

4th on the 5th 2024 Debrief

1. Staffing and Presence

- *Current Issue:* Insufficient staff, which impacted ability to maintain secure areas and provide necessary support.
- *Solutions Proposed:*
 - Recruit additional volunteers (community members) in clearly marked VOLUNTEER shirts for roles like gate monitoring, crowd observation, and communication support.
 - Consider creating a secondary communication post at the back of the venue for enhanced coverage.

2. Signage and Wayfinding

- *Current Issue:* Lack of clear signage led to confusion about parking and event locations.
- *Solutions Proposed:*
 - Rent additional digital signage and create new static signs for “No Parking,” “Parking Full,” and “No Parking on Park Road.”
 - Add directional signs and feather flags labeled with “Information” and “Emergency” to clearly mark help stations.

3. Transportation & Parking

- *Current Issue:* Buses did not follow the transportation plan, leading to logistical issues.
- *Solutions Proposed:*
 - Utilize 9th-grade center bus lanes and increase the number of buses.
 - Improve real-time communication between drivers and staff.
- *Additional Parking Consideration:* Establish more designated disability-accessible parking areas as ADA compliance is becoming critical.

4. Facilities

- *Current Issue:* Limited trash cans, porta potties, and lighting created challenges.
- *Solutions Proposed:*
 - Position trash cans next to drums or remove drums altogether.
 - Triple the number of porta potties in multiple locations.
 - Increase park lighting and designate staff to turn lights on as the event concludes.

5. Command Post and Communication

- *Current Issue:* Lack of a controlled, quiet environment for event coordination.
- *Solutions Proposed:*
 - Set up a true command post, potentially in the Community Building, with main contacts stationed to relay needs.
 - Explore alternative communication methods, such as a radio system, to supplement cell phones.

6. Event Protocol and Training

- *Current Issue:* Incident Action Plan (IAP) was not fully followed; ICS (Incident Command System) protocols could be improved.
- *Solutions Proposed:*
 - Hold an early morning briefing on event day to reinforce expectations and protocol.
 - Provide ICS training for staff to improve event readiness.

7. Crowd Management and Safety

- *Current Issue:* Limited control over alcohol, crowd flow, and playground safety.
- *Solutions Proposed:*
 - Explore options for lifting the alcohol ordinance for the event or set up a checkpoint for cooler checks if feasible.
 - Block off playground equipment to maintain safety.
- *Additional Resources:* Consider renting or purchasing barricades and cones for crowd and traffic control.

8. Communication with Public

- *Current Issue:* Public communication became difficult as staff were occupied during the event.
- *Solutions Proposed:*
 - Consider appointing a Public Information Officer (PIO) to handle real-time event updates on social media and respond to questions throughout the event.

9. Miscellaneous Observations

- *Flag & Anthem Lighting:* Ensure pavilion and flag lighting is adequate for evening programming.
- *Path for Barrel Train:* Designate a clear, marked path for the Barrel Train to avoid issues with crowd management, there were issues throughout the whole evening with this vendor, possibility of discontinuing their involvement in this event.

Successes:

- Event setup was outstanding, mosquito control was effective, and post-event cleanup by Paden Kenny was excellent. Our staff did excellent managing with the resources they had under the unique circumstances due to weather that had other local events cancelled.

Next Steps:

- Complete Incident Action Report (IAP).
- Schedule debrief meeting with key staff for further review and implementation of suggested improvements.