

**HEALTH & SAFETY
PROTOCOL:
2025 WATERLOO
WELLINGTON
CHILDREN'S
GROUNDWATER
FESTIVAL**

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**HEALTH AND SAFETY PROTOCOL FOR 2025
WATERLOO WELLINGTON CHILDREN'S GROUNDWATER FESTIVAL (WWCGF)
MAY 23 – 29, 2024**

**If you find yourself in a serious emergency situation
dial 911 for immediate assistance.**

Location: Ken Seiling Waterloo Region Museum
10 Huron Road
Kitchener, N2P 2R7
519.748.1914

1.0 WWCGF Health and Safety Committee

1. Waterloo Wellington Festival Representative – Beatriz Gomez (Executive Director)
2. Waterloo Wellington Festival Representative – Dan Meagher (Festival Organizer)
3. Waterloo Wellington Festival Representative – Kyle Davis (Festival Organizer)
4. Ken Seiling Museum Representative – Jamie Perham (Museum's Coordinator)

2.0 Basic Procedures:

2.1 Communication:

- Members of the Health and Safety committee will always maintain radio phone group contact with designated festival organizers (members of the Organizing Committee), host site staff, and festival organizers at Information Booths (Info Booths).
- Walkie-Talkie radios will be used as a primary means of communication between festival organizers as noted below.
- A festival organizer phone group (using WhatsApp) will be established to ensure those festival organizers not carrying a radio are kept in contact as well.
- Each festival organizer designated to activity map areas A and B (possibly C) will be provided with a megaphone. These provide a means to communicate to all participants and volunteers in their area in case of an emergency.
- A Coast2Coast Paramedic will be on site at a designated first aid station and will be set up at the Waterloo Region Museum from 9:00 a.m. – 2:00 p.m. daily during the Festival.
- Phones are located in the following locations:
 - 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

Important Phone Numbers:

Host Site - Ken Seiling Waterloo Region Museum

10 Huron Road, Kitchener
519.748.1914

Festival Executive Director / Health and Safety Committee Member

Beatriz Gomez
(289) 834-3730

Festival Organizer / Health and Safety Committee Member

Dan Meagher
(519) 588-7047

Festival Organizer / Health and Safety Committee Member

Kyle Davis
(226) 820-6218

Facility Coordinator / Health and Safety Committee Member

Jamie Perham
519-48-1914 ext 3989

- **Radios will be assigned as follows;**

Channel 1

Festival Executive Director (Beatriz Gomez)
Festival Organizer (H&S Committee Member – Dan Meagher)
Festival Organizer (Area A)
Festival Organizer (Area B)
Festival Organizer (Area C)
Information Booth #1
Information Booth #2
First Aid Station
Traffic Marshalls / Roads crew (2 radios)
Facility Coordinator (Jamie Perham)

Channel 2

Channel 2 is to be used in an emergency situation. All radio holders will be instructed to change to this channel.

2.2 Daily Procedures:

- Each day before 6:00 a.m. the Festival Executive Director will review weather forecasts to decide if the event is a go/no-go.
- As part of the training each morning, festival organizers/trainers will point out to the volunteers the

location of both Information Booths, and the first aid station where the Coast2Coast Paramedic will be located, and how to identify which festival organizers are carrying radios.

- All volunteers will be told in the morning meeting how to contact site staff or festival organizers (identified with safety vests or festival t-shirts), who can in turn locate phones and radios in order to contact 911 and/or the on-site Paramedic and/or Health and Safety committee members.
- Festival organizers will ensure that all volunteers are comfortable in their roles and have the safety equipment they need.
- Specific training will be provided to volunteers depending on their roles.
- Due to liability reasons, neither organizers nor volunteers of the WWCGF are allowed to transport individuals to the hospital. The Coast2Coast Paramedic will help access if someone needs to be transported to the hospital, and will call for an ambulance, or if permissible have a parent/teacher take the injured person.
- Should it be decided that a student needs medical attention off-site, their teacher(s) will be located and made aware prior to their departure, in order to help coordinate appropriately.
- All festival organizers and volunteers at the festival should be alert and monitoring participant's behaviour and wellbeing for the duration of the programming day. Students should remain under the guidance of their school-based staff or volunteers, but all festival organizers and volunteers should remain vigilant for students that appear to be 'wandering' away from the main groups or activity areas.
- Designated festival organizers will support and direct the welcoming, unloading, and loading of school buses.
- Two festival organizers/volunteers will patrol the perimeter of the festival to monitor for students that get separated from their groups or groups that leave the designated festival area.

3.0 Health and Safety Procedures:

3.1 Minor Incident

These include minor cuts, bruises or lacerations, insect stings (not significant reactions) and are generally incidents for which only basic first aid follow up is required. It is likely that the affected party will be able to make a full return to activities after receiving attention.

If a minor incident occurs at an activity centre the volunteer/activity facilitator will temporarily stop and close the activity centre, and will:

- Direct the adult supervisor/teacher to where the Coast2Coast Paramedic is located at the first aid station, and instruct the adult supervisor/teacher to take the entire group to the first aid station.
- One volunteer/activity facilitator at the activity centre will then make their way to the closest Info Booth to inform them that someone is on their way to be seen by the Paramedic at the first aid station. The Info Booth will contact a member of the Health and Safety committee, who will check in and assess the situation.

OR

- If the injured party is unable to walk, one volunteer/activity facilitator will make their way to the closest Info Booth to inform them that someone has been injured and needs attention from the Paramedic.
- The Info Booth will contact a Health and Safety Committee member to coordinate response from the Paramedic in order to attend to the injured party.
- If possible, the other volunteer/activity facilitator will direct the other members of the group out of the activity area and wait for the Paramedic. When the injured person is attended to, and if it is acceptable to do so, then the volunteer/activity facilitator may re-open the activity centre.
- A member of the Health and Safety committee will follow up with the Paramedic.
- An Accident Form will be filled out by the Festival Executive Director and kept as a record - recording as many details as possible.

3.2 Major Incident

These include incidents of critical injury or are of a serious nature that include: serious health complaints, injuries such as a concussion, broken bones or severe pain, etc.

If a major incident occurs, any volunteer, activity facilitator, festival organizer, or staff witnessing the injury should access the nearest phone or Info Booth and call 911 immediately.

At the same time that 911 is being contacted a second volunteer/activity facilitator, festival organizer, or staff should immediately seek contact with the on-site Coast2Coast Paramedic to attend to the injured person.

- When 911 has been contacted members of the Health and Safety Committee will be made aware of the situation and will radio all festival organizers about the emergency.
- The injured person(s) should remain where they are and not be moved.
- Festival organizers at the Info Booth will wait for the ambulance in the parking lot area and direct the incoming ambulance to the injured person's location.
- Volunteer/activity facilitators will immediately close the activity centre. (use caution tape supplied at every Info Booth)
- Volunteer/activity facilitators should move uninjured participants away from the incident location.
- An Accident Form will be filled out by the Festival Executive Director, or a Festival Organizer delegated, recording as many details as possible, and kept as a record.
- The decision to close or evacuate an area due to safety concerns is left to the festival's Health and Safety Committee representatives and the Waterloo Region Museum staff.
- Once emergency service authorities are on site, all staff and volunteers will respond to any instructions or directions given by them.

3.3 Other Safety Comments:

- Fire extinguishers are at the Information Booths.

- The only vehicle traffic allowed to move on site during the festival will be those that are essential to Festival operations or emergency vehicles. Vehicle traffic will be kept to an absolute minimum during Festival hours and as is realistically possible. Regardless of the reason for a vehicle's movement, speeds will be kept under 15 km/hr. If there is any instance of restricted visibility (larger vehicle or towing for example) the vehicle will be accompanied by a festival organizer on foot at all times.

4.0 Severe Weather Safety Procedures:

In the event of action needing to be taken because of severe weather events, WWCGF organizers will be notified by radio and phone group, and all teachers/adult supervisors will be notified using a megaphone. Another notification will be sent when the all clear has been given.

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. In this case the event will be closed and all attendees will be directed indoors.

Should there be a forecast for severe weather (severe thunderstorms, high winds or tornadoes), the Health and Safety Committee members will follow the Severe Weather Safety Procedures.

- All festival organizers, volunteers and participants should be directed to the indoor facility at the Museum or the Church.

5.0 Non-Severe Weather Procedures:

- Should a Thunderstorm of non-severe nature be approaching, a member of the Health and Safety Committee will make a radio announcement to inform all festival organizers about the non-severe weather procedure being implemented.
- Info Booths and festival organizers on site will inform all volunteers/activity facilitators at activity centres in their area when they should close down their activity centre.
- All activities will be closed until the all clear word has been given (30 minutes after the last lighting).
- Direct all groups to the indoor facility at the Museum in order to shelter and wait out the storm.

5.1 Extreme Heat:

- In the event of extreme heat, the members of the Health and Safety Committee will make announcements in the morning meeting to ensure that festival organizers and volunteers have sunscreen and water bottles.
- It is important to make sure that everyone who is at the festival is aware of where water refilling

station(s) and washrooms are, so that water bottles can be refilled when necessary. The trainers should point these locations out as part of the morning training.

- All festival organizers and volunteers should direct parent/teacher supervisors to where water refilling stations are located.
- Any activity centre facilitator who experiences signs or symptoms related to “heat stress” must report to their co-presenter(s) immediately, who will temporarily close down the activity centre.
- The activity centre co-presenter(s) will then have that person sit down in a shaded area, get them a drink of water and contact the closest Info Booth - who will then contact the Paramedic and contact members of the Health and Safety Committee.
- Once the Paramedic has treated and removed the activity centre facilitator who is showing signs of heat stress, Beatriz and/or Dan will assist the other presenters in re-opening the activity centre and assessing whether help at that activity centre is required.
- All persons involved with the festival should watch for signs of ‘heat stress’ in children, adult/teacher supervisors, and each other when they are on site.
- Should heat stress be noticed in a visitor, a festival organizer/volunteer should contact the Info Booth, who will then contact the Paramedic and members of the Health and Safety committee.

6.0 Adult/Teacher Supervisor Identification and Dealing with Threatening Situations:

- All parents/teachers who are accompanying a school/class will be given a sticker with the Festival logo on it as part of their welcome to the site.
- If a parent/adult arrives independent of the school and is intending to meet a student, they are to wait at one of the Information Booths. Contact will be made with Beatriz (or festival organizer delegated), who will have a listing of teachers’ cell numbers from each school. Contact will be made with the teacher, and they can help locate the student and confirm that the adult/parent has access to the student.

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

- If a volunteer/activity facilitator (or festival organizer) notices that there is someone acting suspiciously or inappropriately, regardless of whether they have a name tag on, they should immediately contact the Information Booths and members of the Health and Safety Committee.
- While contact is being made in order to further assess the situation, the activity centre should carry on, but the suspicious person should continue to be monitored.
- It is important that the volunteer/activity facilitator not approach or confront the person as this is an issue for the Health and Safety Committee / festival organizers / site staff to deal with.
- Should the situation become volatile before the Health and Safety Committee member(s) / festival organizers / site staff arrive, the volunteer/activity facilitator 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.

Water Safety

As a river traverses the Museum's property, these procedures are included towards mitigating any hazardous activities and keeping everyone safe:

Constant and active supervision is required for children near water. This would include:

- Schools designate staff to watch children carefully in their groups and encourage students to obey signs.
- Volunteers should be on the lookout and pay close attention to activities close to the river and redirect or manage any hazardous activities.

Signs should be placed at strategic locations along high foot traffic or access points to water body. Signs should be visible and use plain language and symbols to be easily understood by all age groups. Signs should indicate the following:

- No swimming allowed
- No running, pushing and playing is permitted near the water

Safety equipment including but not limited to floats should be placed at locations for quick access. Volunteers and staff should know the nearest safety equipment to the river.

Adequate barriers should be in place in more vulnerable areas where participants may traverse close to the river.

Coast2Coast Paramedics, select volunteers and staff should be aware of and able to carry out emergency procedures, including water rescue and cardiopulmonary resuscitation (CPR).

See Section 3.2 for Major Incidents should an incident occur in the river/water body. In addition, volunteers, staff and participants should follow the procedures below if someone appears to be in trouble in the water, follow these steps:

- Get help or yell for help. Find a lifeguard or qualified swimmer if there is one and call 911.
- If you're in open water, reach towards the person with a pole, branch or paddle. You can also throw out a life jacket or ice chest to help them stay afloat until they're able to get to shore or help arrives.
- Check if they're conscious. If the person has been safely pulled from the water, shout to get a response. Tap their shoulder if they don't respond, and shout again
- If they don't respond, start CPR if qualified. Put them on their back on a firm surface. Begin chest compressions, open their airway, and breathe into their mouth.

7.0 CODE YELLOW: Missing Child Procedures

Once a festival organizer, volunteer or any attending member of the festival 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 supervisor/teacher who has reported the missing child.
- One festival organizer at the Info Booth will quickly and calmly gather and document the required information (using the Missing Child form), this will include name, age and description of the child. This person also needs to make clear **note of the exact time**.
- One festival organizer at the Info Booth will notify all persons with a radio and/or phone group that

there is a code yellow, including the Health and Safety Committee.

- NOTIFY: All Radios to switch to **Channel #2**, and supply them with the full description of the situation (using the Missing Child form). Remain on Channel #2 until Code Yellow is canceled
- A coordinated search of the grounds will begin.
- One festival organizer should remain at each of the Info Booths at all times during Code Yellow and/or Lock Down.
- One festival organizer will join traffic marshalls to assist in monitoring any traffic flow out of, or into the site.
- If after 10 minutes of searching, the missing child has not been located, the teacher in charge will be contacted by cell phone to assist and provide further guidance (refer to list).
- If after 15 minutes of searching, the missing child has not been located, all activity centres will be closed and the site will go into a Lock Down (see Lock Down procedures Section 8.0, page 8). This step can be implemented by a festival organizer and/or the Health and Safety Committee, by radio and phone group to all festival organizers.
- All festival organizers should report to the closest Info Booth to receive information detailing their search area. Search areas outlined on maps will be distributed by festival organizers at Info Booths. Searchers will always be in pairs.
- If after 25 minutes, the missing child has not been found the police will be called – this is a 911 call made by a festival organizer / Executive Director. (Have Missing Persons form available for reference).
- If at any point during the CODE YELLOW the missing child has been located, an ‘all call’ (contacting all persons with a radio and using the phone group app) cancelling the search will be made by radio and the phone group.
- Proper follow up procedures (i.e. any first aid required) will be followed and the festival will return to normal activities.
- All Festival Committee radios to switch back to **Channel #1**.
- The Missing Child Form should note details by the Executive Director, or a Festival Organizer delegated, on the resolution of the event (time the child was found, etc.).

8.0 Lock Down Procedures:

Lock Down procedures will take place if it is deemed that there is a significant safety threat to any persons attending the event.

In the event of a Lock Down, festival organizers and volunteers will calmly notify teachers/adult supervisors that all activity centres are closed due to a serious situation, and will reopen as soon as it is resolved. Following the resolution of the situation, another notification will be shared via radios and the festival organizer phone group, giving the all-clear to resume with the event.

As related to a CODE YELLOW: 15 minutes after a CODE YELLOW has been announced, and the missing child has not been located, the host site (Waterloo Region Museum) will go into a Lock Down. The following procedures will be followed when a Lock Down has been declared:

- All activity centres will be closed due to site safety situation.
- A designated festival organizer or a festival organizer at the Info Booth closest to the site entrance will close access to and from the site and monitor the area.
- If any person(s) tries to walk off the site, the festival organizer is to advise them to wait until the Lock Down has been lifted. If they refuse, the festival organizer is to ask them their name and document the information and their description. If they have a child with them, they will be told to wait as a Health and Safety committee member comes to talk to them. Again, if they refuse it is important for the festival organizer to get as much information and description about them as possible.
- The site will remain in Lock Down until the child has been found or until further instructions.
- Once the issue has been settled an all-call (communication with all persons holding a radio and/or on the phone group app) will go out and everything can proceed as normal.
- Should the situation need to be escalated, all organizing members of the festival and attendees will follow the direction of first responders.

9.0 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 the Health and Safety Committee 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 members who will then let the proper festival organizers know. Please remember to be detailed in the location, when possible leaving a marker to identify the exact area. Do not try to remove the infectious waste on your own.

10.0 Air Quality

Health and Safety Committee members will monitor Government of Canada Air Quality Health Index conditions and follow recommended guidelines for ‘General Population’.

Health Risk	Air Quality Health Index	General Population
Low	1-3	Ideal air quality for outdoor activities.
Moderate	4-6	No need to modify your usual outdoor activities unless you experience symptoms such as coughing and throat irritation.
High	7-10	Consider reducing or rescheduling strenuous activities outdoors if you experience symptoms such as coughing and throat irritation.
Very High	Above 10	Reduce or reschedule strenuous activities outdoors, especially if you experience symptoms such as coughing and throat irritation.

Executive Director and Health and Safety Committee members will analyze the situation. Decisions to modify, adapt or cancel activity centres or the festival will be decided based on recommended guidelines.

11.0 Any other Emergency Situation

Any other emergency situations that arise will be communicated to the Health and Safety Committee members as soon as possible in order to attend to them in a timely manner. Communication using the radios and the phone group app will be used.

Please be advised that the museum's existing comprehensive Health and Safety Manual takes precedence over this event-specific protocol and will be followed in the event of any major emergency