

## **Gulf Coast Hot Air Balloon Festival – Operations Manual**

**Adopted: 4/11/2013**

**Revised: 1/31/2025**

Gulf Coast Hot Air Balloon Festival (GCHABF) Operations Manual is the official procedural process for incidents as outlined within this operations manual. Additional incidents not named within the GCHABF Operations Manual will be identified and handled on a case by case basis.

### **Goals**

- Identify potential individual and mass incidents posing risk to the operations of the Gulf Coast Hot Air Balloon Festival
- Define a chain of command, how incident will be handled and key personnel required to respond to both individual and mass incidents
- Identify a dedicated permanent command center on the Gulf Coast Hot Air Balloon Festival/OWA Grounds

### **Key Response Personnel**

1. Chamber of Commerce staff – Rachel Spear/Event Director and Travis Valentine/President
2. City of Foley – Mayor or his designee
3. OWA –Ryan Exum, OWA
4. Medical – Medstar designee
5. Medical – Baldwin Health designee
6. Foley Police Department – Lt. Shawn Miller
7. Foley Fire Department – Chief Joey Darby
8. Parking and Security – Gina Lee/Tidewater Services
9. GCHABF Chairman – Rich Caldwell
10. GCHABF Balloonmeister – Tommy Rachel
11. GCHABF Safety Officer – Dave Sullivan
12. Weather forecaster -
13. Stage Manager – Natalie Ried/OWA and/or Chuck Johnson/Sound Associates
14. Social Media Manager – Lori Pressley/Communication Director for SBCC

### **Identified Incidents**

#### **Single/Isolated incidents**

- Heat related exhaustion
- Falls
- Other individual medical emergencies
- Lost/Missing Person
- Fight
- Disorderly Conduct
- Criminal matters (theft, vandalism)

#### **Mass incidents**

- Terrorist related event/threats
- Riot
- Crowd control
- Stage/Tent collapse
- Explosions/Bombs

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- Mass or Individual Transportation issues
- Hazardous materials
- Electrical fire
- Refueling issues
- Weather related incidents (lightening, flooding, etc.)
- Ballooning incident

The following page outlines recommended response techniques should one of the individual incidents arise. “Lead” refers to key personnel overseeing response to the stated incident(s). “Secondary” refers to key personnel whose job is to disseminate additional information to outside parties.

### **Response Techniques to Individual Incidents**

#### **Disorderly Conduct, Fights & Criminal Matters**

**Lead: Foley Police Department**

**Secondary: Chamber/OWA**

- Reports directed to Foley Police Department
- Foley Police Department reports to Chamber/OWA staff, if applicable

#### **Lost/Missing Person**

**Lead: Foley Police Department**

**Secondary: Chamber staff, OWA and GCHABF Committee**

- Report of lost/missing person taken at stage
- Stage escorts reporting individual to Foley Police Department tent
- Stage simultaneously reports via radio/cell phone to Chamber staff person & GCHABF Chair • Foley Police Department provides description of missing individual via radio to Police/Fire/ GCHABF committee/OWA
- Police Department authorizes release of info to Stage PA system
- Police Department communicates all clear

#### **Heat related exhaustion, falls and other individual medical injury**

**Lead: Medstar, SBRMC and Foley Fire Department**

**Secondary: Chamber staff and OWA**

- Incident reported to 911 Dispatch via cell phone
- 911 Dispatches to onsite Medical & Fire Department
- Medical or Fire Department communicates via cell phone to Chamber staff person • Chamber staff person communicates incident to OWA

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The following page outlines recommended response techniques should one of these mass incidents arise. “Lead” refers to key personnel overseeing response to the stated incident(s). “Secondary” refers to key personnel whose job is to disseminate additional information to outside parties.

### **Response Techniques to Mass Incidents**

#### **Weather related incidents (lightening, flooding, evacuation of grounds, etc.)**

**Lead: Chamber staff, Foley Fire Department, Foley Police Department, Medstar, GCHABF Balloonmeister, OWA, and GCHABF Chair**

**Secondary: Weather forecaster and Medstar**

- Face to face or cell phone report of incident to Chamber staff
- Chamber staff, Foley Fire Department, Foley Police Department, GCHABF Chair, GCHABF Balloonmeister, and OWA, make decision on opening or closing of all or part of festival grounds due to weather
- GCHABF Chair relays information to Volunteers
- Foley Police Department relays information to Parking and Security
- Chamber/OWA Staff relays information to Social Media Managers to inform Public, if applicable • OWA relays information to Stage
- Stage relays information to the Public
- Foley Police Department and Foley Fire Department sweep out crowds for mass evacuation.

#### **Explosions/bomb, terrorist related event, riots, stage or tent collapse, mass or individual transportation incident and hot air balloon related incident**

**Lead: Chamber staff, Foley Fire Department, Foley Police Department, Medstar, GCHABF Balloonmeister, and OWA**

**Secondary: Medstar and GCHABF Chair**

- Face to face or cell phone report of incident to Foley Police Department or Foley Fire Department • Foley Police Department or Foley Fire Department relays information to Chamber staff and Medstar • Chamber staff relays information to GCHABF Chair, GCHABF Balloonmeister, and OWA • Chamber staff and GCHABF Chair relays information to GCHABF Committee
- GCHABF Committee relays information to Parking and Volunteers
- GCHABF Balloonmeister relays information to GCHABF Pilots
- OWA relays information to Stage
- Stage relays information to the Public, if applicable
- Chamber/OWA relays information to Media, if applicable
- Chamber/OWA Staff relays information to Social Media Managers to inform Public, if applicable • Foley Police Department and Foley Fire Department sweep out crowds for mass evacuation, if applicable

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### **Spot fires, hazardous materials, electrical fires, and hot air balloon refueling incidents**

**Lead: Foley Fire Department**

**Secondary: Police Officer in Charge, Chamber staff, and OWA**

- Face to face or cell phone report of incident to Fire Department
- Fireman in Charge relays information to Police Officer in Charge and Chamber of Commerce. • Chamber of Commerce relays information to GCHABF Committee and OWA. If applicable, include Media and Stage
- GCHABF Committee relays information to Volunteers
- Foley Police Department relays information to Parking and Security
- If applicable, Stage relays information to the Public