



KENTUCKY DERBY
FESTIVAL



THIS IS *YOUR* FESTIVAL

YOUR TRADITION. YOUR COMMUNITY.





Managing City Services & Operational Partnerships

Kentucky Derby Festival

Zach Fisher: VP of Events

Chris Martini: Race Director

Current Challenges:





- Know The Players / Roles
- Know The Rules, Regulations, & Deadlines
- Develop Relationships
- Event Day Communication
- Show Gratitude



Know The Players

- Who are your stakeholders?
 - Stakeholders refer to individuals or groups that can affect or be affected by an event or decision in the past, present, and future
- What agencies are affected by your event?
 - Determine stakeholders based on the event (venue, road closures, etc.)
- Who can help me figure this out?
 - Special Events Office, Permit Office, Local/State/Federal Government
- Create a Roster
 - Make sure you have accurate information for all offices and current event day contacts



Know the Roles

- Know your Stakeholders and Roles
 - Remember it's a Partnership (They do not work for you)
- Who are the Experts?
 - Recognize that they are experts in their field. Please show respect for their experience
- Emergency Action Plans (EAP)
 - Work together with experts to create and develop EAP
 - i. Who is in charge and when? Who is making the calls on:
 1. Weather, safety, etc.
 2. What is the Chain of Command?



Kentucky Derby Festival Incident Response Plan

Event/Venue:

- Derby Festival Mini/Marathon 04/27/24
- Start Line: Main Street @ Preston Street
- Finish Line: LCFC Stadium
- Route: Mini 13.1 miles, Marathon 26.2 miles
 - o See attached route information.
 - o Please note the Marathon will not cross into Indiana.

Overall Organization Emergency Information/Action Plan (EIAP):

As adopted into policy by the Executive Board of Directors, the Festival will implement an Emergency Information/Action Plan should the decision be made to cancel or change the event, or if there is a major crisis or emergency situation at the event.

The cancellation of a festival event shall be the last recommendation option in the decision continuum.

Should adjustment of event activities/scheduling or cancellation be necessary based on worsening conditions, only the persons listed in the Unified Command have the authority to place the EIAP into effect

The following are members of the Unified Command Group:

- The Festival President, VP of Communications, Director of Events, Director of Safety & Security, and Race Operations Chair shall decide with input from the following:
- Director of Louisville Metro Emergency Services
- Onsite Operations and Race Staff
- Onsite LMPD Liaison
- National Weather Service
- Emergency Medical Services Detail Commander (LMEMS)
- Norton Healthcare medical support liaison(s)
- Other Emergency Services Responders

Incident Command (IC):

If feasible and not directly in the affected area, the location of the incident command center will typically be the Communications mobile office at the finish line. If the Louisville Fire Department or Louisville Metro Police Department assume command, the IC will be located at their discretion, and should be communicated immediately to the responding KDF staff via staff operations radio.

General Race Day Procedures:

In the event a significant emergency or threat occurs that requires immediate action or consideration, the following procedures should be followed:

Emergency Procedures:

Overview:

In case of a minor or major emergency on the KDF mini/Marathon Race Start Line, Racecourse, or Race Finish Line, emergency action procedures (including partial or total evacuation) may be necessary.

This plan encompasses the proscribed emergency actions and spells out the roles of KDF Staff, KDF Board, Race Operations Staff (Committee, Key Event Volunteers) Key Event Contractor employees, etc. (Race Staff) to assist with emergency actions.

General Information:

Incidents or emergencies, such as those detailed below, the type of emergency, and its location, will generally dictate what actions will be undertaken next and what potential effects will be on the rest of the venue.

In most cases the first action taken by on-site Race Staff or other personnel is to take action to create a safe environment, if possible, notify emergency personnel via Metro 911 if needed, and then alert the Race Communications Trailer (572-3858) and other Race Officials to the nature of the incident. In any event incident, due to the size of the overall route, communication should always include *specific* location details (ex: the Start Line located at Preston/Main Streets, mid-block on Main Street between 16th and 17th Street, the Race Split at Central Avenue between 3rd/4th, etc).

Examples of Race Day Emergency:

The following examples of a sudden unforeseen crisis (usually involving danger) that requires immediate action are considered emergencies, and all the above rules should apply as a result. When escalating the plan, procedures specific to the incident and severity should be considered.

Natural:

- Electrical Storm warning or watch
- Tornado warning or watch
- Severe Thunderstorm or Hail
- Unexpected non-seasonal temperatures
- Lightning in proximity to the event venue



Know The Rules, Regulations, & Deadlines

- What are the City & State Deadlines
- City vs State Rules & Regulations
- Police, Off-Duty Officers, Private Security
 - Who can do what?
- Permits
 - ABC
 - Insurance
 - Tents
- Local Rules
 - “Races cannot impact Rush Hour Traffic Monday – Friday”
 - “Races must begin before 8:00 AM”



Special Events Guide

Office of Special Events



Special Events Guide

Planning and organizing an event with Louisville Metro Government and its partners is an exciting time. To better help you navigate the Special Events permit process and answer any questions that you may have, we have created this Special Events Guide filled with FAQs, checklists, associated fees and contact information. If you should have any additional questions, please reach out to our office by calling (502) 572-3533 or (502) 572-3513.

Prior to submitting a Special Event Application, please understand that you or your organization will be charged **100% of the cost of city services** that are provided for your event. Also, if you have an outstanding balance from previous events, **the Office of Special Events (OSE) will not accept your application** until you have a zero balance.

Does my event require a Special Event Permit?

A special event application will need to be filled out whenever an event takes place on Metro (public) property, or when two or more city services are needed for your event. Examples of city services include Solid Waste Management, EMS, electrical services, and signs (No Parking or No Stopping, e.g.), to name just a few.

- Additional licenses and permits are required for fireworks, filming, selling food and alcoholic beverages, bagging meters, and using large tents.

What timeframe do I have to follow to turn in a Special Events Permit?

- A small event (less than 500 attendees) requires an application be submitted 60 days prior to the event, a large event (more than 500 attendees) requires application submission 90 days prior to the event.
- Missing the application submission deadline could cause the event to not be approved. Exceptions to the deadline requirements may be made on a case-by-case basis, depending on circumstances.
- Applying for a Special Event permit and paying the application processing fee is not an assurance of issuance.

How do I apply for a Special Events Application?

Visit www.louisvilleky.gov or click on [Special Event Application](#) to submit the permit through our online Accela portal. This portal requires that you have an account with Accela. If you do not have an account, you will need to create one with Accela. This can be done by clicking on the **Accela Application Guide** that you will see when you access the Special Event Application link, above. The guide will give you step by step directions on how to set up your account. We cannot accept applications without the processing fee being paid at the end of the application submittal.

What is the cost of the Special Events application processing fee?

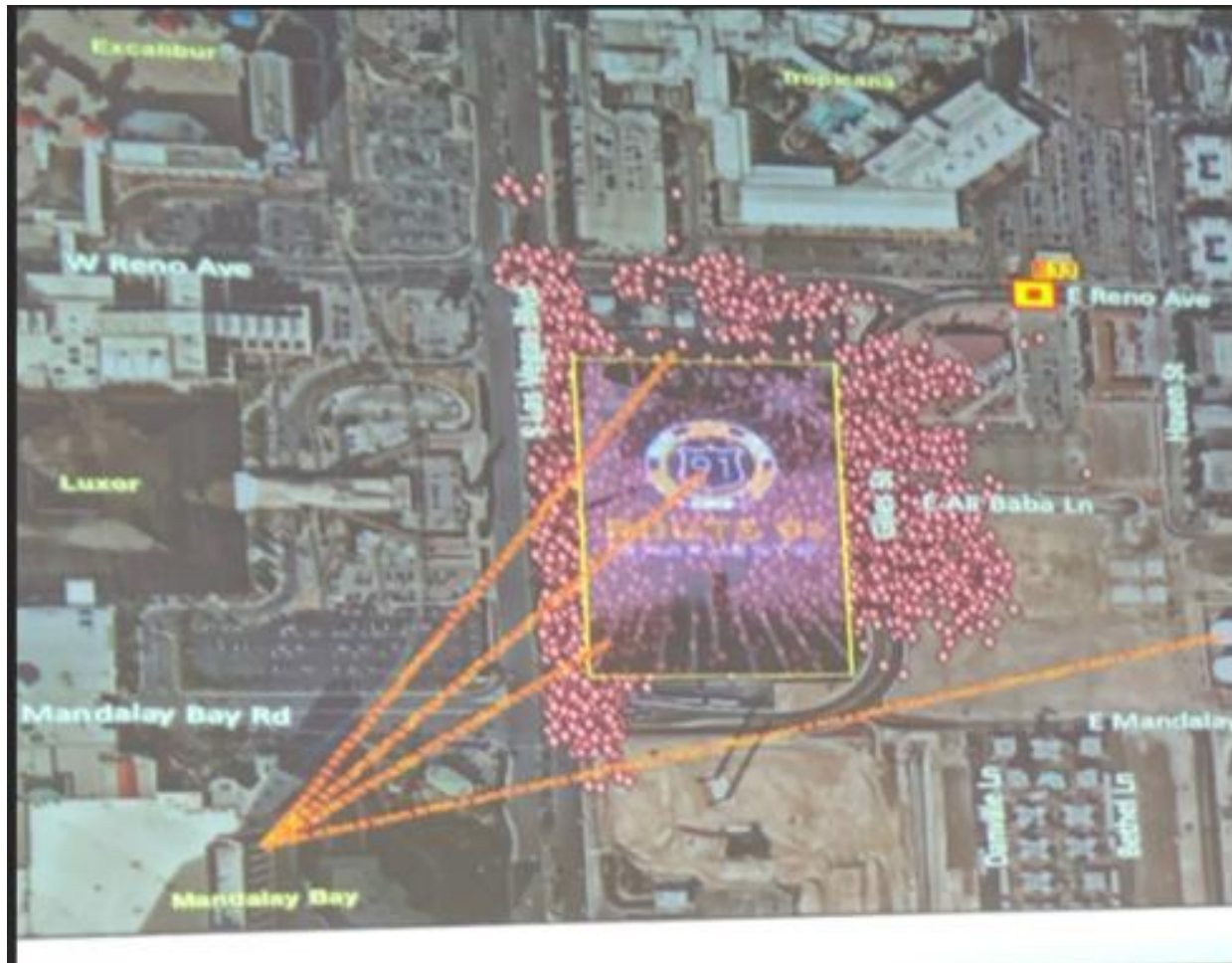


Develop Relationships

- Invite Stakeholders to be a part of the Planning Process
 - Event/Committee Meetings
 - Are they in the loop on what you are doing?
 - Are you working with them on changes or just telling them?
- Make Sure ALL Stakeholders are involved
- Host All Agencies Meeting before your Event
 - Allow each agency to present their plan
 - Everyone is communicating and working with each other
 - Leave time for conflict resolution and roles and responsibilities to be defined



All Agencies Meetings





Event Day Communication

- Where are your Stakeholders? How can you contact them?
 - Looped in on Radio
 - Where is their command center
 - Have a member of their organization operating from your command
- Show Gratitude
 - If possible, provide meals
 - Do you have event swag for your teams?
 - Small gestures can go a long way



After Actions

- Schedule after Action meetings
 - Be sure to include all stakeholders
 - Listen & Take Notes
 - Rule of three
 - Share feedback
 - Discuss ways to improve from all sides and make a plan to move forward.



Group Discussion

- What are the challenges you are facing?

