

**HEALTH AND SAFETY PROTOCOL FOR 2018  
WATERLOO WELLINGTON CHILDREN'S GROUNDWATER FESTIVAL  
MAY 25<sup>th</sup> – MAY 31, 2018**

**WWCGF Health and Safety Committee**

1. Waterloo Wellington Festival Representative #1 - Susan Reid
2. Waterloo Wellington Festival Representative #2 - David Neufeld
3. Waterloo Region Museum – Kevin Thomas and Wendy Connell

**Procedures:**

**Communication:**

- Members of the safety committee will always maintain radio/phone contact with the site, Museum, Curatorial Centre and Information Booths.
- A Waterloo Region Ambulance Paramedic will be on site with an emergency vehicle as a designated first aid station and will be set up near the Museum from 9:30 a.m. – 2 p.m. daily during the Festival.
- **Phones are located in the;**  
Waterloo Region Museum; and in the historic site at the:  
Martin House  
General Store  
Siebert House  
Sararas House  
Lower Washrooms (in locked room)  
Church (in locked room)  
Staff House

Information with regards to emergency numbers and procedures will be posted by each phone and at the Information Booths.

• **Radios will be assigned as follows; Channel 1**

Parking Lot Check-In Station	Susan Reid
Dave Neufeld	Wendy Connell
Kevin Thomas	Festival Assistant
Museum – front entrance	2 Information Booths
Jocelyn - Curatorial Centre (Main Office)	

**Radios will also be assigned to the following buildings: Channel 2**

Martin House	General Store
PO/T	Seibert House
Train Station	Sararas House
Ag Staff at Shantz	Ag Staff at Bricker Barn
McArthur House	Harness Shop

**\*\*Note:** An all call **channel 2** will be used in an emergency situation and all radio holders will be instructed to change to this channel.

### **Daily Procedures:**

- As part of the training each morning the trainers will point out to the volunteers where the closest phone and radio is located on site, the location of the Info booths, and ambulance location.
- All volunteers will be told in the morning meeting how to contact a Museum staff member who knows where the phones and radios are located in order to contact 911 and/or the ambulance attendant and/or safety committee person.
- Due to liability reasons, staff or volunteers of the WWCGF and the Museum are not allowed to transport individuals to the hospital. The ambulance attendant will make the decision if someone needs to be transported to the hospital and will call for an ambulance or have a parent/teacher take him/her.

### **Health and Safety:**

#### **Minor Incident**

If a minor incident occurs the volunteer/staff will temporarily stop and close the activity centre and will:

- Direct the adult/teacher supervisor to where the ambulance attendant is located and the adult supervisor/teacher will take the entire group to the first aid station.
- One volunteer will then make their way to the closest Info Booth to inform them that someone is on their way to see the ambulance attendant. The Info Booth will contact a member of the safety committee. OR
- If the injured party is unable to walk, one volunteer will then make their way to the closest Info Booth to inform them that someone has been injured and needs attention from the ambulance attendant.
- The Info Booth will contact a safety committee member to inform them of the incident and then direct the ambulance attendant to the injured party.
- If possible the other volunteer will direct the group out of the activity area to wait for the attendant and will then re-open the activity centre.
- A member of the safety committee will follow up with the ambulance attendant.

#### **Major Incident**

If a major incident occurs, a volunteer/staff will go to the nearest phone/ Info Booth and call 911 first, and then radio everyone to inform all committee members about the emergency.

- The Guest Services staff at the front desk will immediately inform the Ambulance Attendant of the situation and ride with them to the location.
- The Parking Lot Info Booth staff will direct the incoming ambulance to the location.
- The Waterloo Region Museum's Emergency Procedures will then be followed.
- The other volunteer(s) will immediately close the activity centre. (Caution tape in Tent bin)
- If a Museum staff member suffers an injury or is involved in an incident, a Waterloo Region Museum (WRM) senior staff is responsible for checking with the ambulance attendant to see if first aid was administered. WRM staff will follow the Region's protocol for any staff member who is injured or hurt. If a volunteer is involved in an

incident or is injured the WRM staff will follow the Region's protocol for an injured or hurt volunteer.

- The decision to close or evacuate a building due to safety concerns is left to Kevin Thomas or Wendy Connell, the Museum's Health and Safety representatives. They will follow the Museum's procedures. The decision to close/evacuate an activity centre will be left to Susan Reid or Dave Neufeld.

#### **Other Safety Comments:**

- Fire extinguishers are located in all open buildings on site and will be located in all of the tents on site (not including the 10'x10' pop up tents).

#### **Severe Weather Procedures:**

**\*\*The WWCGF App will send notifications to teachers/adult supervisors that have down loaded the App. Another notification will be sent when the all clear has been given.**

**The Waterloo Region Museum and the WWCGF will follow Environment Canada's guidelines of waiting for a full 30 minutes after the last roll of thunder before resuming activities.**

**Weather Watch:** A severe thunderstorm watch means that the potential exists for the development of thunderstorms which may produce large hail or damaging winds. When a watch is issued, you should go about your normal activities, but keep an eye to the sky and an ear to the National Weather Service's weather radio or local radio for further updates and possible warnings.

**Weather Warning:** A severe thunderstorm warning, on the other hand, means that a severe thunderstorm is occurring or is imminent based on doppler radar information. You should move indoors to a place of safety.

Should there be a forecast for severe weather (severe thunderstorms, high winds or tornadoes), the safety committee members will follow the Waterloo Region Museum's Severe Weather Safety Procedures.

- Safe buildings in a tornado warning are; Museum building interior away from the windows, Martin House basement, Shuh Barn lower level which needs to be unlocked by a staff member, Bricker Barn lower level, Curatorial Centre.
- If safe locations are not within immediate reach - go to the centre of any building, sit down on floor and cover head, away from windows, or the go to the nearest ditch. An Air horn will be sounded (at each info booths) when students/teachers need to head indoors to a safer location.

#### **Non-Severe Weather Procedures:**

- Should a thunderstorm of the non-severe nature be approaching, a member of the

safety committee will make a radio announcement to inform all about the non-severe weather procedure being implemented.

- Info Booths and Festival committee on site will inform all volunteers at activity centres in their area; out doors, under tents, in museum buildings, as to when they should close down their activity centre. A check list will be provided at Info Booths. The following is the break down of how information will be communicated:
  - Museum staff will look after informing staff, volunteers and school groups in the Museum.
  - Staff will monitor the front doors and access doors to the site – letting people in and informing anyone who wants to leave about the thunderstorm procedure.
  - All activity centres in the Museum will be closed as well as the galleries. Groups will be instructed to sit on the floor and teacher/parents will be asked to look after their own group.
  - All tents and outdoor activities will be closed until the all clear word has been given.
  - Direct all groups to the nearest building to wait out the storm.
  - Staff/volunteers will instruct groups as they enter the buildings to take a seat on the floor and ask teacher/parents to supervise them.
  - Upper Info Booth is responsible for informing the following activity centres: from the covered bridge (including Rate of Flow and Bucket Brigade) up to and including the Shuh Barn (AB Voices); Shantz Barn (GRCA); Martin House (Laundry); Upper Tent and field activities. (see list in info binder)
  - Lower Info Booth will inform all other activity centres on site including the 3 tents (2 @ General Store, 1 @ lower washroom); the church; Bricker Barn; Sararas House; and any other groups that are set up in the downtown area. (list in binder)
  - They will then be instructed to usher groups to areas of safety until the storm has passed (30 minutes after the last lightening or thunder). Any building on site is considered safe in a non-severe storm. Tents are not a safe area.
  - Safety committee will inform “all clear’ via radio and all activity centres will be re-opened.

### **Extreme Heat:**

- In the event of extreme heat the members of the safety committee will make announcements in the morning meeting to ensure that staff and volunteers have sunscreen and water bottles.
- It is important to make sure that everyone who is at the festival is aware of where the water fountains, the water wagon and washrooms are, so that water bottles can be re-filled when necessary. The trainers should point these locations out as part of the morning training. These are located at the following:
  - Museum – the washrooms in the building, fountain across from the food kiosk and outside on the patio
  - There is a fountain in the Jubilee Park across from the General Store
  - There is a fountain near the lower washrooms on site and taps in the washroom

- The Region's Water Wagon will be on site beside Jubilee Park
  - There will be a mister set up in the village for visitors to walk through
- It will be the responsibility of all staff and volunteers to let parent/teacher supervisors know where these are located.
- Any staff/volunteer who experiences signs or symptoms related to "heat stress" must report to a co-presenter immediately, who will temporarily close down the activity centre.
- The co-presenter will then have that person sit down in some shade, get them a drink of water and contact the closest Info Booth who will then contact the ambulance attendant and contact members of the safety committee.
- Once the attendant has treated and removed the staff/volunteer who is showing signs of heat stress, Susan and/or Dave will assist the other staff in re-opening the activity centre and assessing whether help at that activity centre is required.
- It is everyone's responsibility to watch for signs of 'heat stress in children and adult/teacher supervisors and each other when they are on site.
- Should heat stress be noticed in a visitor, a staff/volunteer should contact the Info Booth who will then contact the ambulance attendant and members of the safety committee.

#### **Dealing with Threatening Situations:**

- All parent/teachers who are accompanying a school/class will be given a nametag with the Festival logo on it. If a parent/adult arrives independent of the school and is here to meet a student, have them wait at the information booth. Contact the front desk, which has a listing of the cell number of teachers from each school. Contact the teacher and they can help locate the student and confirm that the adult/parent has access to the student.
- If a parent or teacher arrives without a nametag they should be directed to one of the Information Booths to obtain one.
- Just a note that there may be Museum visitors and they can be identified as they will be carrying a Museum site guide booklet and wearing a wrist band.

With this in mind the following steps should be taken to deal with anyone who does not have a nametag or is acting suspiciously or inappropriately;

- The Parking Lot Info Booth staff will monitor all incoming and outgoing traffic to the parking lot. Anyone arriving who claims to be with a child at the festival will be directed where to park and asked to report to the admissions area of the Museum.
- If a staff/volunteer notices that there is someone acting suspiciously or inappropriately, regardless of whether he/she has a name tag on, one of the volunteers should immediately find the nearest radio and/or contact one of the Information Booths who will contact the members of the committee.
- While this is taking place the other volunteer should carry on the activity and at the same time keep an eye on the suspicious person.
- It is important that the staff/volunteer not approach or confront the person as this is an issue for the safety committee to deal with.

- Should the situation become volatile before the committee member(s) arrives, the staff/volunteer should only keep an eye on what is taking place so that they can make an accurate report of the details once the situation is defused.

## **CODE YELLOW :**

### **Missing Child Procedures;**

Once a staff member, volunteer or committee member becomes aware that there is a missing child the following procedures should be followed;

- If a volunteer is told that a child is missing they should go directly to an Info Booth with the adult/teacher who has reported the missing child.
- The committee member at the Info Booth will quickly and calmly gather and document the required information (Missing Child form).
- The committee member at the Info Booth will notify all persons with a radio and/or phone that there is a code yellow. NOTIFY: All Radios to switch to **Channel #2**, and supply them with the full description of situation. (use Missing Child form. The Info Booth person should take notice of the time.
- Search of grounds and buildings will begin using training group sections to start search.
- 1 person should remain at each of the Info booths and the admissions desk at the Museum at all times during Code Yellow and Lock Down. (1 person at parking lot as well)
- During the time of search the Parking Lot staff will close but not lock the gates, monitor all traffic, writing down license plate and descriptions of vehicle or persons when they leave.
- After 10 minutes of searching and the missing child has not been located, the teacher in charge will be contacted by cell phone (refer to list at front desk).
- After 15 minutes all activity centres will be closed and the site will go into a Lock Down (see Lock Down Procedures). This step will be implemented by a committee member by radio to everyone.
- All volunteers and staff (bring radios) should report to the closest information booth to receive their search area. Search areas A-G outlined on maps will be distributed by Info Booth staff. Searchers will always be in pairs.
- After 25 minutes the police will be called – this is a 911 call made by a committee member. (have Missing Persons form available for phone call – 9-911 from any building on site)
- If at any point in time the child has been located an all call through one of the radios will be issued.
- Proper follow up procedures (i.e. any first aid required) will be followed and the festival will return to normal levels of activity.

### **Lock Down Procedures:**

**\*\*The WWCGF App will send notifications to teachers/adult supervisors that all activity centres are closed due to a serious situation. Another notification will be sent when the all clear has been given.**

15 minutes after a Code Yellow has been announced and the missing child has not been located the WRM will go into a lock down. The following procedures will happen simultaneously after the lock down has been declared:

- All activity centres will be closed due to site emergency – Code Yellow.
- Parking lot staff will close Gate 2 and monitor the area
- The lower Info Booth person (lower gate) will lock Gate 3 and the Church gate and monitor the area (take radio).
- Museum staff will lock Gate 1 and monitor the area (take radio, pen/paper)
- If any person(s) tries to walk off the site the gate monitor is to ask them to please wait until the lock down has been lifted. If they refuse, the monitor is to ask them their name and document the information and their description. If they have a child with them ask them to wait and a safety committee member will come to talk to them. Again if they refuse it is important to get as much information and description about them as possible.
- Remain in lock down until the child has been found or until further instruction.
- If it occurs at lunch time, committee members will re-locate to the 'lunch area' to monitor Gate 3 and lower area (Gazebo, fire hall, etc.).
- Once the issue has been settled an all-call will go out and everything can proceed as normal.

#### **Procedures for clean up of infectious waste:**

##### **What type of waste is classified as “infectious waste”?**

- Any waste which contains or could potentially contain blood, semen, or vaginal fluid **and** could readily puncture your skin, if handled improperly, should be considered as infectious. Discarded needles and blades, and any sharp material with blood on it should be considered infectious waste.
- Spent condoms, used feminine hygiene products, and vomit, and waste containing feces, nasal secretions, sputum (spit), sweat, tears, and urine is **not** considered infectious waste.

##### **What to do if someone finds infectious waste?**

You are to notify Kevin Thomas or Wendy Connell, and inform them of the location and type of infectious waste. This can be done by contacting the above directly or by contacting one of the information booths who will then let the proper staff know. Please remember to be detailed in the location. Do not try to remove the infectious waste on your own.