

# **Emergency Management & Safety Plan**

## **Event Details**

Event: The KUT Festival

Locations:

Dates/Times:

- 4/30/2026 - 12 PM - 8 PM - Staff Only
- 5/1/2026 - 7:00 AM - 10:30 PM
- 5/2/2026 - 7:15 AM - 10:30 PM
- 5/3/2026 - 7:00 AM - 3:00 PM

Anticipated Attendance: 1,000-1,500

Key Contacts:

| <b>Affiliation</b>          | <b>Name</b>  | <b>Phone Number</b> |
|-----------------------------|--------------|---------------------|
| KUT                         | Wade Lee     |                     |
| Event Organizer             | Agnes Varnum | 973-975-7865        |
| Production Lead             | Autumn Rich  | 512-423-7079        |
| Production Assistant Lead   | Kyle Kennedy | 203-648-6641        |
| UTPD Supervisor             |              |                     |
| Private Security Supervisor |              |                     |

## Venue Map



## Credentials + Access

The following venues are open to the public and require no credentials: LBJ Lawn Music Stage, LBJ Lawn KUT Considers Stage, Street Plaza, and Bass Concert Hall Plaza - Texas Book Talks Tent. For the safety and enjoyment of all guests, a combination of UTPD officers and private security personnel will be stationed at each of these locations.

All other venues require a valid credential or pass for the ticketed event being held at that location. Each venue will have a security board specifying which credential types are accepted for entry. Private security personnel and volunteers will manage credential checks at each venue to ensure that all attendees are authorized for access.

## Severe Weather Plan

Weather conditions will be monitored closely beginning one week prior to the event and continuously throughout the event day. Event organizers will actively assess developing threats using real-time weather monitoring tools and National Weather Service alerts. In

the event of lightning or thunder, all outdoor portions of the event will be immediately delayed or cancelled, as no outdoor activity is considered safe in the presence of lightning. If rainfall occurs, the event will be transitioned to designated indoor spaces. In the case of severe, life-threatening weather — such as a tornado warning, extreme high winds, or other dangerous conditions — event organizers will order an immediate shelter-in-place for all attendees, staff, and vendors, or cancel the event if it has not yet begun. When possible, the decision to cancel will be communicated no later than two hours prior to the scheduled event start time to allow attendees adequate notice.

**Shelter in Place Plan**

In the event that a shelter-in-place order is issued, all attendees, staff, and vendors will be directed to move immediately to designated shelter locations on the UT Austin campus. Event staff will be pre-positioned at key locations to guide attendees to the nearest shelter in an orderly and efficient manner. Attendees should move quickly and calmly, bringing personal belongings if immediately accessible, but prioritizing speed of movement over retrieval of items. Once inside, attendees should move away from windows and exterior walls and follow any additional instructions from event staff or University of Texas Police Department (UTPD) personnel. No one should leave the shelter until an official all-clear has been issued by event organizers or emergency personnel. Communication updates will be provided to sheltered attendees via staff announcements at regular intervals until the situation is resolved.

Shelter in Place by Venue is as follows:

| <b>Venue</b>                   | <b>Shelter-in-Place Location</b> |
|--------------------------------|----------------------------------|
| LBJ School                     | Stay in location                 |
| LBJ Auditorium                 | Stay in location                 |
| LBJ Plaza Tent + Lawn          | LBJ School                       |
| Bass Patio Tent                | McCullough Theatre               |
| Thompson Conference Center     | TCC Lobby                        |
| McCullough Theatre             | Stay in location                 |
| Doty                           | Stay in location                 |
| Texas Science & History Museum | Indoors to Museum Lobby          |

### **Medical + First Aid**

A dedicated medical tent staffed by Emergency Medical Services (EMS) personnel will be located at the Bass Concert Hall Plaza for the duration of the event. Attendees, staff, or vendors requiring medical attention should proceed to or be escorted to the medical tent immediately. All event staff will be briefed on the location of the medical tent prior to the event and are responsible for directing attendees in need of assistance. In the event of a serious medical emergency, EMS personnel on-site will assess and treat the patient and coordinate transport to the nearest medical facility if necessary. The nearest hospital to the UT Austin campus is Dell Seton Medical Center at The University of Texas, which is approximately 1 mile from campus. In all life-threatening emergencies, 911 should be called immediately in addition to notifying on-site EMS.

### **Crowd Management**

The safety and orderly movement of all attendees is a top priority throughout the event. Physical barriers will be erected around all stages, generators, and staff only areas to prevent unauthorized access and ensure a safe distance is maintained between equipment and attendees at all times. Barriers will be inspected prior to the event opening and monitored continuously throughout the event by designated staff. Security personnel will be stationed at key locations across the event footprint to assist with crowd flow, address disturbances, and respond to any safety concerns. Event staff and security will maintain open radio communication throughout the event to coordinate rapid response as needed. Attendees are expected to follow all posted signage and instructions from event staff and security personnel. Any attendee found to be in violation of safety boundaries or engaging in disruptive behavior will be asked to leave the event, and UTPD will be contacted if necessary.

### **Communication Plan**

Effective communication is essential to the safe operation of the event. The production team will be equipped with two-way radios to maintain continuous internal communication across all areas of the event footprint. In the event of an emergency or important update, announcements to the general public will be made from the event stages via the PA system. Additionally, event staff and security personnel stationed throughout the venue are empowered to make direct announcements and relay instructions to attendees in their immediate area. All staff will be briefed on communication protocols and emergency messaging prior to the event start.

### **Incident Reporting**

All incidents occurring during the event — including medical emergencies, security concerns, property damage, or safety violations — must be reported to the Event Operations Team as soon as possible. A written incident report should be completed for any notable occurrence, capturing the time, location, nature of the incident, individuals involved, and actions taken. These records will be retained following the event for review and liability purposes.

### **Post-Event Debrief**

Following the conclusion of the event, key stakeholders — including event organizers, production staff, security, and EMS personnel — will participate in a post-event debrief to review overall safety performance. Any incidents that occurred will be discussed, and corrective actions or recommendations will be documented for future events. This after-action review process is an important step in continuously improving safety planning and operational readiness.