



Board of Aldermen Request for Action

MEETING DATE: 4/7/2026

DEPARTMENT: Parks and Recreation

AGENDA ITEM: Resolution 1568 - Nehemiah Festival September 18-20.

REQUESTED BOARD ACTION

Motion to approve Resolution 1568, authorizing and directing the Mayor to execute an agreement with Grace Community Church for use of Smith's Fork Park and Campground to host a music festival.

SUMMARY

David Lin with Grace Community Church has requested the exclusive use of Smith's Fork Park and Campground for the annual Nehemiah Festival hosted by Grace Community Church, September 18-20, 2026. The event has been held for the past nineteen years at Smith's Fork, with a similar exclusive agreement. Last year's attendance was estimated at 3,000.

Mr. Lin has requested rental of the entire campground September 18-20. Past agreements have outlined a rate based on per year average occupancy rate. This payment calculation is included in the recommended agreement. The average occupancy rate in 2025 was 50%. The church shall pay the City for such exclusive use as follows: \$4,920 (50% of 82 campsites X \$40 per day for 3 days), fifty percent (50%) payable before September 12, 2026, and the remainder due on or before October 1, 2026.

In addition to the base amount, Nehemiah Festival will also pay two dollars for each primitive campsite used and \$50 per shelter per day (\$300).

PREVIOUS ACTION

The Board has approved agreements with Grace Community Church for the Nehemiah Festival annually since 2013.

POLICY ISSUE

N/A

FINANCIAL CONSIDERATIONS

N/A

ATTACHMENTS

- | | |
|--|--|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input checked="" type="checkbox"/> Other: Application | |

RESOLUTION 1568

A RESOLUTION AUTHORIZING AND DIRECTING THE MAYOR TO EXECUTE AN AGREEMENT WITH GRACE COMMUNITY CHURCH FOR USE OF SMITH'S FORK PARK AND CAMPGROUND TO HOST A MUSIC FESTIVAL

WHEREAS, Grace Community Church has approached the City requesting use of Smith's Fork Park and Campground on September 18, 19, and 20, 2026, to host a music festival; and

WHEREAS, the Smithville Board of Aldermen has approved the exclusive use of Smith's Fork Park to Grace Community Church for the music festival; and

WHEREAS, the City and the Church have negotiated a contract; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT THE MAYOR IS HEREBY AUTHORIZED AND DIRECTED TO EXECUTE AN AGREEMENT WITH GRACE COMMUNITY CHURCH FOR THE PURPOSE OF HOSTING THE NEHEMIAH FESTIVAL AT SMITH'S FORK PARK AND CAMPGROUND ON SEPTEMBER 18, 19, AND 20, 2026.

PASSED AND ADOPTED by the Mayor and Board of Aldermen this 7th day of April 2026.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

City of Smithville,

Missouri

AGREEMENT

THIS AGREEMENT, entered into this 7th day of April 2026, between the **CITY OF SMITHVILLE, MISSOURI** (City) and **GRACE COMMUNITY CHURCH** of Smithville, a non-profit corporation (Church) as follows:

WHEREAS, Church desires to use City's Smith's Fork Park and Campground to sponsor a Christian Music and Camping Festival called the Nehemiah Festival from September 18-20, 2026; and

WHEREAS, the use of said park facility as envisioned will sell out the use of the park area for any other purpose.

NOW THEREFORE, it is agreed as follows:

1. City agrees that Church may have exclusive use of Smith's Fork Park and Campground area as hereinafter designated on Exhibit A on September 18, 19, and 20, 2026. Non-exclusive use for setting up is granted on September 17, 2026.
2. Church shall pay City for such exclusive use as follows:
 - A. Four Thousand Nine Hundred and Twenty Dollars \$4,920 (50% of 82 campsites X \$40 per day for 3 days) Fifty percent (50%) payable before September 12, 2026, and the remainder due on or before October 1, 2026.
 - B. Two Dollars (\$2.00) for each primitive campsite used outside of the campground.
 - C. Fifty Dollars (\$50.00) per shelter per day (2 shelters for 3 days for a total of \$300.00).
 - D. Fees for B and C will be collected at the end of the Festival but not later than October 1, 2026.
3. Camp hosts have the option to stay in the campground without obligations to the festival.
4. Supplying and cleaning restrooms will be the responsibility of the Church.

City to provide a key for locked paper containers. City staff will conduct an inspection on Monday, September 21, 2026, and notify Church of deficiencies. Church will be responsible for the charges associated with additional cleanup to get the restroom facilities in operation.

5. Church will supply labor and containers sufficient to maintain the cleanliness of the festival area.
6. Church will supply security sufficient for the actual crowd attending the Festival.
7. Church will be allowed to use the driving range for Festival parking. Staff and Volunteers can use the ball field and soccer parking lots for overnight parking.
8. Church will be allowed to use the practice football fields and spillways parking lot for activities and concerts.
9. No primitive camping will be allowed on any of the two ball fields, football fields or soccer fields.
10. No parking at the primitive campsites that are not in the campground. All campers must park in the designated parking areas and walk to the campsite.
11. Church will be responsible for the opening and closing of the campground gate starting Thursday, September 17, at 8:00 a.m., and ending Sunday evening, September 20, at 5:00 p.m.
12. Church shall provide proof of a Two Million Dollar (\$2,000,000) liability insurance policy covering their use of the park with the City and U.S. Corp of Engineers listed as additional parties insured. Church hereby indemnifies City for any liability or damages incurred as a result of their use of the park.
13. In the event of default in this Agreement by either party, it is agreed that either party shall be entitled to equitable relief to require performance by the other party as well as for any damages incurred by the breach, including reasonable attorney fees.
14. This Agreement shall be governed by the laws of Missouri.
15. This Agreement shall not be effective until approved by an ordinance duly enacted by the Board of Aldermen of Smithville, Missouri.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

THE CITY OF SMITHVILLE, MISSOURI

By _____
Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

GRACE COMMUNITY CHURCH

By _____

ATTEST:

City of Smithville

Attention:

Board of Alderman

City Manager
Park & Recreation Department
Smith's Fork Park Camp Host

107 W. Main Street
Smithville, MO 64089

Subject: Facility Use Application for Smith's Fork Park September 18-20, 2026 (Nehemiah Fest)

To all concerned:

Please accept the following Facility Use Application, related addendums and required attachments to request use of Smith's Fork Park for the period of September 18-20, 2026 for the specific purpose of producing the 20th annual Nehemiah Festival sponsored and hosted by Grace Community Church of Smithville, MO.

This also will serve as a request for a Board of Alderman exemption of Temporary Sign Permit requirements and fees, as detailed in Section 400.540 (A)(6) and (A)(7) of the Smithville City Code.

Thank you for your time and consideration.

Sincerely,

David W. Lin
Event Coordinator
Worship Leader - Grace Community Church

Table of Contents

- I. Public Facility Use Application
 - A. Addendum: (Clarification of Facility Access for Setup and Tear Down)
- II. MO Secretary of State - Certification of Good Standing
- III. IRS letter of Tax Exempt Status
- IV. Attachment H - Security Application
 - A. Security Plan
- V. Site Map

Smithville Special Event Application

Nehemiah Festival XX

**Smith's Fork Park & Campground
www.nehemiahfest.com
September 18-20, 2026**

Grace Community Church



CITY OF SMITHVILLE
 107 West Main Street
 Smithville, MO 64089

Date Submitted 2-16-2026
 Application # 1
 Date Approved 2-18-2026

SPECIAL EVENT APPLICATION

Thank you for choosing the City of Smithville for your event. Staff looks forward to working with you in ensuring a quality event and protecting the public health, safety, and welfare of event participants and the public at large. In order to do so, the City requires that all events be approved prior to the event. Please complete and return the following special event application to City Hall at the address above. Thank you again for choosing Smithville.

1. EVENT INFORMATION:

Event Name: Nehemiah Festival

Event Location: Smith's Fork Park & campground Event Tier: Tier 3

Detailed event description (additional room on next page or sheet may be attached):
3 - day Christian music and camping festival

Estimated attendance: weekend attendance 2500-3000

Event Date(s) and Times: September 18-20, 2026 - Friday 4:00pm-11:30pm, Saturday 9:00 am-11:30 pm, Sunday 9:00 am - 12:00 pm

Set up date/time: Thursday 9/17/2026 8:00 am Cleanup finished date/time: Sunday 9/20/2026 - 5:00 pm

2. APPLICANT / CONTACT INFORMATION:

Applicant(s)
 Name: David Lin, Worship Leader
 Organization: Grace Community Church
 Address: 1520 E. Main Street
 City, State, Zip: Smithville, MO 64089
 Phone: (816) 645-1982 (mobile) Fax: _____
 Emergency #: (816) 532-3737 Church Office
 E-mail: dlin@gccsmithville.org

Property Owner(s), if not applicant or City
 Name: _____
 Organization: _____
 Address: _____
 City, State, Zip: _____
 Phone: _____ Fax: _____
 Emergency #: _____
 E-mail: _____

Alternative Contact
 Name: Amy Edwards
 Phone: (816) 547-9031

Alternative Contact
 Name: _____
 Phone: _____

Detailed event description continued (Attach additional sheet if necessary): _____

3 - day Christian Music and camping event that will include (4) stages with approximately 50 performers, kid's area, on-site RV & tent camping, food and merchandise vendors.

Camping reservations and early will be handled by Festival staff for the duration of the event. Early check in and late check outs will be in coordination with Park & Rec and camp hosts.

The event will culminate with a community worship service hosted by Grace Community church.

Festival requires control and access to the park and campground for set up at 8:00 AM on Thursday September 17, 2026 and will relinquish control of the facility after tear down and clean up.

3. EVENT TYPE:

- Run Walk Parade/ March Bike Race/Tour Street Fair Concert Film Festival Other: _____

5. SITE PLAN

Where do you plan to have your event? _____ Smith's Fork Park & Campground

The site plan should be a detailed narrative and/or map, including a description of the event setup, such as event entry and exit, temporary restrooms, first aid, start/finish lines, inflatables, and a timeline of your event. Please write this description in the space provided below or attach the description as a Word document. Explain Your Site Plan (Attach additional sheet if necessary): _____

See attached Site Plan Map

6. PARKING PLAN

Do you have sufficient on-street/lot parking at your eventspace? Yes: X No: _____

If No: Additional Parking and Shuttle Routes need to be approved by the City. Explain Your Parking Plan (Attach additional sheet if necessary): _____

7. PUBLIC INFORMATION:

If applicable, surrounding businesses that will be impacted by the event must be notified no later than 14 days prior to the event. How will you notify neighbors/businesses of your event? Explain (Attach additional sheet if necessary): _____

There should be no impact on local businesses

8. CANCELLATION NOTICE:

How will you notify participants if your event is cancelled within 48 hours of the event day? Explain (Attach additional sheet if necessary): _____

Website, Social Media and broadcast emails.

9. SECURITY PLAN:

Describe your security plan, including crowd control, internal security, and venue safety. Specify if you would like to hire off-duty police support. If so, you need to fill out the form or contact the Police Department. (Attach additional sheet if necessary): _____

See attached Security Plan

10. RESTROOM PLAN:

Describe your restroom cleaning plan. At least four (4) toilets must be provided for each estimated 500 attendees. Specify if you would like to hire city staff support (Attach additional sheet if necessary): _____

Permanant on-site restroom facilities in the campground and playground area are sufficient. Festival staff will be responsible for stocking supplies and clean up during the event. Festival staff will clean restrooms post event to camphost approval.

11. CLEAN UP PLAN:

Describe your clean-up plan, including trash removal and recycling containers. (Attach additional sheet if necessary): _____

Festival staff will police onsite trash receptacles and empty as needed. The onsite dumpster will be used until full and any overflow will be removed from the grounds and taken to the church

12. FIRST AID PLAN:

Describe your First Aid Plan. (Attach additional sheet if necessary): _____

Included in attached security plan

13. UTILITY CONNECTIONS

Do you want to have a utility connection/s at your event? Yes: No: _____

If Yes: How Many Electric Pedestals? ALL

If Yes: How Many Water Hookups? ALL

Additional Utility Requests (Attach additional sheet if necessary): _____

14. ROADWAY AND PARKING LOT CLOSURES:

Will you require a roadway closure? Yes: _____ No:

If Yes: Explain (Attach additional sheet if necessary): _____

If road barricades are needed, they can be rented by an outside business or locally from Jonny Viebrock, 816-805-5949. The City of Smithville does not set up road barricades.

15. OTHER STAFF SUPPORT:

Do you desire to hire city staff for other duties? Yes: ___ No: x

If Yes: Please Explain (Attach additional sheet if necessary):

16. SIGNAGE:

Do you want to have advertising signage for your event on private property? Yes: x No: ___

If Yes: Attach a [Sign Permit Application](#) EXEMPT from sign permit per Section 400.540 A.6

17. SPECIAL ITEMS:

Are you serving alcohol?..... Yes: ___ No: x (If Yes, see [the Alcohol Guidelines](#))

Are you having amplified music?..... Yes: x No: ___

Will you have food/sales vendors?..... Yes: x No: ___ (If Yes, complete question 20 on [pg.15-16](#))

18. AMPLIFIED SOUND / PERFORMANCE LIST

If you plan to have amplified sound, provide a tentative list of performers, performance type, music genre, performance times, and duration. Include non-live prerecorded sound/music. The complete performance list is due 7 days before the event (Attach additional sheet if necessary):


1. _____
2. **Applications for artists for this event will be accepted between April 15 - May 31. The line up is usually selected by mid June. There will be four performance venues and one special attraction venue on the grounds with PA systems. All musical performances will be family-friendly Christian music ranging in genres from Southern Gospel to Heavy Metal, Worship to Rap**
3. _____
4. **When the schedule is solidified it will be displayed on the festival website at www.nehemiahfest.com**
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

INSURANCE

Must submit a copy of your special event insurance policy with this form.

THE UNDERSIGNED is an authorized representative of the event sponsor (hereinafter Name of Event Sponsor referred to as "the Sponsor Organization") IN CONSIDERATION of being given the opportunity to sponsor this event (hereinafter referred to as "the Event"), THE SPONSOR ORGANIZATION: 1. HEREBY COVENANTS NOT TO SUE AND RELEASES, WAIVES, DISCHARGES AND INDEMNIFIES the Releasees ("Releasees" are defined as the City of Smithville and its respective officials, agents and employees) from all liability against any and all claims and causes of action for injury, death, disease, related in any manner to the Event; 2. IN THE ABSENCE OF PROVIDING PROOF OF INSURANCE COVERAGE, the Sponsor Organization further acknowledges that the City of Smithville is not sponsoring nor otherwise involved in the administration of the Event, and the Sponsor assumes responsibility for claims associated with its operation or administration. THE SPONSOR ORGANIZATION expressly agrees that the foregoing Special Event Release and Hold Harmless Agreement is intended to be as broad and inclusive as is permitted by the law of the State of Missouri and that if any portion of this Special Event Release and Hold Harmless Agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. THE UNDERSIGNED, ON BEHALF OF THE SPONSOR ORGANIZATION, HAS CAREFULLY READ AND VOLUNTARILY SIGNS THE SPECIAL EVENT RELEASE AND HOLD HARMLESS AGREEMENT, and further agrees that no oral representations, statements or inducements apart from the foregoing written agreement have been made.

We have obtained COI releasing the City and Corps of Engineers for the last 19 years. We are in process of renewing and will provide the new COI upon receipt.

SIGNATURE OF LEGALLY AUTHORIZED REPRESENTATIVE 	Date 02/14/2026
PRINTED NAME OF LEGALLY AUTHORIZED REPRESENTATIVE David W. Lin - Grace Community Church	TITLE Worship Leader/Event Coordinator

VENDOR MAP

Please map the planned vendors at your event (Attach additional sheet if necessary):

See attached Site Plan Map

LEGAL

I have read and understand the application & policies. I will abide by these terms and the fees associated with my event.

James Wood

Event coordinator

2/14/2026

Date

CHECK LIST

Required Items

\$25 Special Event Application Fee.
Correct Event Rental Fee Paid
Completed Event Information, Application Contact Information, Event Type Sections
Completed Site Plan Section
Completed Parking Plan Section
Completed Public Information and Cancellation Notice Sections
Completed Security Plan
Completed Restroom and Clean-Up Plan
Completed First Aid Plan

Additional Items (If Needed)

Completed Roadway Closure Section.
City Staff Request \$30.00/hour per staff member.
Temporary Sign Application and Fee.
Temporary Permit. Please read the requirements for having alcohol & food at an event.
Completed Performance Section
City Police Request (page 24)

Due 7 Days before the Event

Additional Fees and Other Requested Information

Reminder! Incomplete applications will not be accepted for processing. Please complete all sections legibly.

Helpful Phone Numbers

Smithville Parks and Recreation 816-532-8130; parks@smihvillemo.org	Missouri Liquor Control 573-751-2333
Smithville Police Department and City Hall 816-532-3897	Clay County Health Department 816-595-4200

****CITY USE ONLY****

REQUIRED APPROVALS, IF APPLICABLE:

Parks and Recreation Director

ΔApproved Date: _____ Conditions: _____

Board of Aldermen (alcohol/other)

Δ Approved Date: _____ Conditions: _____

Police Chief (closures/public safety/alcohol): ΔApproved

Date: _____ Conditions: _____

Health Department (food/beverage service): ΔApproved

Date: _____ Conditions: _____

State of Missouri (alcohol license):

ΔApproved Date: _____ Conditions: _____

Finance Department (licenses/ taxes/fees): ΔApproved

Date: _____ Conditions: _____

Development (temporary sign permit):

ΔApproved Date: _____ Conditions: _____

CLARIFICATION ADDENDUM

Facility Access for Set-Up and Tear-Down

Nehemiah Fest – Smith's Fork Campground

September 17–20, 2026

Nehemiah Fest has utilized Smith's Fork Campground annually since 2007. Prior agreements with the City outlined specific terms regarding campground control for event operations. This addendum clarifies facility access not expressly detailed in the current facility use application and requests continuity with prior years' arrangements.

1. Grant of Control – Set-Up

Control of Smith's Fork Campground shall be granted to Grace Community Church at **8:00 a.m. on Thursday, September 17, 2026**, for the purpose of festival set-up.

2. Return of Control – Tear-Down

Control shall be returned to the camp hosts on the afternoon of **Sunday, September 20, 2026**, as soon as reasonably possible.

- The majority of campsites will be vacated by **2:00 p.m.**
- Volunteers assisting with clean-up may remain temporarily.
- All campsites are generally cleared between **4:30 p.m. and 6:30 p.m.**

3. Campsite Availability for Set-Up

Grace Community Church will coordinate with camp hosts to determine which campsites must be vacant by the morning of **Thursday, September 17, 2026**, to accommodate event set-up and early festival arrivals.

4. Early or Extended Stays

Festival attendees arriving prior to **September 17, 2026**, or remaining the night of **September 20, 2026 (or later)**, shall make arrangements directly with the Smith's Fork camp hosts and pay all applicable fees.

5. Reservation Management (September 17–19, 2026)

Nehemiah Fest staff will manage all camping reservations and communication with event campers for the dates of **September 17–19, 2026**.

Camp hosts shall direct all reservation inquiries for these dates to:

www.nehemiahfest.com

State of Missouri

LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Religious)

Issued to:

Missouri Tax I.D.: 17578752

GRACE COMMUNITY CHURCH OF SMITHVILLE
1520 DD HWY
SMITHVILLE MO 64089

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your organization's exempt status. The organization above must adhere to the exempt status requirements.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable, religious and educational functions and activities.
- Sales intended to raise funds, not related to the exempt function of your organization, may be exempt only if such sales are occasional or isolated sales.
- If your organization engages in a competitive commercial business that serves the general public, even if the profits are used for your exempt charitable, religious and educational functions, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Division, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email salestaxexemptions@dor.mo.gov, or call 573-751-2836.



Search - ...



Verify Ce...



JCC Sear...



Service o...



Help

Search

Type

Company

Registered Agent

Name Search Type

Contains word

Starts with

Exact match

Entity Name

Charter Number

Name

N00063944 -
GRACE
COMMUNITY
CHURCH OF
SMITHVILLE

Type

Nonprofit
Corporation –
Domestic

Rep

Nehemiah Fling
Disc Golf

NORTH



Band
Check-in

Band
Parking

Fish Gate



Inspection Gate

Sheep Gate

Kid's Zone

Solomon's
Temple Stage

Old Gate

Artist's
Merchandise



East Gate

Horse Gate



Restricted
Area



VENDOR ROW

Valley Gate

Ezra
Stage

Water Gate

Coffeehouse
Stage

Fountain Gate

Spirit
Stage

Dung Gate



PRIMITIVE
CAMPING

No open fires
In primitive
area

Day Parking



Entrance



Event Emergency and Safety Operations Plan

PURPOSE:

Grace Community Church is committed to providing a safe and secure environment for staff, volunteers, guests, and attendees for church sponsored special events and community outreaches it conducts. As such, this Event Emergency and Safety Operations plan is constructed to provide protocols and procedures for handling a variety of emergencies and situations that may arise during these events.

In a dynamic and ever changing world it is impossible to predict or forecast every possible emergency and safety scenario. This plan has been established to address “reasonably foreseeable” situations that may arise.

Emergency and Security Team (EST) selection:

Each event is unique and the requirements to ensure a safe and secure event environment is contingent on a number of variables to include, but not limited to:

1. Location of event
2. Attendance of event
3. Length of event
4. Open or closed access to the vent
5. Weather
6. Planned activities
7. Perceived external threats

In planning safety and security concerns for each event, it is imperative that a detailed assessment of the event complexion is conducted in an effort to identify the number of personnel, personnel skill set, and any special equipment that is needed.

It is also understood that “ALL” event staff and volunteers should serve as a member of the EST, in that this provides additional “eyes and ears” in the field to immediately identify and address safety concerns and report emergencies to designated personnel for resolution. SAFETY is a priority for all those involved in the event operations.

EST Structure:

Designated EST personnel will have divided into two primary functions:

1. Site Safety and Security (EST-SSS)
2. Emergency Response (EST-ER)

The primary Event Coordinator, in most instances, will serve as the EST Leader and will be supported by team leaders overseeing the respective functions of the EST-SSS and EST-ER components. Depending on the event dynamics the Event Coordinate may opt to designate an EST Leader.

The number of personnel in each EST component will be contingent on the results of the pre-event assessment conducted. EST Team members should be clearly marked as security and safety personnel. The EST Leader will be responsible for establishing a EST member schedule to ensure adequate coverage for response during the event.

EST Component Responsibilities:

Site Safety and Security (EST-SSS)

The primary function of the EST-SSS is to conduct pre-event site survey safety inspections to identify potential safety hazards and work to mitigate their risk. Additionally, the EST-SSS will be responsible for general security issues of site to include managing the people flow and vehicle traffic in and around the event area. The EST-SSS will also be vigilant in immediately identifying and correcting unsafe conditions that develop during the operation of the event. The EST-SSS will be responsible for monitoring weather conditions, addressing fire hazards, and other access to secure areas and other dangerous environments that may cause injury to attendees.

Emergency Response (EST-ER)

The EST-ER component will be primarily responsible for immediate response to the site of any and all emergencies identified by the EST-SSS. This will include medical emergencies, fires, disorderly subjects or dangerous environments.

The EST-ER component size will be contingent on the pre-event assessments, however in most instances will be a unit consisting of 2-4 persons. Depending on the dynamics of the event, the EST Leader may elect to designate more than one EST-ER unit.

Whenever possible, the personnel EST-ER should be individuals that have received first responder training, have current or prior law enforcement, Fire, EMS, or security experience.

Communications:

Reliable communications between components is necessary to ensure the safe operation of any event. For most events, a combination of phone, text and radio communications will be utilized. To facilitate reliable communications the EST-SSS will designate a Communications Coordinator, who will compile a phone contact list for each EST member.

In large events the EST Leader may establish a central dispatch to coordinate communications and handle contacts with external Emergency Services personnel.

Radio interoperability is important. To allow for flexible, scalable and affordable communications the EST will utilize FRC "family radios" and mobile phones for communication.

Emergency Contact Numbers:

911

Smithville Police:

Daytime phone - (816) 532-0500.

For non-medical emergencies after 5 p.m., call the Platte County Sheriff at (816) 858-3521

Clay County Sheriff's Department: (816) 407-3750 **Clay County Parks (Rangers):** (816) 407-3400

Fire Department:

Smithville Area Fire Protection District: Daytime phone - (816) 532-4902

Ambulance:

Northland Regional Ambulance District: Daytime phone - (816) 858-4450

Key Festival Personnel Roster:

Title/Role	Name	Mobile Phone
Event Coordinator/EST Leader	David Lin	(816) 645-1982
Vendor Coordinator/Admin	Amy Edwards	(816) 547-9031
Security TEAM/EST-ER Leaders	Josh Temple Justin Person	(816) 351-0610 (816) 271-6952
Camping Coordinator	Ryan Clark	(816) 646-8524
Site Manager	Troy Edwards	(816) 832-0348
Transportation Coordinator	Ryan Clark	(816) 646-8524
Artist Relations	Anne Derksen-Cooper	(816) 210-6205
Construction/Maintenance	Adam Campbell	(816) 651-7009
Volunteer Coordinator	Ali Hamman	(816) 699-4352

INCIDENT PROCEDURES & PROTOCOL

Medical Emergencies

1. Tend to victim
2. Contact onsite First Aid responders
3. Administer First Aid as applicable
4. Activate EMS if necessary
5. If emergency is a result of an injury sustained at the site collect personal information from victim when practical.
6. Identify and document cause of injury

Weather Contingencies (For outdoor events)

1. Monitor weather via radio, computer and/or smart phone
2. Communicate with National Weather Service for severe weather alert information
3. If necessary, activate emergency stage shut down procedures
4. Broadcast emergency weather situation to campers and attendees. (Nehemiah Fest)
5. In the event of flooding or extremely severe weather determine if evacuation is necessary.
6. Activate site evacuation procedures
7. Restroom buildings are designated as the primary rally point and temporary storm shelter. (Nehemiah Fest)
8. Transport vehicles and shuttle buses will move campers and attendees to Grace Community Church until weather has subsided. (Nehemiah Fest)

9. Public Restroom facilities will be used for temporary storm shelters and for staging for evacuation. (Nehemiah Fest)

Fire and other Hazardous Environments

1. Be cognizant of potential hazardous environments that may cause trips, falls, or fire hazards.
2. Report any suspect observations immediately to the EST Leader.
3. Restrict unauthorized personnel from the affected area and establish a perimeter a safe distance away from the hazard.
4. In the event of an actual fire, activate the EST-ER, evacuate people from the area, and contact the fire department and other required emergency services.
5. Begin to clear access to the site of the emergency to allow for easy access for emergency equipment and personnel.
6. Identify potential victims, witness and document the scene.

Disorderly subjects

1. In the event of a disturbance or disorderly subject crew member(s) shall notify EST-ER immediately to respond.
2. Efforts will be made to de-escalate the situation and remove the disturbance from the public view. The strategy of "use your head, not your hands" should be the primary tactic.
3. If the subject(s) is violent in nature, appears to be under the influence of drugs or alcohol, or has committed a violation of law law enforcement personnel shall be immediately contacted to respond and handle the situation.
4. The Smithville Police Department will be immediately contact to intervene with any subjects exhibiting behaviors deemed to be a physical threat to those in attendance.