volunteers shall direct visitors and guests to an emergency shelter. The shelters shall be opened under the direction of the Event Coordinator/Board and the Incident Commander.

b. Critical Indicators for sheltering in place:

- The event is short term, < 1 hour
- There is no time to evacuate the grounds, or the process of evacuating will do more harm.
- Significant infrastructure damage has occurred to the grounds or the immediate area preventing self-evacuation of the grounds.

c. It is estimated to take 2-5 minutes for visitors and volunteers to walk to the location and take shelter.

d. A decision to evacuate must be made as soon as possible, but no more than 20 minutes before any severe weather impacts the event grounds to allow time for visitors, volunteers, and public safety to shelter. Failure to evacuate places people lives at risk.

e. Minors without adult supervision and other seeking assistance or transportation shall be brought to the shelter with at least two event staff and volunteers for supervision and accountability.

f. Emergency shelters on event grounds are in the following locations:

g. Describe where emergency shelter(s) will be provided at the event.

1. *State Street area- Inside open businesses or City Hall/Police Department*
2. *Central Bank Pavilion area- Inside Raelyn's / Barney's / Leamen's*
3. *State & First area- Geneseo Brewing Company- Inside establishment*

(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)

h. See Attachment # 1 for public announcements on weather and evacuation.

Mark on your site plan the location of the emergency shelter.

Emergency Vehicle Evacuation- See site maps.

SHOW ON MAP INGRESS AND EGRESS FOR EMERGENCY VEHICLES

MEDICAL EMERGENCY

- a) Onsite medical care is under Event Board or Incident Command is provided by Geneseo Ambulance Service and medical personnel are located at Second Street and Oakwood Avenue.
- b) A first aid tent/stand is at the Chamber / Police tent on State and First Streets.
- c) Paramedic First Responders and Geneseo Ambulance will respond to medically dispatch 911 phone calls at the event.
- d) Geneseo Police will monitor radio traffic and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.
- e) Patients requiring additional medical attention are transported by Geneseo Ambulance or a mutual aid agency to either Hammond Henry Hospital or Illini Genesis Hospital in Silvis Illinois.
- f) Trauma patients are transported to Illini Genesis Hospital in Silvis Illinois or OSF St. Francis, Peoria, Illinois.

The following guidelines shall be followed during a first aid emergency by event staff and volunteers:

- a. Call the (First Aid Tent or First Responders) by (communication method) of the medical emergency. Provide the location and the medical emergency OR Dial 911 or instruct a by-stander to dial 911. Provide the following information:
 - a. ♣ Your name
 - b. ♣ Location of the emergency
 - c. ♣ Any available details of accident or illness
- b. Contact the Event Coordinator/Board by personal cellular telephone.

The Event Coordinator/Board will send an event staff or volunteer to meet the emergency unit if dispatched and assist emergency personnel to the location of the victim.

- d. Do not move injured or ill person unless it is necessary to avoid further injury, such as a fire or tornado. Do not touch any bodily fluids.
- e. Reassure the accident victim or ill person that emergency assistance is on the way.
- f. If trained, begin rendering first aid including CPR if necessary. A First Aid Kit(s) can be requested by contacting 911.

Air Medical Transport

- a) In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request Med Force (or mutual agency) for air transport.
- b) It is the Fire Department's responsibility to set up, maintain and operate the helicopter landing zone for air transport.
- c) The fire department should oversee the landing zone until the helicopter is out of the area.

BOMB THREAT

In the event that a bomb threat is reported, the following guidelines should be followed:

- a. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
 - a. ♣ Where is the bomb?
 - b. ♣ When will it go off?
 - c. ♣ What does the bomb look like?
 - d. ♣ Why was the bomb put there?
 - e. ♣ How did the bomb get there?
- b. Listen for any possible background noises, e.g., music, train, machinery, or other identifiable sounds.
- c. Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.
- d. Contact 911 and then notify the Event Coordinator/Board.
- e. If a local area search is directed, Incident Command will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious.

DO NOT TOUCH or move anything unusual or suspicious.

- f. If a suspicious package is discovered, do not turn on/off lights, use a cell phone or other electronic devices. Clear the building immediately and contact (911 or Incident Command).
- g. In the event that evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.

CIVIL DISTURBANCE / DISORDERLY CONDUCT

Event staff/volunteers are encouraged to notice and pay attention to any situation that seems unusual, even during the light atmosphere of the event. If any scene looks extremely suspicious, event officials should report the suspicious activity to the Public Safety personnel.

a) Non-Emergency

If an individual is acting in a suspicious or hostile aggressive manner (distracted, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, staff/volunteers should:

- a. Notify Event staff or Public Safety personnel
- b. Do not argue with him/her.
- c. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
- d. Keep distance between yourself and the individual.
- e. Become aware of escape routes.
- f. Be ready to summon Law Enforcement if the situation escalates to an emergency situation.

b) Contact 309-944-5141 to report non-emergency events involving suspicious activity that is not life threatening.

a) Emergency If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:

- a. Seek safety by leaving the area if possible.
- b. Notify Public Safety personnel.
- c. Contact 911 and provide the following information:
Name, location and the specifics of the event in a clear and concise manner.
- d. Make no attempt to control a violent individual.



CITY of
GENESEO

Where the *future* grows.

EVENT MANAGEMENT PLAN CHECKLIST AND GUIDE

115 S. Oakwood Avenue, Geneseo, IL 61254

Tel: 309-944-6419 Fax: 309-944-8254

Email: cityofgeneseo@cityofgeneseo.com

Event Management Plan

MUST INCLUDE EVENT SITE MAP

Knowing what to do in an emergency is a key factor that saves lives. For each type of scenario envisaged, there needs to be a planned set of actions to be taken by all those who are allocated responsibility.

GENERAL PURPOSE

The purpose of this emergency plan is to prepare event officials for either a natural or manmade disaster during the CHRISTMAS WALK event in the City of Geneseo, Illinois. The Emergency Plan implemented in this document is hereby established in an effort to safeguard lives and properties in the event an emergency or incident occurs during the CHRISTMAS WALK event.

EVENT SPONSOR AND VENUE

The CHRISTMAS WALK event is a festival/concert and sponsored by the Geneseo Chamber of Commerce. This outdoor event is an open event held in the downtown State Street area. Alcohol is allowed onsite at the venue. Attendance ranges from 5,000 to 7,500 people. The event operational hours are 10:00 am to 5:00 pm while event sponsors will be on site from 5:00 am to 7:00 pm See the telephone list for Event Board and Coordinators for contact information.

ASSUMPTIONS

The CHRISTMAS WALK event is subject to numerous hazards. Potential emergency incidents during this event could include one or more of the following:

- Natural – weather related incidents such as severe storms, tornadoes, etc.
- Technological – incidents such as fire, explosion, structure collapse, hazardous materials release
- Transportation – motor vehicle accidents
- Medical Emergencies – personal health or accident related
- Civil Disorder – domestic situations
- Miscellaneous Emergencies

The FEMA Incident Command System will be used to manage all emergencies and an Incident Command Post will be set up at State and First Street.

EMERGENCY PLANNING REQUIREMENTS

Geneseo Police Department Requirements

- a) To provide contact information to the Event Board/Coordinators.
- b) Notify the Event Board/Coordinators as soon as possible of any imminent or potential emergency situations.

- c) Assume responsibility for decisions on event operation when an emergency situation arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
- d) Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
- e) Return the event to normal operations as soon as feasible to the Event Board/Coordinators.
- f) Provide direction to Event Board/Coordinators of their responsibilities or assistance that may be required.
- g) Assist with Incident Command Post and designated media spokesperson if necessary.
- h) Work with Event Board/Coordinators and other emergency agencies to determine methods for public notification/awareness

Event Coordinator/Board Requirements

1. Establish a contact with Geneseo Police Department Personnel
2. Ensure the safety of all Patrons/Volunteers/Staff is of primary importance in any emergency situation.
3. Adhere to all directives and requirements from the Police Department and Incident Command in emergency situations.
4. Complete all required street closing permit information.
5. Establish procedure for internal communication with operations staff in case of emergency procedure.
6. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
7. Ensure training of all staff and volunteers on emergency response procedures.
8. Defer all media comment regarding emergency situations the Police Department or designated spokesperson who will coordinate with the event spokesperson.
9. In an emergency situation the Event Board/Coordinator will respond to the designated Incident Command Post.

Event Staff /Volunteers Requirements

1. Ensure the safety of all Visitors is of primary importance in any emergency situation.
2. Adhere to all directives and requirements from the Police Department in emergency situations
3. Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
4. Defer all media comments in an emergency to the Geneseo Police Department or designated spokesperson
5. Persons must protect themselves first, then proceed to assist others if possible
6. Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
7. During severe weather, secure all tools and equipment if possible. Ensure that anything that can blow away is brought indoors or fastened down.
8. If you are injured, remain as you are. Rescue personnel will be along shortly, and a head count will be taken.
9. After an emergency event, if you escape injury, make yourself available to others who may not have been so fortunate.
10. In the event of an emergency, use your phone only for emergency.

OVERALL INCIDENT OBJECTIVES

- A. Ensure/maintain the safety of all visitors, volunteers and staff.
- B. Direct, coordinate and control emergency response and recovery operations.
- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.
- F. Organize and coordinate effective damage assessment.

1. EVENT DETAILS

1.1. Event Place & Time Name of Event:

Dates of Events:

... *December 14th, 2024, from 7:00 am to 9:30 pm*

Location of Event:

Address: *State Street, North Street to Brown street.*,.

Details of Venue example: indoor/outdoor, city property:

..... *see attached site plan maps*

Details of how your event will run, including details of all activities:

..... *See attached plan*

.....

.....

.....

ATTACH ADDITIONAL PAGES AS NEEDED

BARRICADES NEEDED



POLICE PRESENCE REQUESTED



NEIGHBORS NOTIFIED



Estimated Number of People expected to attend: ... *December 14, 2024, 5000*

Date and Time Set Up Commences: *December 14, 2024, 7:00 am*.....

Date and Time Event starts or is open to the public: ... *December 14, 2024, 7:30 am*

Date and Time Event Finishes: *December 14, 2024, 9:00 pm*.....

Date and Time dismantling commences and anticipation conclusion time: *December 14, 2024, 10:30 pm*

MULTI-DAY EVENTS- lists dates and times:

1.2. Event Manager Details:

Event Manager: *Zach Sullivan*

Address: *Geneseo Chamber of Commerce*.....

Phone (Work): 309-502-9631 Phone (Home):

Contact During Event: Phone: 309-502-9631 Mobile: 309-502-9631
.....

2. INSURANCE

2.1. Insurance Details

A copy of your Certificate of Insurance of applicable is required to be included with this form. The City of Geneseo must be listed as a certificate holder.

PREVIOUSLY PROVIDED TO THE CITY- ON FILE

3. THE VENUE

3.1. Site Plan

Attach a map of parade routes, and/or site setup plan to Include meeting points for emergency services.
(see attached example in addendum)

What type of equipment will be used/placed **on City property** during the event?

- | | |
|---|--|
| <input checked="" type="checkbox"/> Sound System | <input checked="" type="checkbox"/> Electrical Equipment |
| <input checked="" type="checkbox"/> Platform / Stage | <input type="checkbox"/> Table & Chairs |
| <input checked="" type="checkbox"/> Cooking Apparatuses | <input type="checkbox"/> Tents (Dimensions) |
| <input type="checkbox"/> Other | |

3.2. Contingency Plan

Things that can go wrong, what are your contingency plan details? (adverse weather, change in public orders, etc...). List any perceived issue and plan to address the issue.

Heavy Rains- Majority of events cancelled/postponed:

Dangerous lightning- Evacuate participants to their vehicles.

Severe Weather (dangerous winds/tornadoes):

- 1. City Park- Inside bathrooms / inside rear stage area*
- 2. Central Bank Pavilion- Inside Raelyn's / Barney's / Leamen's*
- 3. Geneseo Brewing Company- Inside establishment / City Hall building*
- 4. Great Revivalist Brew Pub- Inside establishment*

Heavy Snow / Ice

Emergency Vehicle Evacuation- See site maps for location.

Emergency Vehicle Evacuation- See site maps for various locations.

.....
SHOW ON MAP INGRESS AND EGRESS FOR EMERGENCY VEHICLES

4. TRAFFIC AND PEDESTRIAN MANAGEMENT

4.1. Traffic Management

If directed by the City, the organizer shall develop a Traffic Management Plan for this event.

Guidance should be obtained by consulting with the Police Department in the development of this plan.

PARKING:

	Location	Number of spaces	Contact person and cell phone number
EMERGENCY VEHICLES (Police, Fire, Ambulance)	<i>1st street between Oakwood and State</i>		
DISABILITY / HANDICAPPED PARKING			
GENERAL PARKING	<i>See attached map: details below</i>		
KEY STAKEHOLDERS	<i>City Hall Parking lot</i>		
OVERSPILL			

4.2. Road Closures (Minimum 14 days prior to event)

Street: *State Street*From *Orange St.*.....to..... *Exchange Street*

Do you require any roads to be closed for the event: **YES** NO

Barricades Needed? **YES** NO N/A

Location barricades needed *See attached site plan map and explanation*

Show locations of barricades on site plan map.

4.3. Adjoining Properties

Have adjoining property occupants been contacted regarding the proposal of this event. **YES** NO

If the event is likely to impact in any way on these adjoining properties – e.g. noise, extra cars, road closures, it is necessary that you contact the neighboring occupants prior to filing for event.

5. INCIDENT MANAGEMENT PLAN

If directed by the City, the organizer shall develop a Traffic Management Plan for this event.

5.1. Incident Control Center

Ensure the Incident Control Center is clearly marked on your Site Plan and detail where First Aid station, if any, will be supplied.

Ensure exit/evacuation points and fire extinguishers are clearly marked on the site plan if applicable.

How will communication be conducted on the day of the event with event officials?

Event organizers and staff will maintain a central area for information, emergency communications and event contacts. This area will be located inside the Regional Command Center, First Street between Oakwood and State Streets.

How will communication be conducted with the public?

The City and Chamber will communicate emergency announcements through public address systems utilized by bands, social media posts, and CODE RED emergency notification system.

How will communication be conducted in the event of an incident e.g. portable handheld radios / mobile phones?

Event personnel (City) will utilize cellular telephones and police radios for communications throughout this event. See attached cellular telephone list for numbers.

If required, who will request further police and other emergency services assistance?

..... The overall point of contact during this event will be the Deputy Chief of Police, however any employee, vendor, volunteer or member of the City will be authorized to notify emergency services should they be required. If time allows, Emergency Services should contact the event organizer in the event assistance is needed from the staff of this event.....

5.2. Incident Management Contact Details

List any individuals who have been involved in the planning of this event.

Event Manager

Name..... *Zack Sullivan, Chamber Director*.....Contact Details*309-502-9631*.....

Incident Contact

Name..... *Jessica Reese*.....Contact Details *404-886-1281*.....

Medical Personnel

Name.....Contact Details

Police

Name..... *Gene Karzin, Deputy Chief*Contact Details *309-314-1316*

Fire Contact

Name..... *Brad Cotty, Chief*Contact Details *309-714-2334*

Ambulance Contact

Name..... *-----, Chief*Contact Details *NEED*

Electric Department Contact

Name.....Contact Details

Public Works Department Contact

Name.....Contact Details

5.3. Fire Fighting Equipment

Will portable fire protection equipment be strategically located throughout the venue for initial attack of the fire by the public and/or safety officers? YES **NO**

If so, mark their location on the site map.

Food vendors with cook apparatus are required to have on-site fire extinguishing equipment. This equipment is the responsibility of each individual vendor.

5.4. Lost Property / Lost Children

What arrangements have been made for lost or stolen property and lost children?

In the event of a lost child the organizer shall contact the Geneseo Police Department and/or notify officers at the event. The responsibility of the lost property or child shall be handled by the Geneseo Police Department.

In the event a child is located without a parent, the organizer shall contact the Geneseo Police Department and/or notify officers at the event, the child shall be brought to:

1. *Regional Emergency Command Center, First & State*

In the event of a found child, a public address shall be made over the downtown speakers to notify the parent/guardian.

Children shall be left in the care of the police department until the child is returned to the parent/guardian.

5.6. Incident Reports All incidents are to be recorded in the following format:

(PLEASE COMPLETE ON SEPARATE DOCUMENT)

Name of Event:

Event Manager:

Date and Time of Incident	Description of Incident	Persons involved. Name, Address, Phone	Action taken

In the event of an incident, complete the incident report with the above format and forward to the City Administrator at the conclusion of the event.

6. PUBLIC HEALTH

6.1. List of Vendors

Will you or other vendors at your event be selling any article of food? **YES** NO

List of the food businesses and type of food being provided at the event:

ATTACH ADDITIONAL PAGES AS NEEDED

6.2. Alcohol

Will there be alcohol at the event? **YES** NO

If yes, will alcohol be sold and consumed?

Permission has received from the City of Geneseo? **YES** NO N/A

Has a Liquor License been obtained? YES NO **N/A**

Explain*Alcohol shall be purchased through adjoining bars. Alcohol consumption must stay within the barricaded areas.*

6.3. Toilets

Will portable toilets be available at the venue? **YES** NO

How many portable toilets will be provided?

Who will be responsible for the cleaning of toilets? *During the Event the City of Geneseo will be responsible to the general upkeep of toilet areas.*

Contact Information *Brandon Maeglin- 309-236-4171*

6.4. Water

Is the location of water clearly posted and marked on the site plan? YES NO **N/A**

Will extra water be supplied to patrons on very hot days if needed

6.5. Evacuation procedure

Under what circumstances would an evacuation order be given?

.....

Describe the evacuation procedure plan.

...In the unlikely event of an emergency, an announcement will be made to the visitors, staff and vendors via the band sound systems. City volunteers will further move through the visitors to verbally notify them of the evacuation. A request will be made to the Geneseo Police Department to utilize the CODE RED emergency notification system to further warn individuals in the area. A Facebook post will be made as soon as possible indicating the evacuation and concerns.....

Describe where emergency shelter(s) will be provided at the event.

- 1. City Hall / Police facility*
- 2. Central Bank Pavilion- Inside establishment*
- 3. Geneseo Brewing Company- Inside establishment*
- 4. Raelyn's Bar- Inside establishment*

Mark on your site plan the location of emergency shelter.

6.6. Waste Management

What arrangements have you made for extra bins to be provided for the day?

The Chamber requests the City of Geneseo provided additional waste bins along State Street between North and Exchange Streets

What arrangements have you made for the rubbish to be removed appropriately on the day?

..... *The City of Geneseo will provide this service*.....

6.7. Noise

Describe the activities/mechanisms likely to create higher noise levels at your event.

..... *Floats with speakers*.....

Describe how you will monitor and minimize noise levels.

..... *The City Staff and Police Department will monitor the noise levels. In the event the noise levels are determined to be excessive, the director will take the appropriate steps to reduce the noise to an acceptable level. In the event the police department is notified of a public complaint of excessive noise, the City staff will, with the assistance of a representative of the Police Department, evaluate the noise levels and take appropriate action.*

7. PUBLIC SAFETY

7.1. Security & Crowd Control

What type of security has been selected for the event?

.....*The City will provide assistance of the Geneseo Police Department as discussed with them prior to this event and documented in attachments to this document.*

If a security firm has been contracted, provide details.

Name of Company: *N/A*

Contact Details:

Number of Security Personnel at Event:

Who is the police contact?

Name: *Gene Karzin, Deputy Chief*

Phone: *309-944-5141* Mobile: *309-314-1316*

7.2. Public Assembly

Will you be fencing off the boundary of your event, restricting access and egress on public property?

YES NO (In the area of the fireworks safety zone)

If yes, you will need approval from the City of Geneseo.

Include drawing on site plan map.

7.3. Lighting and Power

Do you have emergency power & lighting? YES **NO**

Describe emergency power and lighting systems.

.....

Location of Lighting Control:

.....

Mark on site plan Location of Main Power Control – Mark on site plan

7.4. Temporary Structures

Will there be temporary structures at the event? **YES** NO N/A

Stages & Platforms **YES** / NO.....

Temporary platform will be constructed at Second and State for the lighting of the Christmas Tree

Rows of bleachers will be placed at First and State Street for spectator viewing

Seating **YES** / NO *Temporary platform will be constructed at Second and State for the lighting of the Christmas Tree Rows of bleachers will be placed at First and State Street for spectator viewing*

Marquees/Tents YES / **NO**

Has a permit or permits needed or been sought or sighted for temporary structures? YES NO **N/A**

7.5. Gas Cylinders

List all vendors who will be using portable gas cylinders.

Name of Vendor / Contact	Number of Cylinders
N/A	

--	--

7.6. Fireworks and Pyrotechnics

Will there be fireworks and pyrotechnics at the event? YES NO

Has a permit been obtained? YES NO N/A

Permit Number:

Company / Individual Responsible for Fireworks:

Contact Details During Event:

Phone.....

Ensure restricted zones are marked on site plan.

8. EVENT INFORMATION

8.2. Signage

Will the following signage be installed, as per the site plan, at the venue?

- Phones Yes NO N/A
- Parking Entrances Yes NO N/A
- Food Vendors Yes NO N/A
- No Smoking areas Yes NO N/A
- Information/Communication Yes No N/A
 - *The regional command center*
- Incident Control Centre Yes No N/A
 - *The Incident Control will be from regional command center assigned to this event.*
- Rules relating to alcohol consumption. Yes No N/A
- Exits Yes No N/A
- Toilets Yes NO N/A
- Lost and Found. Yes NO N/A
- First aid posts Yes No N/A
- Security Yes NO N/A

Name of Applicant:

Signature of Applicant:

Date:

BELOW FOR OFFICE USE ONLY

Signature of Director of Public Works

Date

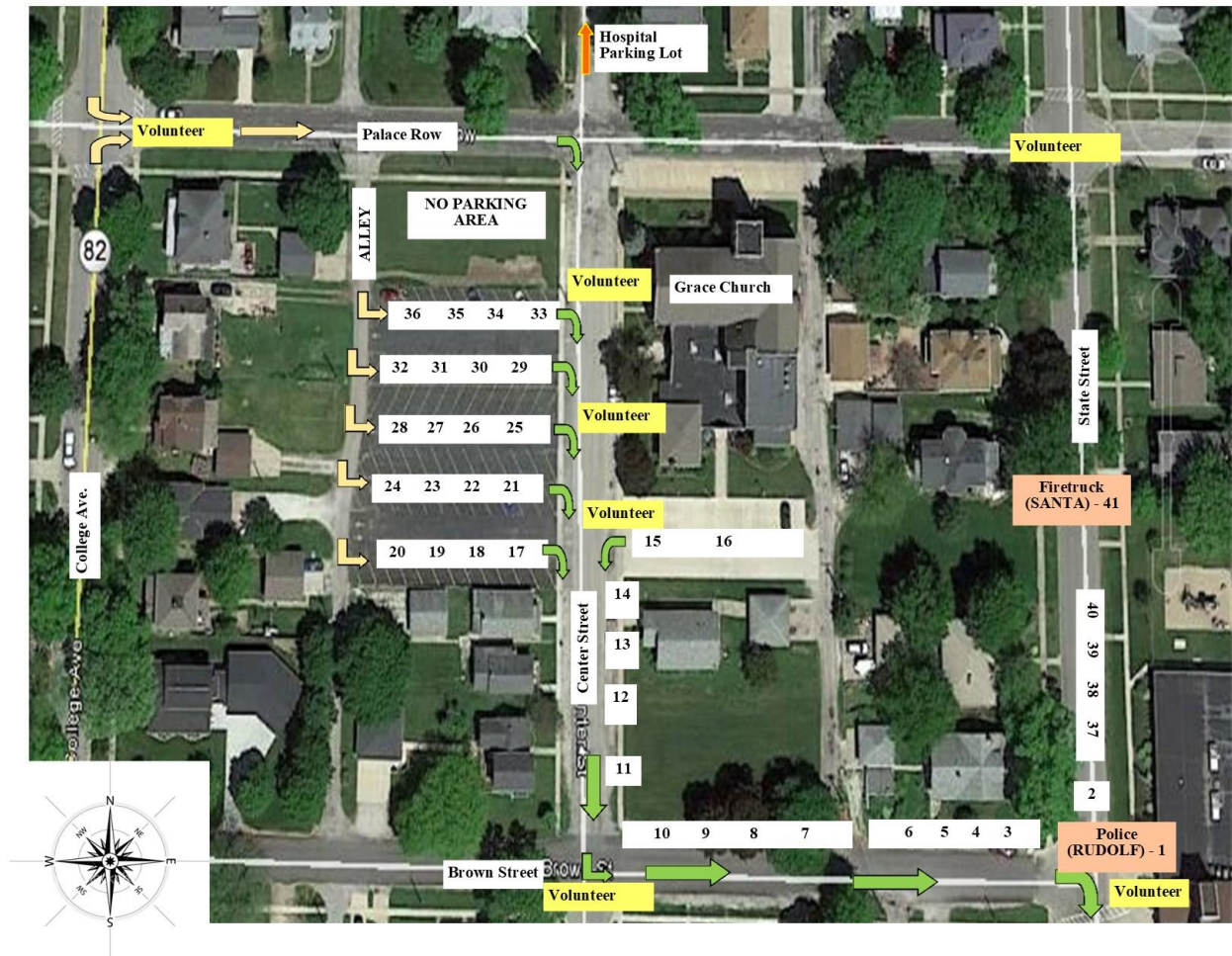
Signature of Chief of Police

Date

Copy to City Administrator on: _____
Date

Copy to applicant on: _____
Date

APPENDIX A - PARADE STAGING



APPENDIX B - DOWNTOWN PARADE ROUTE

ALL FLOATS

Staging and parade start at Grace United Methodist Church parking lot, Center St., Brown St. and State St.

East on Brown St. (Rudolf starts at south corner of State & Brown at 5:00 pm sharp)

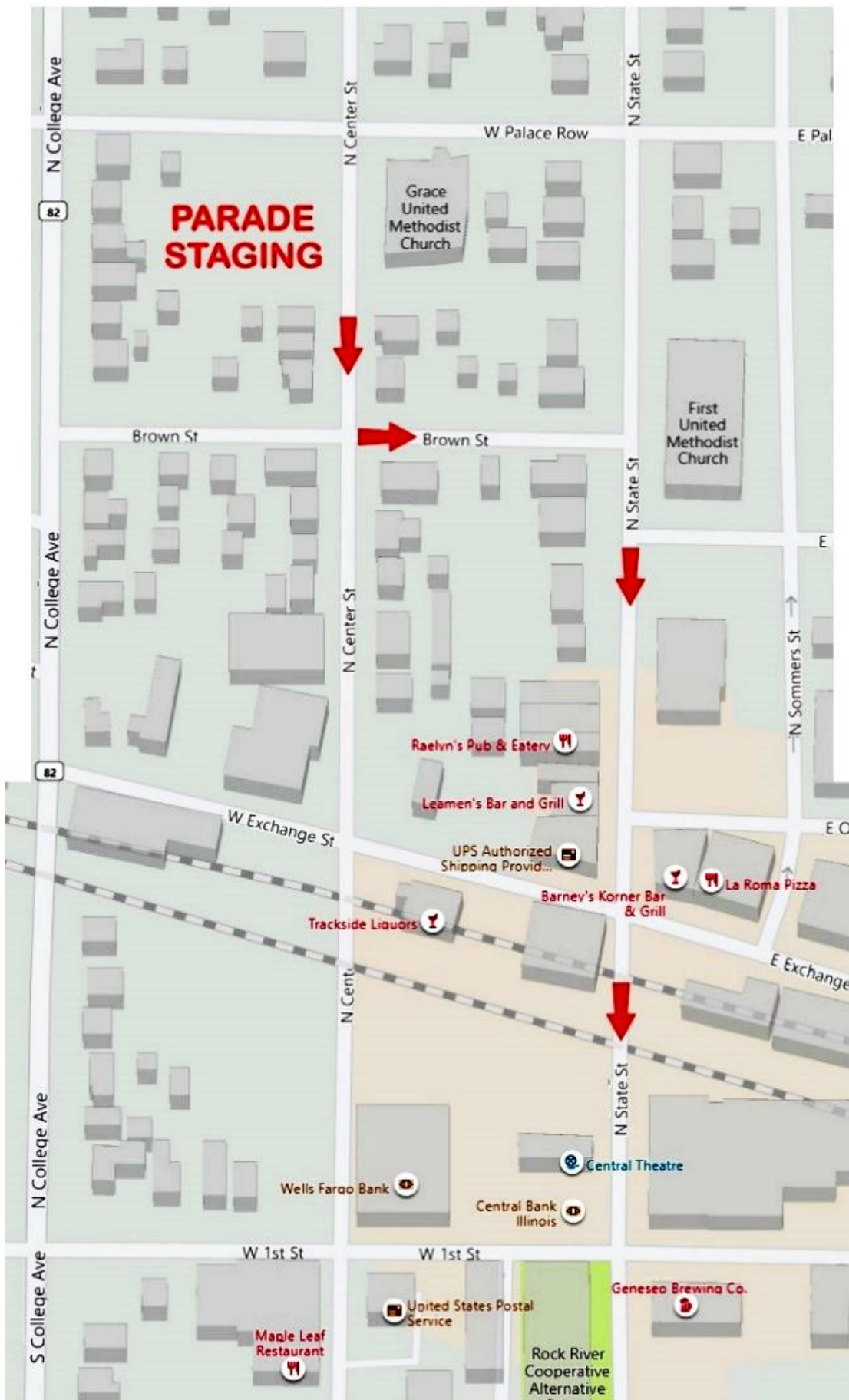
South on State St.

Firetruck stops at City Christmas Tree to light the tree at State & Second, continues afterwards in firetruck, approx. 5:40pm

Parade ends at Pearl St.

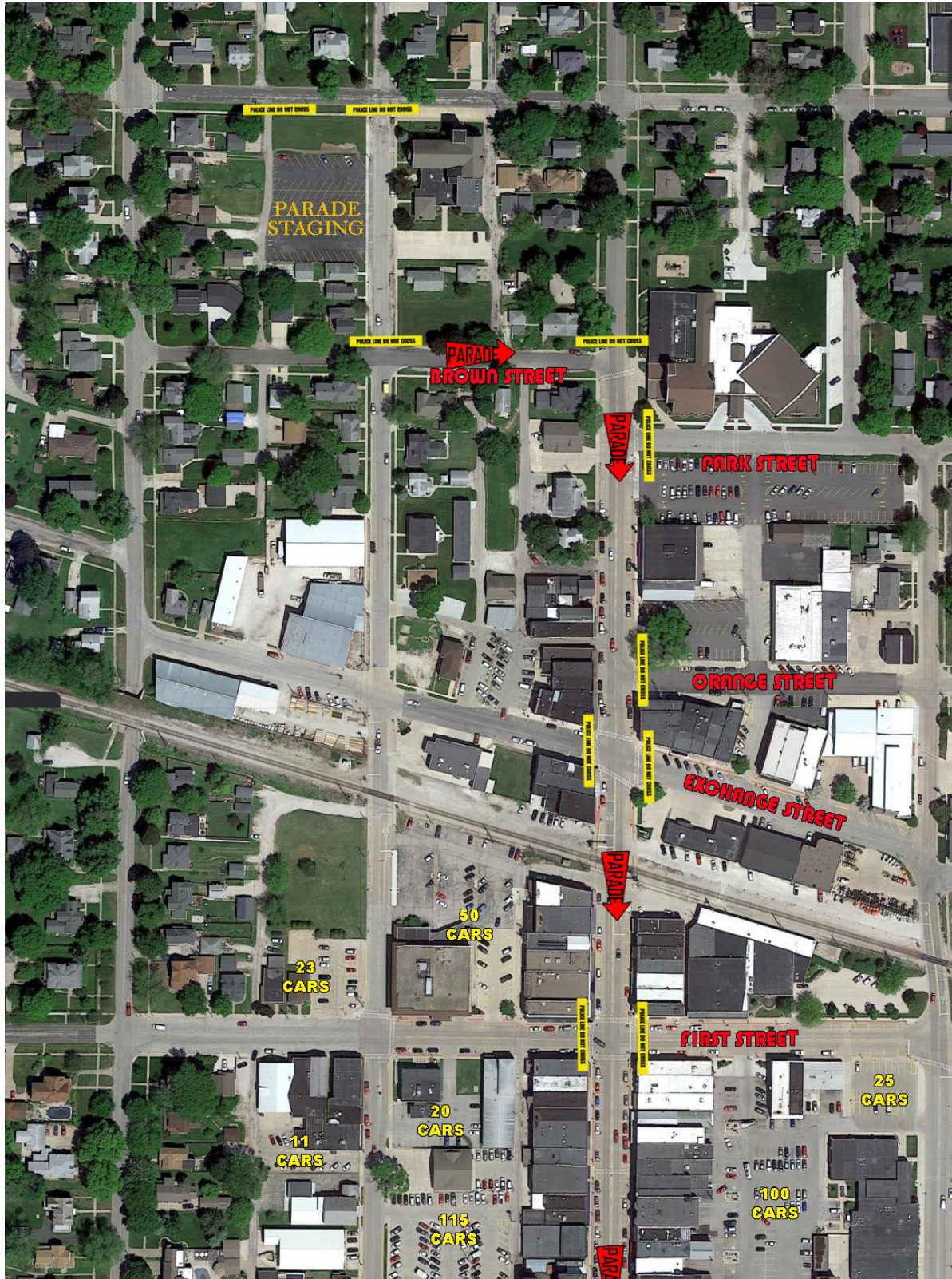
Walkers, Floats, marching bands/drum lines, and live animal floats exit State St. turning eastbound on Pearl St. and are asked to move on from the area to avoid congestion

MAP ON NEXT PAGE





APPENDIX C - ROAD CLOSURES - PARKING





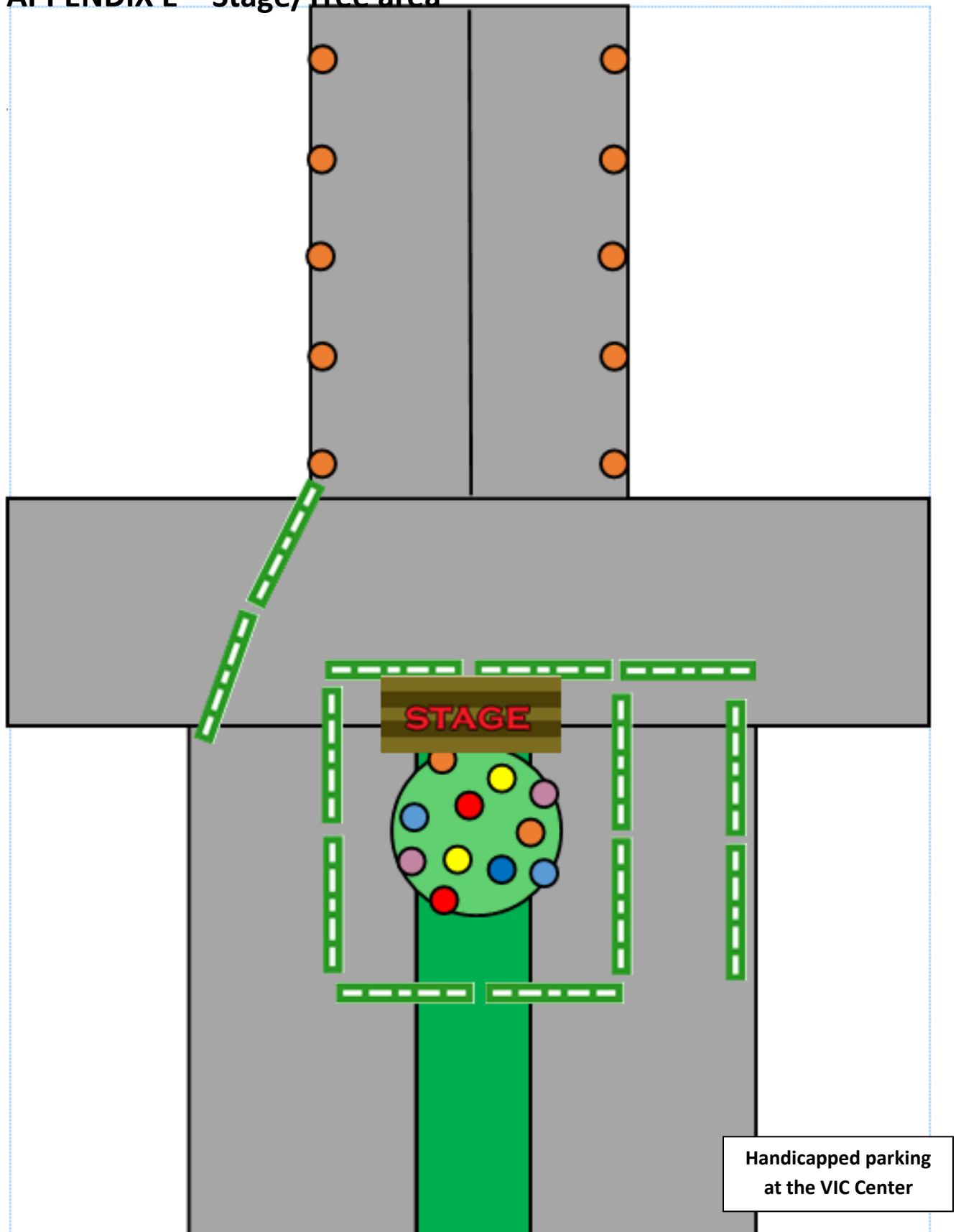
APPENDIX D- Downtown map

Downtown Geneseo

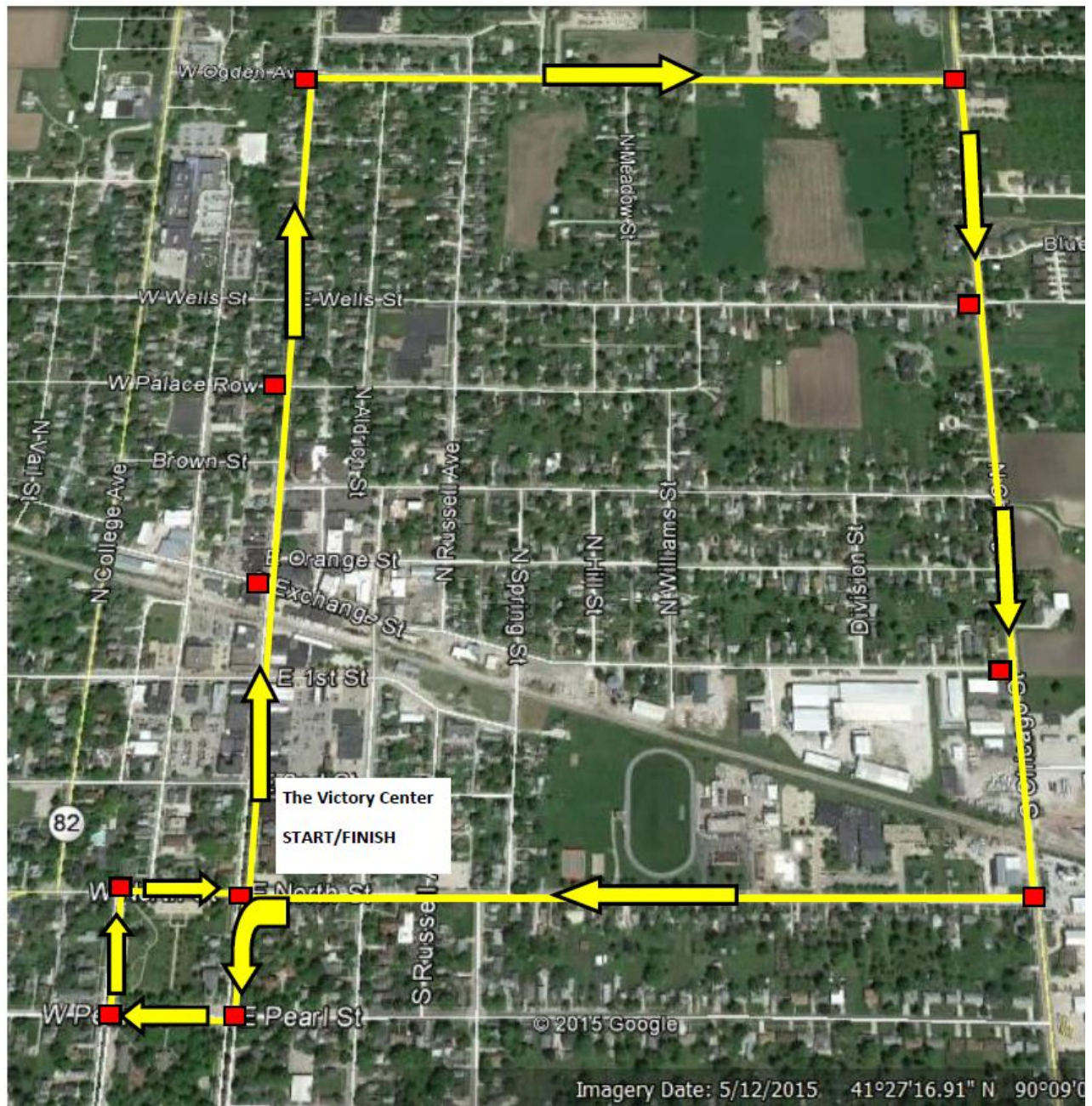
The Christmas Walk is presented by:



APPENDIX E- Stage/Tree area



APPEDIX F- Jingle Run 5K route map



APPEDIX G- Letter to parade participants



October 2024

To: Geneseo Downtown Businesses

Re: 2024 Geneseo Christmas Walk Living Windows

Season's Greetings!

The Geneseo Chamber of Commerce has already started working on the 2024 Geneseo Christmas Walk scheduled on Saturday December 14, 2024. We are excited to announce this year's theme is ***"Too Many Santas."***

Established in 1986, the Geneseo Christmas Walk is one of our community's most popular and cherished events. The event has seen a large turnout in recent years, and we are expecting a huge turnout in 2024 of approximately 10,000 attendees. We are putting an added emphasis on Living Windows downtown for "Too Many Santas". Downtown business owners are in a unique position to enhance the Christmas Walk experience for our guests at the event. This is your time to shine! The lineup of holiday living windows is a holiday tradition that customers have come to expect, and Living Windows help make Geneseo a Christmastime destination throughout our region. What a great opportunity the Geneseo Christmas Walk is to promote your business by participating with the traditional Living Windows attraction!

If you already plan on participating in the living windows – THANK YOU! If you are not sure or do not have the time, please consider donating your window. There are groups who are willing to decorate windows and put on a display at no cost to you. Contact the Geneseo Chamber to coordinate donating your window. You also might consider a train or Christmas Village display, having puppies or kittens, a singer, and more...the possibilities are endless! We do ask that you feature a Santa Claus, participants dressing like Santa, or fun Christmas Party theme to coincide with the 2024 theme.

Also, hosting book signings, children's activities, special characters (such as Frozen or Elf), cookies or specialty drinks are other good ideas. We wanted to be sure to invite you to participate in this year's Geneseo Christmas Walk event.

Other ways to participate include:

- ❖ Create a Living Window in your downtown business or partner with a group to put on a Living Window display.
- ❖ Window Ideas: Too Many Santas – research online for Santa Claus decorating ideas online for more ideas, but think Where's Waldo with Santas, a Christmas party themed window, playing board or card games, a Christmas Dance Party, baking, live animals, live music and more!
- ❖ Lighted Parade – Enter the 2024 Geneseo Christmas Walk Lighted Parade! Visitors & locals alike love the lighted parade! No rented floats will be available for the parade, so we are asking businesses, organizations and individuals to create their own. Awards go to the top 3 floats, and there is no cost to enter the parade.
- ❖ Volunteer to help the day of the event - in the Information Center, during the Jingle Run 5K race, to set up luminaries, or at the parade line-up.
- ❖ Promote the 2024 Geneseo Christmas Walk on social media.

Please call the Geneseo Chamber at 309-944-2686 or email geneseo@geneseo.org if you would like to participate.

Lighted Parade Rules & Guidelines

In the event of severe weather (lighting, ice, vast amounts of snow) the parade will be cancelled. The parade will continue in light rain or snow.

Please do not include a live Santa Claus with your entry. The Geneseo Chamber of Commerce has assumed this responsibility. There can be only one.

Floats will be judged on its originality, use and amount of lights, use of animation, and its over-all quality. A volunteer will supply your float with a number for judging.

All parade entries shall maintain a distance of at least 25 feet from the entry in front of them. Watch out for both attendees and your own participants with your float. Be AWARE of your spacing, surroundings and people please.

Stopping is not allowed in the parade from any entry unless the parade is stopped as a unit. No entry shall be allowed to stop to allow photos to be taken or to dance and/or play music. All entries must keep the same pace and required distance to the entry in front of them.

Entrants which include animals must provide their own accompanying clean-up personnel and equipment for animal excrement.

Candy cannot be thrown from a float or vehicle; a walking entrant may underhand toss candy away from the moving floats Do not allow people to run up to your float during the parade.

Participants can begin staging their entries at 3:30 p.m. in the assigned staging area.

Floats can be no taller than 13 feet above street level, no wider than 15 feet, and must be lighted.

Alcoholic beverages are not allowed on any parade entry at any time before or during the parade.

The parade committee reserves the right to reject any entry that is not in good taste, is inappropriate, or is not in the best interest of the enjoyment of the parade. Disparaging political messages will automatically be rejected. All parade participants are required to conduct themselves in such a manner as to not infringe on the rights of those people living in and along the staging areas and parade route. This is a fun experience for participants and attendees so let's make sure we deliver the fun!

SAFETY/LIABILITY

There will be no fueling of generators during the parade route. Fuel cans (gasoline, fuel oil, etc.) are not allowed onboard unapproved parade floats.

There will be no live fires on any floats including wood stoves. Only hot air balloon engines are authorized to feature live flame in their display.

Electrical problems are a concern. Please look for common hazards such as exceeding the number of light strands per manufacturing specifications, faulty extension cords, over current protection, staples in wiring, etc.

Entrants must come to a complete stop before participants climb on or off vehicle.

Travel speed will be approximately 3 miles per hours through Downtown Geneseo, plan for a walking pace.

Be completely aware of parade goers and your own float's participants near your float. Stop your float to maintain safety is needed.

No explosives or fireworks of any kind shall be allowed during the parade.

Floats and entry material shall be removed from the site by 8:00 pm.



December 9, 2024

Thank you for helping make Geneseo's Lighted Christmas Parade wonderful this year! Geneseo Chamber of Commerce appreciates all your hard work and dedication to this special event on Saturday, December 14th.

We have enclosed a map of the staging area for the parade. We are grateful to Grace United Methodist Church (318 N. Center Street) for allowing us to use their space for staging once more. Once you arrive and find your location, you are welcome to go inside the church to warm up, for restroom access, and to enjoy light refreshments.

Please find your parade entry number on the list and corresponding number on the map. Staging begins at 3:30p.m. Please be in your location no later than 4:00 if you want your float to be judged. Please be in your location and ready to go no later than 4:45 pm. The parade steps off at 5:00 pm SHARP.

Only your float or parade vehicle may be parked in the parade staging area. If you have people coming to walk with your float, have them park in the Hammond-Henry Hospital lot, indicated on the map or one of the other downtown parking lots.

The yellow arrows on the map indicate how you should get to your location, park at your location, and the direction you should be facing within your location. Please be patient with your fellow parade participants as this process takes place. The green arrows indicate the direction for you to take to get on the parade route. There will be volunteers helping to direct you. At 5:00 p.m. a police escort will start the parade. Geneseo's Fire Truck will be the last vehicle in the parade since it hosts Santa & the essay winners.

PARADE ANNOUNCING: The parade announcing stage will be at the Geneseo Christmas Tree, located at the intersection of State & Second Streets, across from the Cellar. This will be where the parade is recorded live in TV50, where you will be announced, and where the parade judges will be set up, so be prepared to shine and really show off your float in this area! Floats and vehicles must be able to withstand a half-mile route and a walking pace of the parade. Floats and walkers will exiting the parade will be dismissed by a police officer at State & Pearl St. at the City Park. Walkers are asked to congregate at the City Park and off the street.

Please take your time in the parade and enjoy the experience! As you approach the end of the parade, a police officer will help you exit or restage. Please follow their instructions to exit safely. ****Parade winners will be announced at approximately 6 p.m. at the lighting of the Christmas tree, located at State and Second Street.**

If you have any questions, please contact the Chamber office at 309-944-2686. I can be reached the day of the event on my cell at 309-502-9631. Rules & regulations are attached.

Again, thank you for participating!

Zack Sullivan
Executive Director, Geneseo Chamber of Commerce

APPENDIX H- Lighted parade entry list

Name	Description
Geneseo Police Dept.	Rudolf
Henry County Sheriff's Office	Protecting and Serving vehicle and walkers
VFW	Marching Honor Guard
Trolley	Trolley
WQAD Beast	Mobile
City of Geneseo	homemade
Hanford Insurance	Float
Farmers National Bank	homemade
Miss World Festival	4 trucks
2023 Atkinson Little Miss Flame & her Court	fire truck
Henry County Fair Queens	Cars
Miss Blackhawk Valley Organization	Float
Geneseo Music Fest Queen	Vehicle
HHH	Float with Walkers
Geneseo Kiwanis	Marching Shovels
Chamberlain Farms	Baking Party inside Trailer
Lohman Companies	firetruck
Girl Scout 886	Original
Blackhawk Bank and Trust	Same float as last year
First Lutheran Church	Church replica
TSOG Drumline	Walking drumline
Fritz Mechanical Servies	Homemade
Caffeine & Carbs	Float/Walkers

Central Bank	Float/Holly Jolly Christmas Party
Village Home Stores	Gingerbread Dreams
Holschbach Kids	Too Many Santas, not Enough Reindeer
Green Xtreme 2014 Team	Vehicle and float
Quad City Balloon Festival	Hot Air Balloon Engines
Walk On Float	
Geneseo Fire Department	Old ladder truck
Geneseo Fire Department	Fire Engine w/ Santa
Geneseo Police Dept.	rear squad car
Springfield Armory	Float/Vehicle/Walkers
Edwards Ready Mix	Concrete Mixer Truck
Blain's Farm & Fleet	Santa's Favorite Ride/Elf Force One
St. Jude Henry/Stark Co. to Peoria Run	Running for the Kids
SBM Sterling Business Machines	Everything for the Office!
SignGypsies Geneseo	Santa's Sign Gypsie House
Neverending Landscape	Float
Roling Dumpsters	Dumpster Truck
Geneseo Park District	Gator
Fiber Guy	Truck & Trailer w/ Lights
Farm & Fleet	UTV on Trailer
Motorcade	Limo & SUVs
Walmart	
James Rosenbalm	SXS Lighted
Gale Rosenbalm	Lighted Car- 1979 Trans Am
Little Miss Geneseo MF Court	Queen & Court in the back of a truck

APPENDIX I- Food Vendor list

Business Name	First Name	Last Name	Address	City	St.	Zip Code	Phone	Email	Vendor Type
Iowa Kettle Corn	Greg Beaman	Beaman	2477 Vict	Greenfield	IA	50849	563-271-7616	gccrown68@aol.com	Food
Olde Tyme Kettle Korn	Greg & Sherri	Brunk	621 N. Martin Ave.	Kohoka	MO	63445	660-727-	gbrunk@centurytel.net	Food
G's Gourmet Popcorn	John	Gnatovich	1522 15th St.	Moline	IL	61254	309-373-	nonemorec@aol.com	Food
Twinky the Balloon Twister	Jackie	Armstrong	507 3rd Ave. N	Clinton	IA	52732	563-321-	armstrongjackie1@gmail.com	Retail

APPENDIX J- Barricade list

- N. Center & W. Palace Row
 - Five (5) A-Frame barricades
- N. Center & Brown Street
 - Two (2) A-Frame barricades
- Brown & N. State Street
 - Two (2) A-Frame barricades
- N. State & Park Street
 - Two (2) Class II Barricades-
 - One (1) A-Frame Barricades-
- N. State at Donut Shop Alley
 - One (1) Concrete Barricade
- N. State & E. Park Street
 - Two (2) A-frame barricades
- N. State & between E. Park and E. Orange Streets
 - Three (3) concrete barriers
 - Two (2) Class II barricades
 - Six (6) PITAGON Barriers
- N. State and E. Orange
 - Two (2) A-frame barricades
 - Public Works Street Sweeper
- N. State and E. Exchange
- Alley to the South of Geneseo Donuts
 - Jason Brandau Truck

WEST SIDE

- Four (4) concrete barriers
- Two (2) A-frame barricades for West side

EAST SIDE

- Public Works one-ton truck and trailer
- Two (2) A-frame barricades
- State Street alleys at the railroad tracks
 - One A-Frame Barricades- Southwest side
 - One A-Frame Barricades- Southeast side
 - Aux. personal vehicle- Radio Shack side
 - One A-Frame Barricades- Northwest side
 - One A-Frame Barricades- Northeast side
- First Street South Alley behind 109 State Street (Mel Foster)

- One A-Frame Barricades
 - Auxiliary Officer vehicle
- N. State Street & First Street East side (Bleachers)
 - Four (4) concrete barriers
 - Three (3) A-Frame Barricades
 - Six (6) green cattle fencing panels
- N. State Street & First Street west side (Bleachers)
 - ILEAS Command bus
 - Three (3) A-Frame Barricades
 - Six (6) green cattle fencing panels
- First Street and Oakwood Avenue
 - One (1) A-Frame Barricades (Road Closed Ahead)
- S. State Street & Second Street East side
 - Three (3) concrete barriers
 - Three (3) A-Frame Barricades
 - Eight (8) PITAGON Barriers
 - Seven (7) green cattle fencing panels
- S. State Street & Second Street West side
 - Four (4) concrete barriers
 - Three (3) A-Frame Barricades
 - Seven (7) green cattle fencing panels
- Second Street & Oakwood
 - One (1) A-Frame Barricade (Road Closed Ahead)
- Boulevard at Second and State Street by Christmas Tree
 - Six (6) green cattle fencing panels
- Alley between 217 and 223 State Street
 - One A-Frame Barricades
- S. State between North and Second Street South bound
 - Two (2) concrete barriers
 - Two (2) A-Frame Barricades-
 - Six (6) PITAGON Barriers
- S. State between North and Second Street North bound
 - Two (2) concrete barriers
 - Two (2) A-Frame Barricades-
 - Police Vehicle
- S. State Street and North South bound-
 - Two (2) A-Frame Barricades-
- S. State Street and North Street North bound
 - Two (2) A-Frame Barricades-
- North and Center Streets
 - Two (2) A-Frame Barricades-

- S. State Street and Pearl
 - Two (2) A-Frame Barricades
 - Two (2) Class II Barricades

Public Works will place Lopper Cones and lighted barricades for the pedestrian rope lines along State Street between 2nd and Exchange Street. These cones will remain in place until prior to the lighted parade when they will be set up by Public Works.

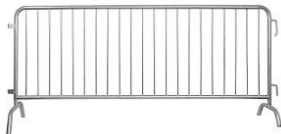
34 sections of green “cattle fencing” shall be staged in the area of 2nd and State Streets for the lighting of the Christmas tree. See attached diagram **APPENDIX E** for layout



A Frame Barricade- 50



Concrete Barriers- 23



Green Fencing- 34



Class II Barricades- 4



Lopper Cones- 24



Lighted barricades- 10



PITAGON barricades- 20

APPENDIX K - Contact List

POLICE- 911

Non-Emergency Dispatch	309-944-5141
Deputy Chief of Police- Gene Karzin	309-314-1316
Henry County Jim Schmedding	563-650-6014
Officer Elliott Vermeire	708-207-1227
Officer Alex Ingle	309-883-5462
Officer Brad Schulte	309-945-3364
Officer Tyler Patterson	309-314-3241
Officer Seth Rohweder	309-230-1275

CITY-

Director Public Works Chad VanDeWoestyne	309-489-6552
Public Works Foreman Jason Brandau	309-255-6955
Director Electrical Operations Eric Rowold	309-489-6176
Lineman Rick Preston	309-489-6549

CHAMBER-

Chamber of Commerce Director- Zack Sullivan	309-502-9631
Chamber of Commerce Jessica Reese	404-886-1281
Central Bank- (5K Jingle Run) Brett Decker	309-721-6000
Central Bank Pavilion - Shanda Wood	309-368-8473

APPENDIX L- Run Course Security

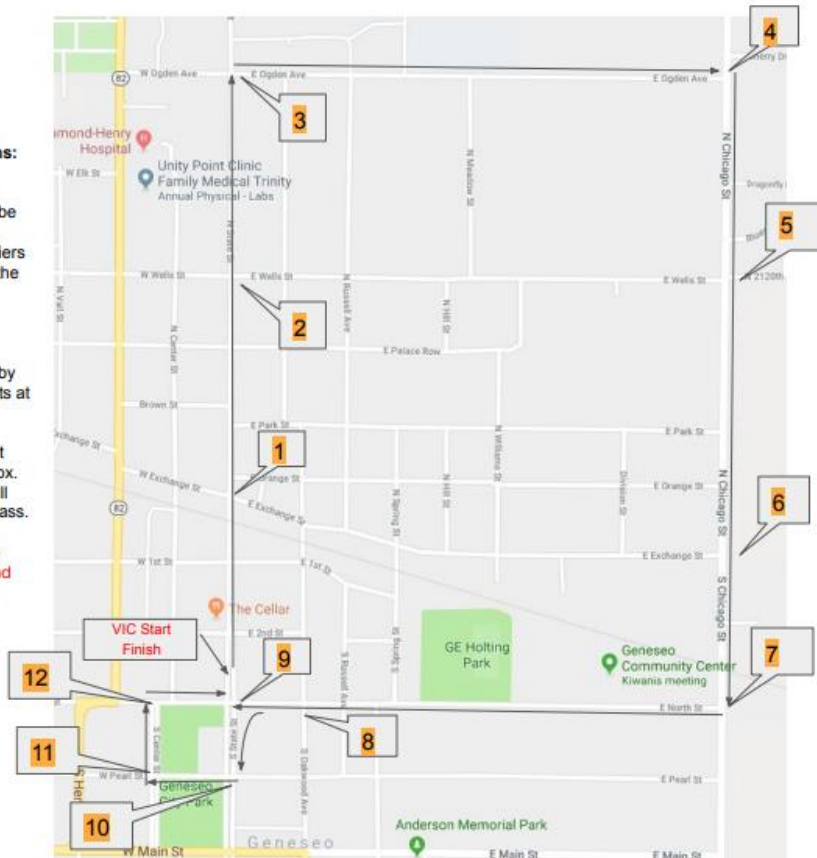
Volunteer Instructions:

Orange vests will be provided and need to be worn. Vests will be hanging on traffic barriers and should be left on the barriers when race finishes.

Plan to be at your assigned intersection by 8:15 am, the race starts at 8:30.

Block traffic as the first runners approach (appx. 300') and hold traffic till last runners/walkers pass.

Use your discretion to keep traffic moving and runners/walkers safe!



1. State & Exchange - Chris Gillet Cell - 309-721-6568	7. Chicago & North - Dave Moore Cell 309-945-3868
2. State & Wells - Tom Domino	8. North & Oakwood - Jim Cassens
3. State & Ogden - Linda VanDerLeest	9. North & State - Ray Berles Cell - (309) 236-2149
4. Ogden & Chicago - Bill Wyffels Cell - 309-944-7860	10. State & Pearl - Bob Mays Cell 309-269-0248
5. Chicago & Wells - Joe Mickley	11. Pearl & Center - Jim Unrath
6. Chicago & Exchange - Paul Mosher Cell - 309-714-0740	12. Center & North - Wayne Stone

Geneseo Police Dept. requires orange vest be worn by race volunteers; these will be provided by the Chamber.

APPENDIX M- Hammond-Henry Hospital Surge/Mass Casualty



Hospital Surge/ Mass Casualty Event *Policy & Procedure*

POLICY

Hammond Henry will have a plan in place in order to increase the total amount of patients housed, accommodate mass casualties, and minimize chaos during a large-scale disaster.

OBJECTIVE

To provide alternate areas for patient care during a declared disaster.

RESPONSIBLE PARTIES

- Incident Commander
- All Hammond-Henry Hospital employees

DEFINITIONS

- **Family Reunification Site (FRS):** area that facilitates actual reunification of family/family and child.
- **Hospital Family Reunification Center (HFRC):** A location to provide a safe place for families to gather, receive, and provide information regarding loved ones who may have been involved in the disaster/incident. The HFRC will be active until a regional Family Assistance Center or shelter is activated.
- **Pediatric Safe Area (PSA):** a location for unaccompanied minors after receiving medical clearance to ensure appropriate safety precautions before release to an appropriate custodial adult.

PROCEDURE

Hospital Location Designations

Location	Designation	Lead
Admission/Front Lobby	Triage	ED Manager
Emergency Department (ED)	Red Tags	Designated by Incident Command
Same Day Services (SDS)	Yellow Tags	Designated by Incident Command
Northwest Clinic	Green Tags	Designated by Incident Command
Benches lining main hallway Medical Group, Geneseo		
MRI Waiting Area	Black Tags	Designated by Incident Command
Morgue		
South end of Main Hallway	Labor Pool	Designated by Incident Command
Conference Room 1A	Family Reunification Site (FRS)	Designated by Incident Command
Conference Room 1B		
Conference Room 1C	Employee Childcare	Designated by Labor Pool
Dining Room	Hospital Family Reunification Center (HFRC)	Designated by Incident Command
Volunteer Office	Confidential Discussion/Notification	Designated by Incident Command
Foundation Office		
Foundation Assistant Office		
Rehab	Pediatric Safe Area (PSA)	Social Services
North Parking Lot	News Media	Public Information Officer

Housing/Care of Patients

1. The hospital surge capacity plan will go into effect in a limited fashion during any declared disaster.
2. All incoming patients will be registered and triaged per the START/JumpSTART Triage algorithm (see Appendix A). Patients will receive a tag based on their level of acuity and a numbered armband. The armband will be utilized to identify the victim until all information can be entered in the computer. All patients will receive a paper chart; this chart should stay with the patient at the bedside at all times.
3. The initial treatment areas are:
 - a. Triage
 - i. Admission/front lobby
 - b. Red Tags:
 - i. Emergency Department. 7 beds, no additional beds allocated
 - c. Yellow Tags:
 - i. SDS/Endoscopy. 8 SDS and 6 Endo rooms equipped with oxygen, suction, and gurneys.
 - d. Green Tags:
 - i. Northwest Clinic: 4 rooms equipped with exam tables and space in the lobby to accommodate 3 gurney patients are available, but no fixed oxygen or suction is available; all must be handled by portable apparatuses.
 - ii. 6 benches lining the main hallway in front of Hammond-Henry Medical Group-Geneseo can accommodate 18 ambulatory patients.
 - e. Black:
 - i. Expectant patients will be diverted to the MRI waiting area. These are patients with extensive injuries incompatible with life; if treated aggressively they would exhaust available resources and supplies. These patients will receive comfort measures and be treated with dignity.
 - ii. The morgue is located in the hospital's tunnel system, accessed via the south stairwell.
4. Alternate Treatment Sites for Green Patients (utilize hospital van or third-party transport company to transport patients to alternate treatment sites as needed):
 - a. Hammond-Henry Hospital Medical Group Geneseo: 29 beds for clinic type patients
 - b. Unity Point Clinic Geneseo: 10 beds
 - c. Annawan Clinic: 5 beds
 - d. Cambridge Clinic: 3 beds
 - e. Colona Clinic: 6 beds capable for general care
 - f. Kewanee Clinic: 12 beds
 - g. Port Byron Clinic: 2 beds
 - h. Orion Clinic: 2 beds
5. All patients are to be re-triaged upon arrival to the designated location, and a plan of care should be implemented.
6. Delivery of Supplies:
 - a. Triage cart to front lobby
 - b. Disaster cart to Emergency Department
 - c. Crash cart from Long-Term Care (LTC) to the Emergency Department
7. Transport/Discharge:
 - a. Admissions to floor and CCU per elevator #2.
 - b. Transfers remain in the red or yellow treatment area until transfer unless the need for additional beds. In the event that additional beds are needed, decisions will be made on a case-by-case basis.
 - c. Discharge from the facility is through the south entrance.
8. Mobile Asset:
 - a. Surge Trailer is available for mobile care or delivery of supplies.
 - i. The trailer can be stocked with medical bags, portable supplies, and surplus supplies located in the emergency department.

- ii. The surge trailer is also equipped with a generator capable of providing electricity for the trailer and additional electrical needs.
- b. A tent is available for housing, dependent upon ambient temperatures.

Traffic Flow

1. One staff member will be assigned to check all exterior doors to the facility. This employee will lock all doors with the exception of the southernmost door to the main hallway (4S) and the front lobby door. After doors are locked, the employee will return to the Labor Pool. A designated staff member will be assigned to the exterior Materials Management door to check in employees.
2. Additional staff will secure the north, east, and south parking lots, as described in the sign in sheet in the "Disaster: Declaring a Disaster" policy. All employees assigned to secure parking lots and traffic flow will be given a vest and a flashlight.
 - a. All vehicles in the north parking lot are to be moved to prepare for additional triage helicopter landings and ambulance waiting.
3. All potential patients will be directed to enter at the north (main) entrance. No exiting will be permitted from this location.
4. Traffic will be directed to exit through the south entrance (4S).
5. In addition to the designated staff parking lots, additional staff are permitted to park in the east parking lot. Overflow staff vehicles are to be parked at the Masonic lodge or on an off street off of hospital property.
6. In the event of mass distribution of medications (see "Strategic National Stockpile" policy), the person who is locking doors will not lock the east entrance. This will be the last door checked; the employee completing this will assure all other doors are locked and then report to the east entrance to monitor all incoming personnel.

Treatment for Mass Casualty

1. During a mass casualty event, the hospital will establish a temporary morgue in the MRI waiting area. The permanent morgue is located in the hospital's tunnel system, accessed via the south stairwell by Plant Services personnel.
 - a. These locations are designated to house the deceased/expired until the local funeral homes can accommodate the final preparation.
2. The permanent morgue will accommodate 10 victims for a short-term disposition. The ambient temperature should be turned down to as cool as possible.
3. The Henry County Coroner has ultimate authority over the remains, and all deaths are reportable. Notify the Coroner of the death(s) and coordinate the disposition of the remains with the coroner.
4. The incident that surrounds the death may be determined to be of a criminal nature. Protection of the remains and possessions is of the highest priority.
5. All expired patients will be transported to the morgue and registered by hospital staff.
6. The assigned morgue unit manager will keep a log of each patient, including identifying the patient's name (if known), time of death, and belongings that have come with the patient (see Appendix B).
7. All morgue unit personnel will use gloves, gowns, and masks when handling the expired.
8. The body will be placed into a commercial body disposal bag exactly as they arrived. Do not remove clothing. Seal the body bag and place all belongings on top of the bag.
9. If the body is released, follow general hospital plans for the death of a patient (see "Death, Administrative Procedures" policy).
10. If the volume of fatalities exceeds 10 or there is a prolonged final disposition, a refrigerated semi-trailer by be utilized to provide temporary housing. Henry County Health Department has a mass fatality trailer that can be utilized if needed by calling the Henry County Sheriff's Office (phone number listed below).
11. Contact information:
 - a. Henry County Coroner: 309-937-5550
 - b. Geneseo Police: 309-944-5141
 - c. Henry County Sheriff: 309-937-3911
 - d. Stackhouse Moore Funeral Home
 - i. Geneseo: 309-944-4648

- ii. Cambridge: 309-937-3395
- iii. Galva: 309-932-3045
- iv. Annawan: 309-935-6798
- v. Sheffield: 815-454-2800
- e. Vandemore Funeral Home
 - i. Geneseo: 309-944-1415
 - ii. Atkinson: 309-936-1100

12. Gift of Hope: 1-800-545-1100

Family Reunification Plan

1. The Family Reunification Plan will be activated in the event that pediatric patients or unaccompanied minors are expected beyond usual capacity to manage.
2. Communication/Information Gathering
 - a. A call center will be set up inside the Geneseo Medical Group in anticipation of the high volume of family members requesting information.
 - b. Geneseo School District's Chief School Business Official will be contacted to grant hospital access to Skyward to aid in identifying students and gaining guardian contact information.

SPECIAL CIRCUMSTANCES

Pediatric Considerations

Pediatric patients presenting alone during a surge event will have hospital personnel assigned to assist them during their hospital stay. The employee may be of non-clinical category and will be used to provide emotional support. This employee will act as a guardian for the patient and will stay with them at all times. Pediatric crash carts house emergency medical supplies for children. Additional equipment needs may be obtained through external resources. See "Family Reunification Plan" policy for more information on how to reunite pediatric patients with their families.

Elderly and Special Needs Considerations

Elderly patients and patients with special needs will also be assigned to hospital personnel to assist in their needs. Equipment for their activities of daily life may be obtained through hospital supplies.

OUTCOME

Hammond-Henry will be able to accommodate additional patients in the event of a large-scale disaster, and mass casualties will be managed properly. Children, elderly, and patients with special needs will be assisted as needed.

POLICY REVIEW & APPROVAL

Document Owner: Katherine Carius (Quality and Safety Coordinator)

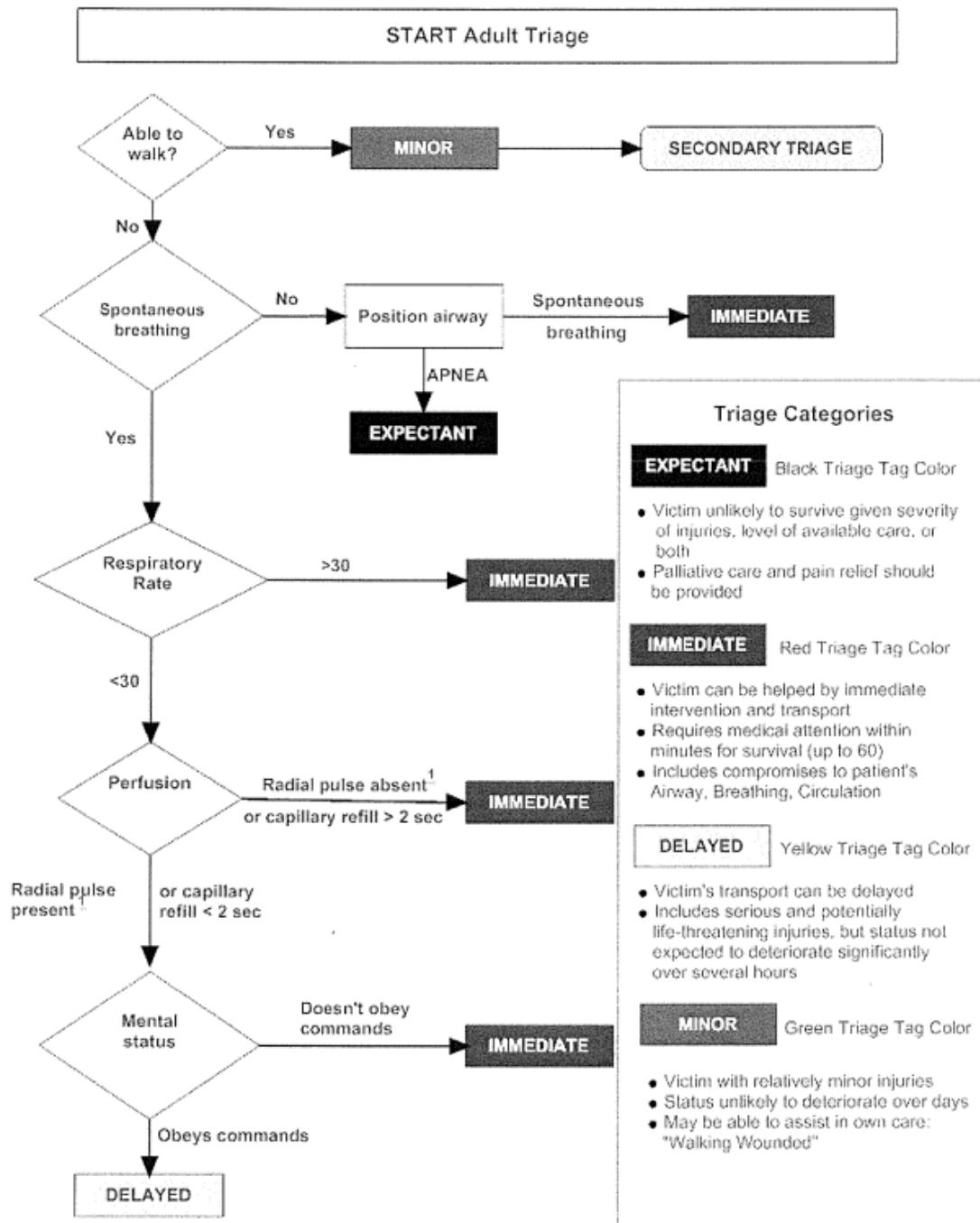
Approved by: Krista Nixon (DIRECTOR)

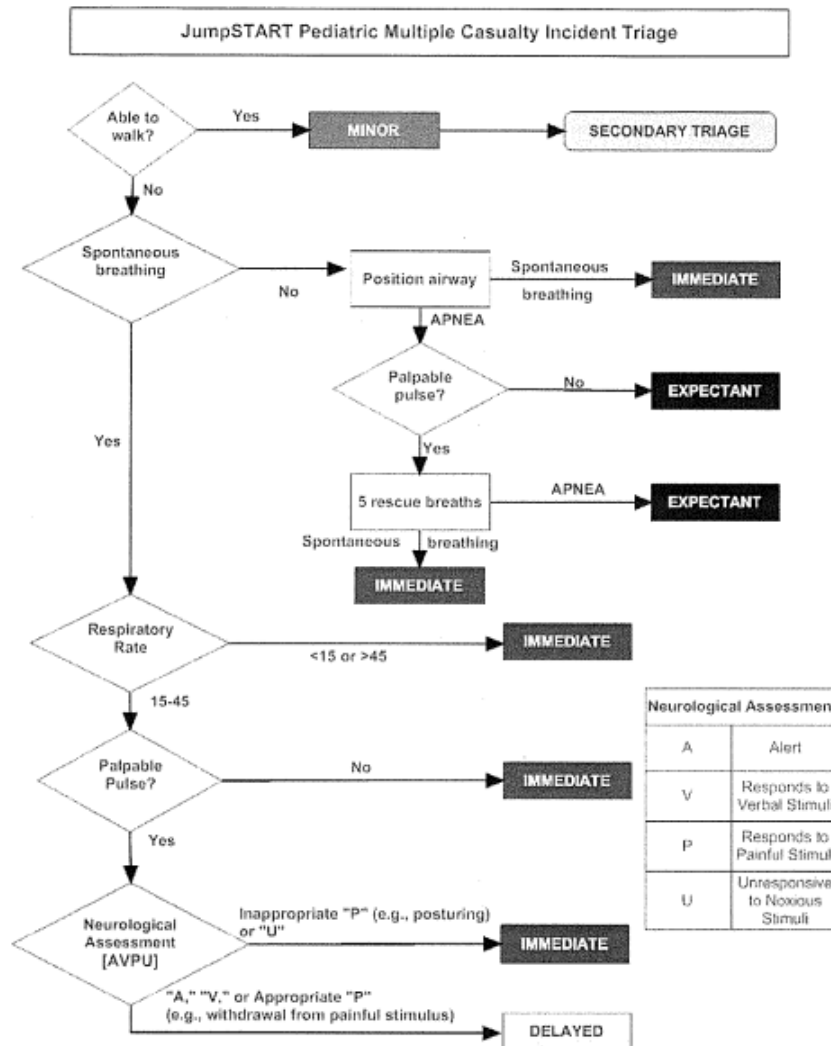
Date: 09/20/2023

Last Periodic Review

Date: 09/20/2023

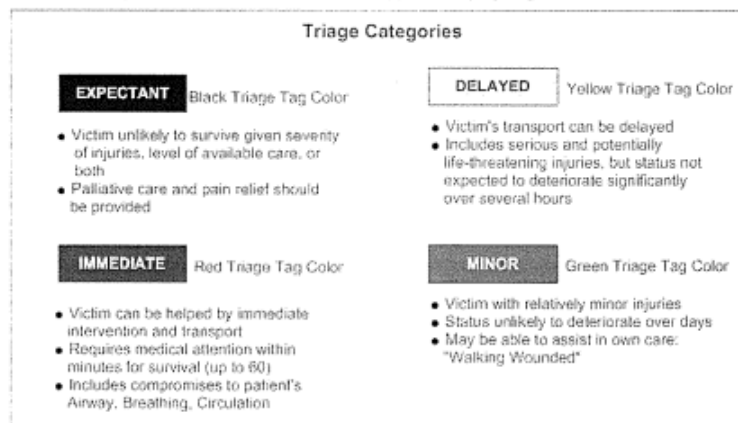
Appendix A: START Adult and JumpSTART Pediatric Triage Algorithms





Use JumpSTART if the Patient appears to be a child.

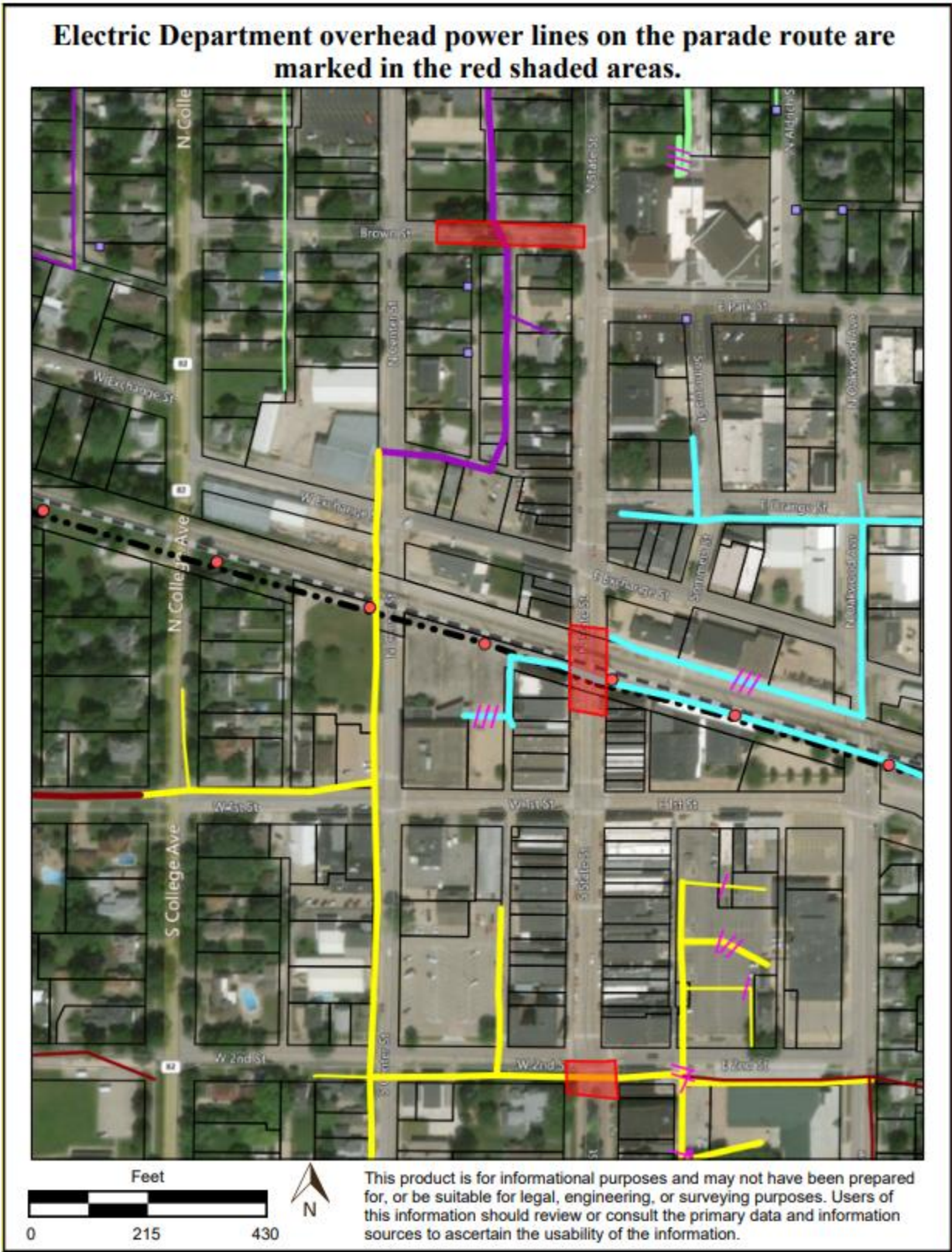
Use an adult system, such as START, if the patient appears to be a young adult.



Appendix B: Expired Patient Log

Expired Patient Log		
Name (if known)	Date & Time of Death	Belongings (if any)

APPENDIX N- Overhead Electrical Lines along float routes



APPENDIX O- Schedule of Christmas Walk Events

Saturday December 14, 2024

****HOLIDAY SHOPPING & DINING ALL DAY THROUGHOUT GENESEO!
SUPPORT SMALL BUSINESSES THIS HOLIDAY SEASON****

7:00a: Barricades up for Jingle Run

7:30a – 8:30a: Jingle Run 5K Registration & Packet Pick Up - Call to Victory Christian Youth Center - 218 S. State St. – VOLUNTEERS NEEDED

8:00a: 2024 Geneseo Christmas Walk opens

8:30a-10:30a: Jingle Run 5K - Call to Victory Christian Youth Center - 218 S. State St.

10:00a - 11:00a: Pick up & deliver luminaries from Richmond Hill to City Park –
VOLUNTEERS NEEDED

10:00a – 12:30p: Live Music - Christmas Recital, Group 1 – Musical Memories – 112 N. State St.

10:00a – 2:00p: Geneseo Police Department Toy Drive – Geneseo City Hall Lobby – 119 S. Oakwood Ave.

10:00a – 8:00p: Geneseo Christmas Walk Gingerbread House Competition – Geneseo Art League & Gallery – 125 N. State St. – DISPLAY & VOTING OPEN FROM 10AM-8PM

10:30a: Barricades down for Jingle Run

10:30a – 12:00p: Luminary Set Up at City Park – VOLUNTEERS NEEDED

12:00p – 3:00p: Children's Activity – Pony Rides by Tri-Co Equestrian Center, LLC - \$10 per ride – Geneseo City Park, near intersection of State & North Streets

12:00p – 8:00p: Warming Station – GHS Softball Boosters Bake Sale Fundraiser featuring a Hot Cocoa Bar, and a Holiday Activities for Kids – The VIC/Fellowship of Christian Athletes – 218 S. State St.

1:00p: Downtown barricades go up. State St. closed to vehicular traffic.

1:00p – 3:00p: Children's Activity – "Draw A Snow Globe", presented by the GHS Art Club – Smith Studio & Gallery – 124 S. State St.

1:00p – 3:00p: Children's Activity - Jingle Bell Obstacle Course - Geneseo Community Center - 541 E. North St.

1:00p – 3:30p: Live Music - Christmas Recital, Group 2 – Musical Memories – 112 N. State St.

2:00p: Special Matinee: *White Christmas* Sing-A-Long – Central Theater – 111 N. State St. – Free Will Donations Benefiting Army Of The Kind Accepted

2:00p – 3:30p: Live Music – The Nice List – Anthology for Books (performing above the Cellar) – 137 S. State St.

2:00p – 8:00p: Christmas Walk Market presented by the Geneseo Farmer's Market – First Methodist Church South Campus Building – 224 N. State St.

2:30p – 4:00p: Children's Activity - Meet Santa Claus - Front Porch of Geneseo Historical Museum - 205 S. State St.

3:00p – 5:00p: Children's Activity – Create A Christmas Star - Free for Kids - Geneseo Art League & Gallery - 125 N. State St.

3:00p – 6:00p: Children's Activity – Create a Clear Ornament with Various "Stuffing" - Rutabaga Art - 108 N. State St.

3:00p – 7:00p: Meal Site - Cookie Walk, Baked Potato Bar and Chili Supper – Concordia Lutheran Church - 316 S. Oakwood Ave.

3:30p: Live Music – Geneseo Middle School Swing Choir Performance – Concordia Lutheran Church - 316 S. Oakwood Ave.

3:30p – 4:00p: Live Music - Geneseo Elementary Schools Caroling - Intersection of State & First St. – Downtown Geneseo

3:30p – 5:00p: *Lighted Parade Staging - Grace United Methodist Church - 318 N. Center St. – VOLUNTEERS NEEDED*

3:30p – 8:30p: Free Trolley Rides between Geneseo Moose Lodge & Downtown Geneseo

4:00p – 4:30p: Live Music – Guitar & Choral Student Performances – Musical Memories – 112 N. State St.

4:00p – 8:00p: Warming Station: Chamber Info Center & Christmas Card Stamping – Hanford Insurance Agency – 119 S. State St.

4:00p: Warming Station: Free Hot Chocolate - Geneseo Evangelical Free Church - Intersection of State & First St.

4:00p: Warming Station: Hot Chocolate - First Congregational Church - S. State St. by Smith Studio & Gallery - All Proceeds Benefit Mission Projects

4:00p: Warming Station: Free Hot Apple Cider and Hot Cocoa - First Baptist Church - Intersection of State & Second St.

4:00p – 7:00p: Meal Site: Chili, Hot Dogs, Chips, Cookies, and a Beverage - First Methodist Church - 302 N. State St. – Monetary Donations Accepted.

4:00p - 7:30p: Meal Site: Chicken Dinner - Open to Public- \$12 to \$16 per person- Geneseo Moose Lodge #990 - 1025 S. State St.—TROLLEY STOP!

4:00p - 7:30p: Civil War Re-enactors—Corner of State & Second St. near Abraham Lincoln Bust – Downtown Geneseo

4:15p: Lighting of the Luminaries at City Park & State St. – VOLUNTEERS NEEDED

4:30p – 8:00p: Central Bank Pavilion of Lights Display feat. Holly Jolly Christmas Party with a Live DJ from Twisted Mic’s Music Entertainment and Ice Sculptures courtesy of the Geneseo Foundation – 200 Block of N. State St.

5:00p: Warming Station: American Family Insurance - Michele Weber-Enck Agency - 229 S. State St.

5:00p – 8:00p: 2023 Geneseo Christmas Walk Living Windows – Downtown Geneseo

5:00p – 8:00p: 2023 Geneseo Victorian Luminary Display – Geneseo City Park

5:00p: 2023 Geneseo Christmas Walk Lighted Parade steps off towards Downtown Geneseo

6:00p – 7:00p: Live Music – Geneseo Panic! (youth rock band playing Xmas music) – Musical Memories – 112 N. State St.

~ 5:45p: City of Geneseo Christmas Tree Lighting Ceremony - Intersection of State & Second Streets

5:45p – 8:00p: Children’s Activity - Meet Santa Claus – Sam’s LaRoma Pizza – 103 E. Exchange St.

6:00p: Live Music - GHS Madrigal Singers, Brass Players, and Recorder Players – Central Theater – 111 N. State St.

6:00p: Live Music - Geneseo Community Choir performs on Front Porch of Geneseo Historical Museum (following lighting of City Christmas Tree) - 205 S. State St.

6:00p – 8:00 p: Live Music – Cody Haars and Todd Nyquist – Geneseo Art League & Gallery – 125 N. State St.

6:00p – 8:00p: Live Music – Double Treble Handbell Duo – Reap & Sow Nutrition – 128 S. State St.

6:00p – 8:00 p: Live Music – Travis Hosette, Professional Frank Sinatra Singer – Village Florist & Antiques – 108 S. State St.

6:00p – 8:00p: Live Music - Geneseo Kitchen Band – Smith Studio & Gallery – 124 S. State St.

7:00p – 8:00p: Live Music – Michael Pringle Acoustic Guitar – Musical Memories – 112 N. State St.

8:00p: *2024 Geneseo Christmas Walk closes*

8:00p: Featured Movie – Central Theater – 111 N. State St.

8:00p – 11:00p: Children’s Activity - Moonlight Bowling – Arcadia Family Fun Center - 925 S. Oakwood Ave.

9:00p: *Barricades come down, State St. reopens*

Sunday December 15, 2024

11:00a: *Luminary tear down at City Park* – VOLUNTEERS NEEDED