

# Festival Policies/Safety/Security

For the safety and enjoyment of all Iowa Arts Festival attendees, please observe the following rules:

- Smoking is not permitted on within festival grounds
- The Iowa Arts Festival reserves the right to decline admittance to anyone who violates the reasonable policies established for public safety or to restrict activities such as public address to designated areas.
- All packages are subject to search.

## HARRASSMENT POLICY

Summer of the Arts strives to maintain an environment where all volunteers may work free from unlawful harassment. To promote human dignity and provide an environment of tolerance and respect for volunteers and attendees, we are committed to providing a festival space that is free from all forms of abuse or harassment. Harassment in any form – verbal, physical or visual – will not be tolerated.

Unlawful harassment is offensive, unwelcome physical or verbal behavior. It can include unsolicited comments or conduct related to a person's race, national origin, religion, age, gender, disability or sexual orientation.

Sexual harassment is also unlawful and is also prohibited. Sexual harassment includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to or rejection of such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of employment or as a basis for employment decisions or when,
- such advances, requests or conduct have the purpose or effect of unreasonable interference with an intern's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

It is the responsibility of any volunteer who believes they have been subjected to harassment or has witnessed unlawful harassment to report any incident directly to Andrea Truitt, Director of Engagement. In the event the report is related to conduct of the Director of Engagement, , the report should be made to Lisa Barnes, the Executive Director. A thorough, impartial investigation of the alleged harassment will be conducted immediately, and if warranted, immediate and appropriate action will be taken against the person responsible, up to and including discharge from employment. Confidentiality will be maintained to the extent possible by the person conducting the investigation. Interns not satisfied with the results of the

investigation may file a written complaint with the President of the Board of Directors of Summer of the Arts. There will be no reprisal or retaliation against anyone who reports such an incident, as it is unlawful to retaliate against anyone for filing a complaint or for cooperating in an investigation of a harassment complaint. However, no disciplinary action will be taken without a thorough investigation of the facts, which shall include gathering of statements from all parties and witnesses involved in the matter.

This policy extends to all staff and interns of the organization, as well as its volunteers, agents and third-party contractors when engaged in work on organization property or in conjunction with their affiliation with Summer of the Arts.

## **PETS**

Pets with responsible owners are allowed within the festival grounds but must be kept on a leash at all times. On Culinary Row, pets are not allowed within 6 feet of any food vendor. Seeing Eye dogs and pets needed for medical reasons will be allowed access throughout the festival.

## **SITE ACCESSIBILITY FOR VEHICLES**

Vehicles are allowed on site for load-in and load-out only. When packing up to leave the festival, cars will be admitted into the festival area beginning around **4:30 PM on Sunday**. No vehicles will be allowed into festival grounds prior to this time as we want to make sure that festival attendees have the opportunity to clear the area.

## **SECURITY**

The Iowa City Police Department and a private security company will be providing overnight security and will not let you enter Artist Booths during non-public hours of the festival if you do not have your name tag with you. The name tag works only for you, not for guests. We ask for your cooperation on this matter so that we can provide a secure site. Also, please note that security will be driving through festival grounds and can't watch all booths at all times.

## **EMERGENCY EVACUATION PLAN**

The Iowa Arts Festival is responsible for the safety and protection of its participants and patrons. The Festival's main role in an emergency situation is to communicate with Festival participants and patrons. City officials have ultimate command of any threatening emergency. Festival officials have ultimate command over the weather-related status of the festival.

Volunteer Check-in will serve as the Command Post or central point of control, coordination, communications, and information for the Festival. Because this space is used to share and strategize next steps based on the information gathered from a variety of sources, we do not allow persons other than the designated Emergency Team in the booth during an emergency briefing session. All public information will be released from the Festival Spokesperson at a

location determined by the Festival staff at the appropriate time. Official communications with media are not to take place from inside the Command Post.

The Festival Spokesperson is the only person who is authorized to speak on behalf of the Festival in an emergency situation or evacuation. The Team will determine how communications will be distributed throughout the festival site and what message will be delivered. The Team will also determine what steps are needed to make the Festival ready for operation following an emergency. All communications are authorized by the Executive Director.

The Festival maintains communications with the City and County Emergency Management, and continuously monitors weather radar in the event of a weather situation.

### **TYPES OF POTENTIAL EMERGENCY SITUATIONS**

- Weather
- Fire
- Civil Disturbance
- Bomb Threat
- Firearms Incident
- Electrical Accident
- Chemical Spill    here are three levels of emergency:
  - Condition Yellow** requires information distribution and is an advance warning. It typically doesn't require action by vendors or the public.
  - Condition Orange** requires action on the part of some, but not all people at the event.
  - Condition Red** requires action on the part of all people at the event and requires a temporary or permanent evacuation.

The Executive Director will have the authority to authorize alerts. The Executive Director may receive direction from police, fire or other public safety officials.

***The only festival official with authority to call for a suspension of festival operations, an evacuation and/or resumption of festival activities is the Executive Director, Lisa Barnes.***

### **Primary Shelters**

- Clock Tower Parking Ramp (located at Linn St. and Iowa Ave.)
- Old Capitol Parking Ramp (located at Clinton St. and Burlington St.)
- Dubuque Street Parking Ramp (located at Dubuque St. & Burlington St.)
- Old Capitol Mall (located at 201 S. Clinton St.)

Please see provided map of all shelters in the downtown area.



## Shelter Type

- Primary
- Secondary

# Pentacrest & Downtown Iowa City Shelter Locations



4/28/2023

