

21th Annual Gulf Coast Hot Air Balloon Festival

Required Documentation for COF

Site Plan

- Layout attached
- 28 regular restrooms, 5 handicap, 2 restroom trailers, 10 - 4 sided hand washing station and 10 hand sani-station with servicing daily (Thursday, Friday and Saturday).
- The event is open to the public with no defined entrance/exit

Utilities Plan

- Current utilities and water will facilitate event needs. A few Chamber/Tribal run areas will require a generator.

Security/Safety Plan

- Emergency operations plan is attached.
- Overnight security will be provided Wednesday, Thursday and Friday

Emergency Action Plan

- Emergency operations plan is attached.
- Lost Child Procedure: Reporting person (child or adult) will be instructed to stay in place with the volunteer who took the report. Volunteer will contact Event Staff with information on the missing child. Event staff notified will immediately contact onsite Foley PD and message all committee members through communications app. Announcements will then be made from the stage for identification of lost child. Once located, the parent/child will be reunited at the original location of the report.
- Injured Participants Procedure: All injuries will be reported to event staff through communications app. Event staff will immediately notify onsite PD/Fire or Medstar and report to the incident scene. Medical assistance will be summoned as needed and an incident report form will be filled out by event staff. General first aid needs, such as bandages can be located at the Merchandise/Information Booth and the VIP tent.

- All tents shall be weighted. Any tent 20x20 or larger must be secured by driving stakes in the ground, or using water filled barrel drums if unable to stake in the ground. Signage should be secured to barricade/tent in multiply locations to withstand winds.
- The GCHABF is a rain or shine event. In the event of sever weather, the SBCC has the sole responsibility to cancel or postpone the event. All decisions will be made in conjunction with a City of Foley Public Safety Officer and OWA.

Medical Plan

- SBCC will provide Medstar standby services during the event.

Waste Management Plan

- Waste Management for the GCHABF is requested to be provided by the City of Foley for the Festival field only. All trash within OWA downtown areas and paved parking is the responsibility of OWA.
- SBCC will provide two dumpsters onsite for use of the food vendors.

Additional Service Providers

- Medstar
- Easy-Haul
- The Dumpster Guy
- Alabama Propane Exchange
- Tidewater Security
- Port City Rentals