



Participant's Operations Plan

2023

Texas Renaissance Festivals, Inc.

21778 FM 1774

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REVISION HISTORY

Version	Description	Date
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1 OVERVIEW

The Texas Renaissance Festival is the nation's largest and most acclaimed Renaissance themed event. This event attracts over half a million visitors each year to the 55-acre Texas Renaissance Festival and Fields of the New Market Campgrounds located in Todd Mission, Texas. The event is scheduled for 8 weeks beginning October 7th through November 26th, 2023.

With over half a million visitors, safety and security is the upmost importance. Security services are being provided by Apache Security and will consist of a mix of professional private security trained in event security, and of law enforcement officers from the local area.

1.1 SECURITY SUMMARY AND EMERGENCY CONTACT INSTRUCTIONS

IN THE EVENT OF AN EMERGENCY (SECURITY, FIRST AID, OR FIRE INCIDENT)

1. **Stay Calm, Stay Safe and Report Incident as soon as possible.** Provide as Much Detail as possible to Security Dispatch on Location and Details of Incident (Description of Person(s) Involved, Medical Issue, Criminal Issue, etc.)
2. **Radio Users** – Click on Orange Button or **Switch Channel to "DISPATCH"**, Communicate to TRF Security Dispatch
3. **Cell Phone Users** – Call **936-727-1800**
4. **If you do not have a phone or radio** – Food Booth Owners, Entertainment Staff and Kiosk booths have radios. Inform them of the incident and that they need to contact **"DISPATCH"**
5. **Know your emergency evacuation procedures ahead of time.**
 - a. Listen for the siren.
 - b. Where is the nearest exit and rally point to where you are staged?
 - c. Talk to your supervisor about your responsibilities.
 - i. Are you responsible for opening an emergency gate?
 - ii. Safely guide patrons to emergency gates while you exit.

1.2 OBJECTIVES

The overall goal of Todd Mission Police Department's staff is to ensure there is a positive experience for festival patrons focusing on safety and customer service. Implementing proper crime prevention techniques is critical to deter criminal activity freeing up security staff to assist patrons in non-criminal matters.

Todd Mission Police Department will be providing a mix of private security officers and law enforcement officers to ensure a safe environment for the public and staff during the festival. This will include staffing the various security positions located throughout the 55-acre festival site.

Command Structure: Event security is under the direction of Todd Mission Police Department supported by local law enforcement.

Command Post: Located at the Festival Site Office adjacent to the main entrance. Secondary Command Post is located in the Campgrounds located near the Entrance.

Head of Security: Chief Ryan Rutledge 979-324-7030

The measurement of success hinges on the successful handling of security related events and safety events. It is inevitable that security and safety events will happen at any large event, however the goal is to minimize the effects of these events on the rest of the Festival and attendees. When challenges arise that affect the overall mission, the way Apache Security works with Texas Renaissance Festival staff and executives to resolve the challenges with minimum impact on the public and Festival will be the ultimate measure of success. The overall mission for Apache Security is to:

- Provide a safe environment for officers and the public during operation
- Provide traffic direction at the parking lot and assist parking attendants as needed from 1800 to 2200 on operating days at the four fixed posts
- Address violations of rules, regulations and laws
- Assist the public in all matters of safety
- Coordinate with local law enforcement
- Provide assistance to St. Joseph EMS in treatment and transport of any patients
- Provide assistance with establishing, maintaining and adjusting a secure perimeter for the event

1.3 STAFFING PLAN

Apache Security will utilize a mix of private security officers and law enforcement officers to secure the festival site, parking lot site, and campground site. These three sites will be managed by the Director of Security. The Director of Security will be the single point of contact for TRF Management and will ensure:

- The security operation plan is complete and updated
- All policies and procedures are current
- All incidents are documented and reported
- Management of on-site security staff and equipment
- Reporting to TRF Management (written and scheduled staff meetings)

2 WEATHER

The Texas Renaissance Festival is a rain or shine event. However, monitoring the weather on a daily basis is for the best interest of patrons, staff and security personnel. Section 3.5.5-3.5.8 address contingency planning for all severe weather events that could affect the festival. Weekly weather briefings will occur every Wednesday prior to the weekend events.

3 CONTINGENCY PLAN

3.1 Fire Service Plan

On Grounds:

During the event Todd Mission FD will maintain a presence at the festival. The Todd Mission FD will maintain mobility while at the festival through the use of fire personnel patrolling the grounds on foot or ATV. Personnel will be able to assist in a Basic Life Support and Advanced Life Support capacity.

Todd Mission FD will be the lead agency responsible for the following:

- Fires: mitigate, respond to, and provide suppression efforts for all fires originating on festival grounds
- Search and rescue of people following any structure damage, collapse, or fire emergency that results in the need of extrication and/or search and rescue
- All evacuations due to critical and non-critical events
- Coordinating with law enforcement/security to announce severe weather events/alerts
- Provide for safety of participants
- Ensure fire protection and first aid and support for participants and emergency service providers
- Be prepared for all hazards that may arise
- Emphasis on hydration, sun protection and watch for exhaustion

The event offers little, if any, relief from weather conditions and no relief from severe weather conditions.

The FD will also maintain equipment and personnel to do the following: evacuations originating from foreseen and unforeseen events; extinguish fires; vehicle extractions, assisting EMS.

3.2 MEDICAL PLAN

Emergency medical services are located on the festival grounds for assistance to anyone who may need medical attention. All security personnel are trained in basic medical aid to provide a more immediate response to any incident. St. Joseph EMS will have dedicated ambulances on the grounds to provide for immediate transport of critical patients. Any in-county ambulance may also be used to transport patients.

There are two first aid locations inside of the festival grounds. One is located near the main entrance at building 161 and the other is located on the south side of the festival near the Falconer's Hearth.

There is a First Station located in the Campgrounds next to the Main Store near the entrance to campgrounds.

Medevac Landing Zones – Listed coordinates will be utilized in the order listed below:

1. Primary – Renfair Rd / Inwood Dr 30-25'67" North / 95-83'15" West
2. Secondary East– 30-25'60" North / 95-83'21" West
3. Tertiary West – 30-25'12" North / 95-84'20" West

Hospitals –

1. CHI St. Josephs Health Grimes Hospital (21 Miles) – Navasota - (936) 825-6444
2. HCA Houston Healthcare Tomball (19 miles) – Tomball - (281) 401-7500

3.3 COMMUNICATIONS PLAN

Texas Renaissance Festival will provide radios to Apache Security to maintain proper communications with all safety and security personnel, along with festival staff.

Any requests for driver's license, wanted inquiries or criminal history checks will be run by law enforcement personnel, not private security personnel. These checks will be run through authorized personnel at the command post. The security command post will obtain the returns from Todd Mission dispatch and relay the information back to the teams on scene.

All security personnel will check in with command via radio when they have arrived at their assigned positions. As personnel change positions or move to cover positions, they are required to check in at each new position with command. All security personnel will be identified by their last names and position location. Every person will have a radio assigned to them.

Personnel will communicate in this manner:

"Last Name and Booth Number" to "Security Command" – wait for security command to acknowledge

3.4 EVACUATION PLAN

In the event of an emergency and actual evacuation of the Texas Renaissance Festival, the priority of first responders will be the protection and preservation of human life above all else. There will be no attempts made to safeguard property, regardless of value, by first responders. If an actual evacuation of the venue or entire site is called for it will be because there is a serious threat to human life that must take precedence over everything else.

Evacuation orders of any type will be deemed mandatory, and no one will be allowed to stay to safeguard property

Evacuation Guidelines for Booth Owners / Managers/Performance Company and Entertainers

- All booth owners and/or managers MUST instruct and train all of their employees of the evacuation route(s) and the pre-arranged meeting location(s) for each of the emergency exit(s).
- Director of Security will have Security staff meet with booth owners/or managers to assure they are educated to the nearest emergency exit in their respective areas.

- All booth owners and anyone else who employs contract labor shall ensure that all contact information and emergency contact information provided by and for their employees to the TRF Pass Office is current and correct.
- This emergency contact information must be updated with the TRF Pass Office during the season if any of the information changes.
- The Entertainment Director will instruct all employees of the performance company and entertainment staff of the evacuation route (s) and the pre-arrange meeting location (s for each emergency exit (s).
- The mass media (radio, television, and Facebook) will also be informed as quickly as possible so the general public is informed of the situation. The General Manager or his assigned staff will provide prompt and accurate information from the command post.

Primary Goals

- Keep entries free flowing. Must avoid large crowds forming at exits
- Altering perimeter crowd control barriers is allowed for mass exits in an emergency
- Security personnel will direct crowds towards the pre-designated emergency exits keeping them from congesting the gates that will allow for emergency vehicles and personnel to arrive
- All security personnel at entrance gates will allow no one inside the festival grounds unless they are authorized or are emergency personnel
- Traffic on FM 1774 will be shut down to all traffic except emergency responders. This is to help reduce the risk of exiting crowds from being struck on the roadway by vehicles and minimize the response time for responding law enforcement personnel. Once the roadway is clear, traffic flow will resume

Evacuation Procedures

1. Assess the type of emergency (site/zone specific or complete evacuations)
2. Determine location of the emergency
3. Evaluate the emergency exit(s) to determine if all exits need to be opened
4. Main entrance personnel need to prepare and begin emergency exiting only. No entries will be allowed. All gates (including entrance gates) will be used for exiting
5. Security, TRF staff or specially assigned booth owners will open all necessary emergency exits
6. Emergency notification sirens on site WILL NOT be activated for any reason until all emergency gates and exits have been opened
7. Keep all radio traffic to a minimum
8. Command Center dispatcher will be assigned to the various staging areas for communication purposes via radio

3.4.1 Emergency Exit Location

Emergency Exit 1- Main front corridor entrance

Emergency Exit 2- Large wooden gates between Privy 2 and Globe Stage.

Emergency Exit 3- Gate Between booths 25 and 26, next to Privy 3.

Emergency Exit 4- German area, wooden gates between booths 46 and 47.

Emergency Exit 5- Italian Village, wood gates between booth 100 and Petting Zoo.

Emergency Exit 6- Wooden gates, extreme north end of Magic Garden.

Emergency Exit 7- On north end of the Arena, horse stable area, by booth 130.

Emergency Exit 8- Gates between booths 154 and 155, just east of First Aide.

Emergency Exit 9- First Aide gates, between Falconers stage and booth 76B.

The following are the emergency exits and their pre-arranged meeting locations. It is imperative for all evacuees to meet at their pre-arranged location so we can locate them and verify they are safe.

Emergency Exits 1 and 8- Will meet at the front corridor and front parking areas.

Emergency Exits 2 and 3- Will meet at the area of the Entertainment Building.

Emergency Exits 4 and 9- Will meet at the open fields behind the Tower Stage.

Emergency Exit 5- Will meet in the open fields next to the elephants.

Emergency Exits 6 and 7- Will meet in the open area next to the Green Houses, behind the Odeon Stage.

3.4.2 Vehicular Traffic Evacuation Routes

Full evacuation of entire site to include all areas:

1. It must first be determined if there are any roads or routes that might be blocked or not passable and decide which of the following plans will best be suited for the evacuation. (ie: there is a train stopped/derailed on the tracks, a motor vehicle crash, etc.)
2. Deerwood Dr and Greenbriar Dr will not be utilized as exits from the public parking area for any of the evacuation routes. This is to prevent any bottleneck traffic situations from occurring along FM 1774. These roads will also be reserved for First Responder traffic responding to the location.

Evacuation Route Plan A (All Roads Open):

- **DEERWOOD DR AND GREENBRIAR DR WILL BE FOR EMERGENCY VEHICLES ONLY**
- **Participants and Vendors:** Exit from “backstage” through the campground gate at the West end of the road going past the Entertainment building then travel North through the campground, exit the North campground main gate and proceed West on CR 302.
- **Campground:** Exit the North campground main gate and go West on CR 302.
- **North Parking Lot:** Exit the North Main gate and travel East on CR 302, then North on FM

1774.

- **South parking lot:** Exit the South Main gate and travel South on FM 1774.

Evacuation Route Plan B (Roads north of Renfair Rd blocked by train):

- **Participants and Vendors:** Exit from “backstage” through the Participant South Gate, then East on Renfaire Dr, then West on Wade Rd.
- **Campground:** Exit the North campground main gate and go West on CR 302.
- **North Parking Lot:** Exit the North main gate and travel West on CR 302.
- **South Parking Lot:** Exit through the South Main gate using contraflow traffic to both gates. The traffic will then be directed North and South on FM 1774 from the appropriate gates they are exiting.
- If “backstage” participant/vendor traffic has cleared, the Greenhouse Gate can be opened and allow for traffic to go South on Festival Dr and through the South participant gate, East on Renfaire Dr, then West on Wade Rd. This should only be done if participant/vendor traffic has cleared and will not create a bottleneck at the participant gate.

Evacuation Route Plan C (Renfair Dr and Wade Dr blocked by train):

- **Participants and Vendors:** Exit from “backstage” through the campground gate at the West end of the road going past the entertainment building then travel through the campground, exit the North campground main gate and proceed West on CR 302.
- **Campground:** Exit the North campground main gate and go West on CR 302.
- **North Parking Lot:** Exit the North Main gate and travel East on CR 302, then North on FM 1774.
- **South Parking Lot:** traffic will exit through the Greenhouse Gate and travel South on Festival Dr through the South participant gate. Traffic will then be directed to contraflow two lanes traveling East on Renfaire Dr. At Wade Rd, the right lane will be directed to go West on Wade Rd and the left lane will be directed to go East on Wade Rd, then South on Brittany Ln.
- *** If Riley Rd is also blocked, traffic will not be contraflow on Renfaire Dr and all traffic will be directed to go West on Wade Rd. ***

Evacuation Route Plan D (All east roads blocked):

- **Participants and Vendors:** Exit from “backstage” through the campground gate at the West end of the road going past the entertainment building then travel through the campground, exit the North campground main gate and proceed West on CR 302.
- **Campground:** Exit the North campground main gate and go West on CR 302.
- **North Parking Lot:** Exit the North Main gate and travel West on CR 302.
- **South Parking Lot:** Exit through Greenhouse Gate and travel South on Festival Dr through the Participant South Gate. Traffic will then be directed to contraflow two lanes traveling East on Renfaire Dr. At Wade Rd, the right lane will be directed to go West on Wade Rd and the left lane will be directed to go East on Wade Rd, then South on Brittany Ln.

3.5 EMERGENCY PROTOCOL

Response to emergency situations will follow at the directions of the Todd Mission Police Department and the Grimes County Sheriff's Department.

3.5.1 Security Command

The primary responsibility of Security Command is to provide a central location for communications during normal operations and in the event of a natural or manmade emergency.

Apache Security will serve as the incident command for all security issues related to festival operations until relieved by responding law enforcement.

All security related incidents will be logged by Security Command. Any major incidents will be immediately reported to TRF management. Weekly reports will be provided every Monday to TRF management.

3.5.2 Crowd Management

Under normal conditions, crowd management is the primary responsibility of Apache Security with the assistance of other responding law enforcement entities and TRF staff. The main concern is the safety of everyone involved in a situation and proper control of the crowd to prevent injuries to members of the crowd and personnel involved in its management. Decisions on crowd management issues are the responsibility of the Head of Security.

3.5.3 Lost Parent / Child

Should an officer be notified by a parent/guardian that a child has been lost; the officer will ask for the name, age, height, weight, hair color, and clothing description. This information will be relayed to the Festival Command. The officer should remain with the parent/guardian until they are reunited with the lost child. If Command issues instructions to watch for this child, and the child is located, the officer should notify command and wait for instructions. A lost child should be taken to the main office at the front of the festival site. The child should be accompanied until arrival and confirmation of the parent/guardian.

3.5.4 Evacuation and Sheltering

1. Evacuations of large crowds involve significant risk of injury. Therefore, a decision to evacuate must be made only when there is deemed to be a greater risk from staying in place.
2. The smallest possible area should be evacuated initially
3. Evacuations are classified into two categories:
 - a. Critical – these evacuations are conducted following disastrous events requiring coordination with all agencies and private contractors to designate evacuation routes, staging areas and triage areas
 - b. Non-Critical – these evacuations are acts of mitigation in response to foreseen events such as lightning storms, severe thunderstorms with tornadoes or high winds
 - c. All partial and full evacuations will be coordinated and determined by the Todd Mission Police Department and the Grimes County Sheriff's Office.
 - d. All TRF employees, entertainment, vendors and their staff will be trained to assist in evacuations of crowds in their designated areas.

3.5.5 Severe Thunderstorm Watch

1. Once a report is received for a severe thunderstorm watch or warning from the National Weather Service, Security Command will notify TRF management.
2. Notification to all staff will then be made by Security Command and TRF management.

3.5.6 During a watch, the severe weather system will be monitored by Security Command and notifications will be made within an approximate 8 hour position from festival grounds. Updates will continue at the 6 hour and 3 hours marks prior to the system reaching festival grounds.

3.5.7 Severe Thunderstorm Warning

1. Once a warning has been issued from the National Weather Service for Grimes County, Security Command will notify TRF management and all personnel
2. All incident commanders will respond to Security Command
3. All medical personnel, Grimes County Fire Department, First Responders and mutual aid will be placed on standby.
4. A media alert will be made by designated personnel
5. TRF management will be briefed on the situation and will make the decision regarding the status of events on festival grounds
6. TRF management will make notifications will be made to the festival patrons and a volunteer evacuation will be highly recommended. No more entrances will be allowed.
7. All emergency personnel will act as weather spotters and will report findings to Security Command

3.5.8 Tornado Watch

- 1) Once a report is received from the National Weather Service for Grimes County, Security Command will contact TRF management and advise of the issued watch.
- 2) Unified Command will be activated
- 3) All emergency personnel and staff will be notified of the watch.
- 4) Grimes County Fire Department, First Responders, and mutual aid will be placed on standby.
- 5) Media Alert will be made by the designated personnel
- 6) Medics, Fire Department, First Responders, and all staff will be advised to secure and shelter in place
- 7) TRF management will make the decision of all mandatory suspension of event/seek immediate shelter/can leave voluntarily
- 8) Security Command and all law enforcement and security will begin to secure and shelter as required.

3.5.9 Tornado Warning

- 1) Once a report is received from the National Weather Service for Grimes County, Security Command will contact TRF management and advise of the issued warning.
- 2) All Emergency personnel and staff will be notified of the warning.
- 3) All persons in the area will be advised to seek immediate shelter by TRF management.

3.5.10 Bomb Threat / Suspicious Package

- 1) Upon notification of a suspicious package or bomb threat a law enforcement officer will investigate the circumstances
- 2) Grimes County FD and EMS will be notified
- 3) TRF management will be notified
- 4) Law Enforcement and security personnel will clear the area within at least 300 feet of the suspected device and prevent anyone from entering the cordoned area.
- 5) If conditions suggest that the area should be evacuated, the evacuation process will be initiated
- 6) Explosive Technicians will be notified to determine preliminary needs for dealing with the situation and determination if further response is needed.
- 7) Only the Explosives Technician(s) will touch, disturb, or move any explosive device or suspected device in any way.

3.5.11 Active Threat

- 1) Take whatever steps necessary to neutralize threat.
- 2) Notify Law Enforcement in the area of the threat the type of threat and situation as soon as practical
- 3) Individuals not actively involved in the threat but aware of the situation should notify Security Command
- 4) Security Command will notify any additional law enforcement or SWAT personnel for response
- 5) Officers will move in teams of 2 toward the threat and take action to protect themselves and any victims
- 6) Advance to a point where officers can stop the actor from injuring or killing anyone else and take whatever action is necessary
- 7) Officers will keep moving in teams toward the threat location until the situation is resolved or at least limited by containment
- 8) Once the threat is limited by containment, officers will maintain the perimeter for additional law enforcement or SWAT response
- 9) Once additional law enforcement or SWAT is on scene they will take control of the scene and will make assignments as necessary

4 EVENT RISKS / CONCERNS

1. Areas with open access and unsecure perimeters (parking lots and campgrounds) remain areas of concern for criminal activity. Security officers and police officers assigned outside of the festival grounds should be familiar with low lit areas and burglaries in these areas
2. Security checks at all entrances are critical to preventing attacks and ensuring safety for all persons while inside the fairgrounds.

3. Public intoxication is the common cause of altercations and medical calls. Identifying patrons who have consumed too much and ensuring they are taken care of by their peers is essential to preventing future problems. Identifying intoxicated patrons prior to them getting in a vehicle to drive could save lives. All personnel should be aware of intoxicated individuals attempting to drive home from the festival, parking, and campgrounds.
4. Narcotics is of concern at any type of festival. Overdoses on dangerous drugs increase the liability for festival management and security staff.

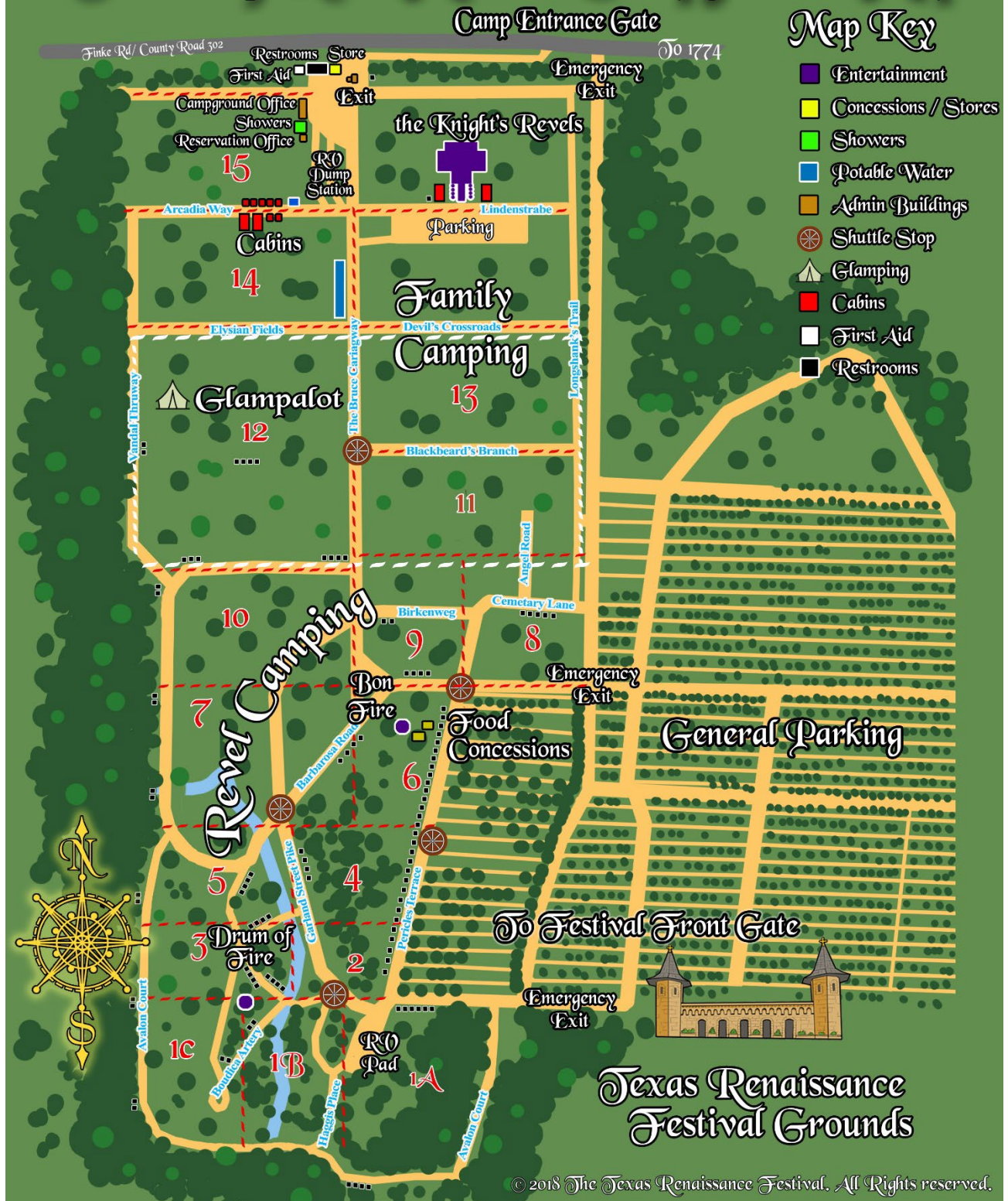
4.1 INDICATORS OF SUSPICIOUS ACTIVITY

The following activities may suggest pre-operational activity targeting facilities or events. Some of these indicators may be constitutionally protected activities and should be supported by additional facts to justify increased suspicions. The totality of suspicious activity should be evaluated when considering any law enforcement response or action. Potential indicators of pre-operational terrorist activity may include:

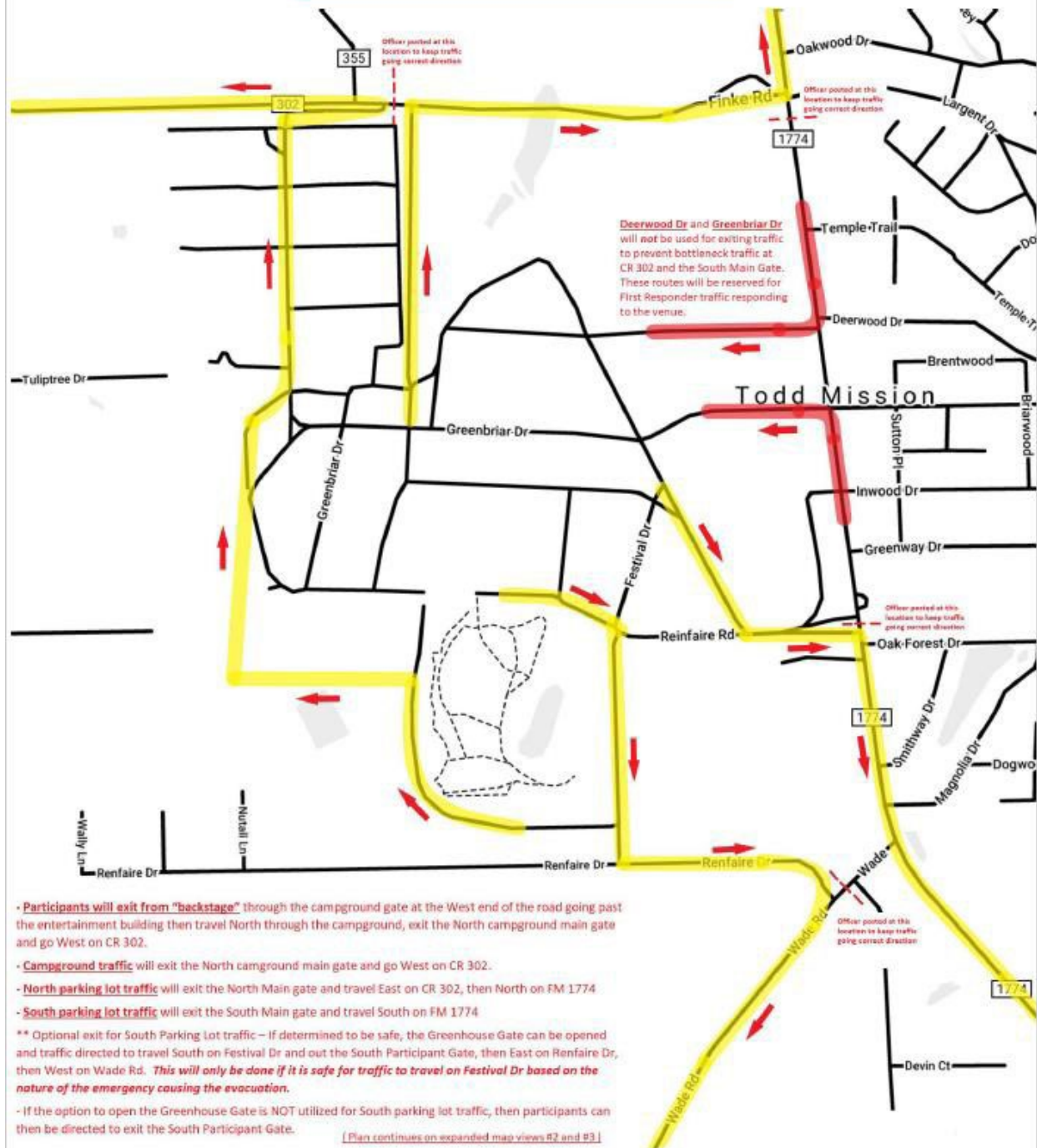
- **Bags, backpacks, suitcases or packages** where the suspect attempted to put the bag down, walk away, or conceal the bag; attended and unattended bags which may contain large or heavy objects.
- **Garments and heavy clothing** not appropriate for the climate without reasonable explanation.
- **Security inquiries** by individuals with no need for the information that include security procedures, personnel, access points, peak days and hours of operation. Observation of or questions about event security measures, including barriers, restricted areas, cameras, and intrusion detection systems.
- **Suspicious photography**, videotaping, or monitoring of venue or its operations and set-up; discreet use of cameras or video recorder, sketching, or note-taking consistent with pre-operational surveillance.
- **Security breaches**, to include attempted or unauthorized access to rooftops or other sensitive areas.
- **Unauthorized receptacles**, newly placed, or modified containers, trash cans, dumpsters, or vehicles which could be used to conceal IEDs
- **Terrorist affiliations** – reported or self-admitted members of terrorist organizations, which might include exhibition of emblems, patches or black flags depicting weapons and assault rifles over religious symbols. Subjects accessing or communicating with terrorist organizations or members over the internet or social media. Contact with subjects linked to terrorism identified through notifications or systems (i.e. NCIC).



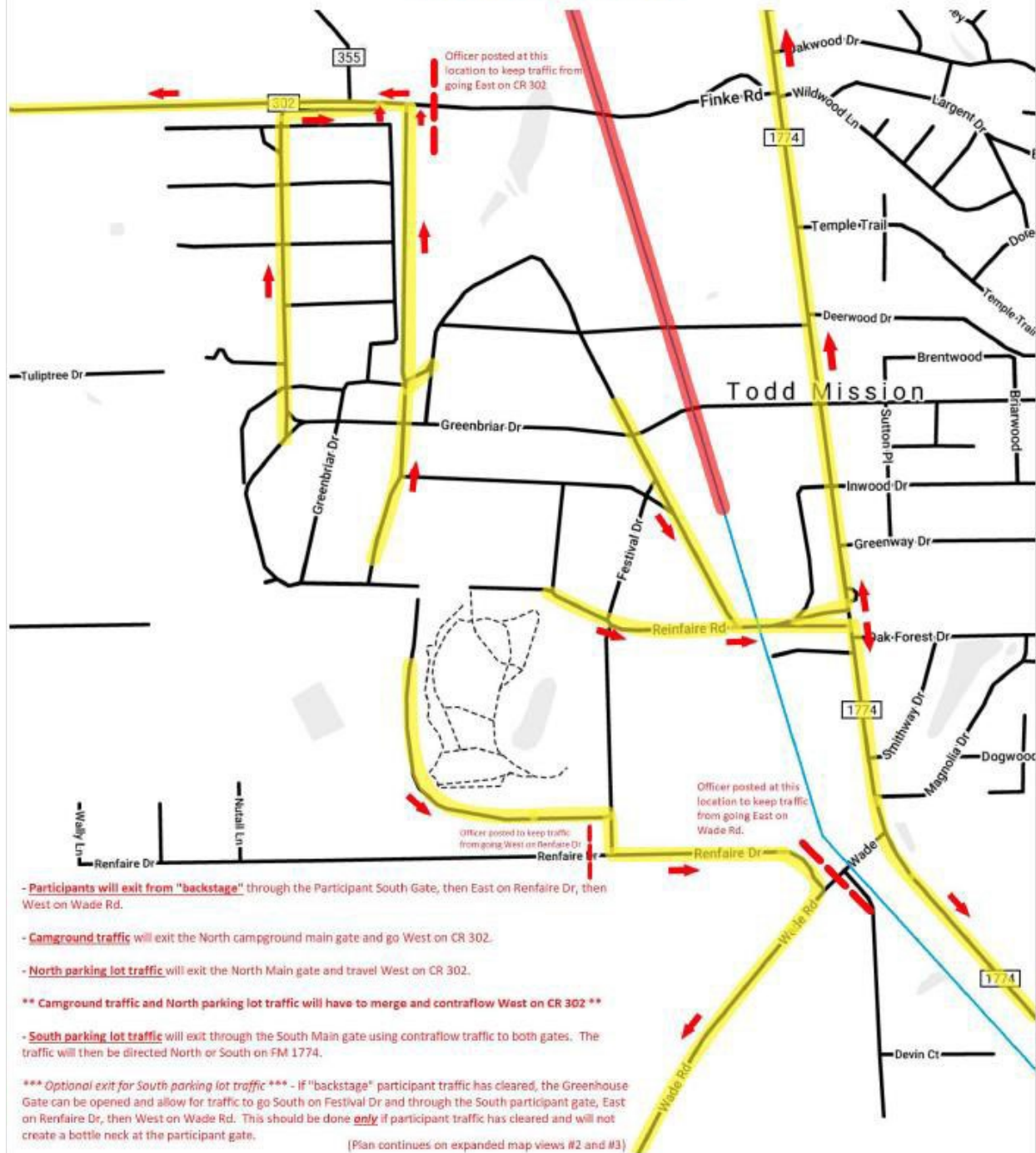
Fields of New Market Campground Map



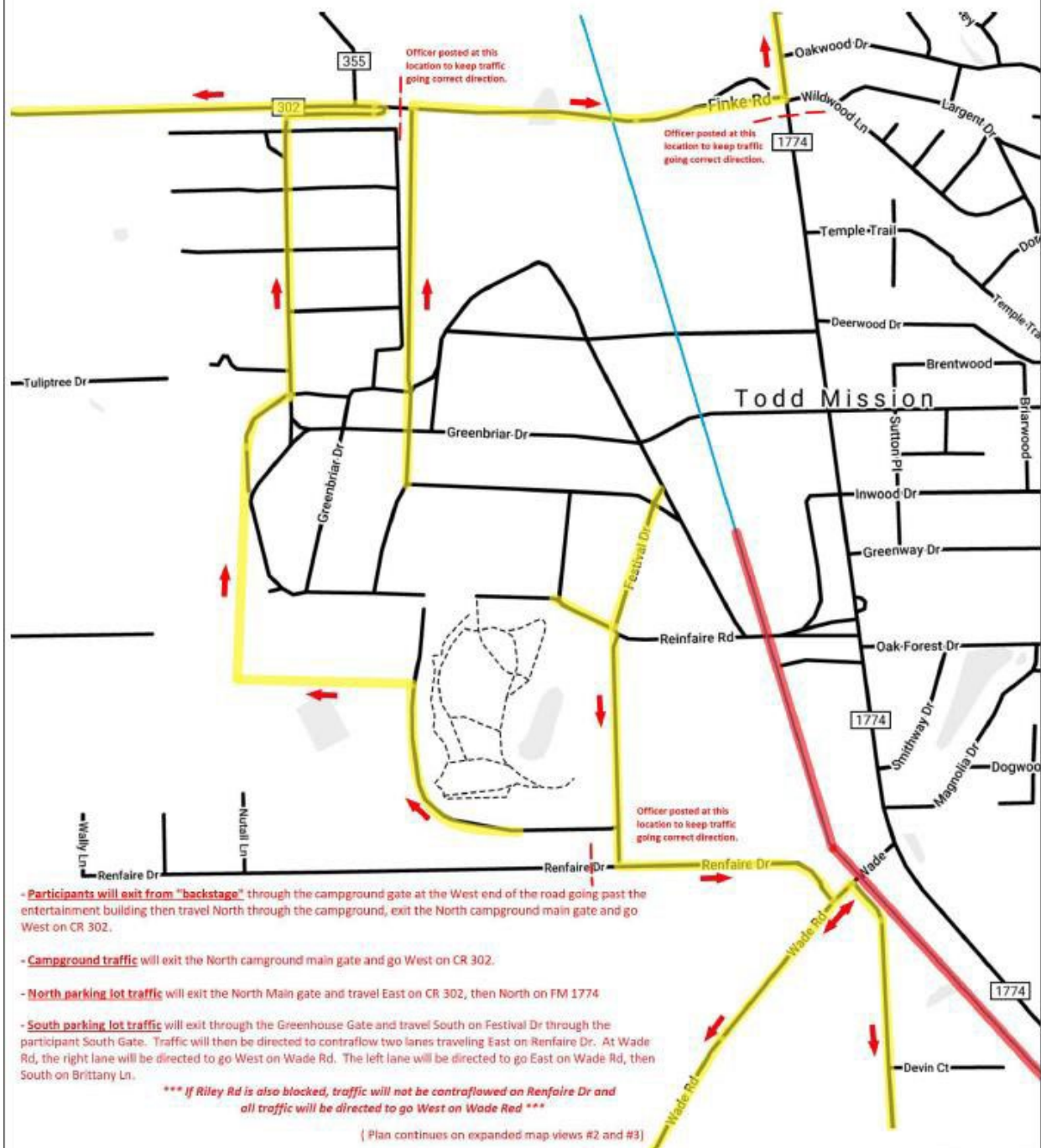
Texas Renaissance Festival PRIMARY EVACUATION ROUTES



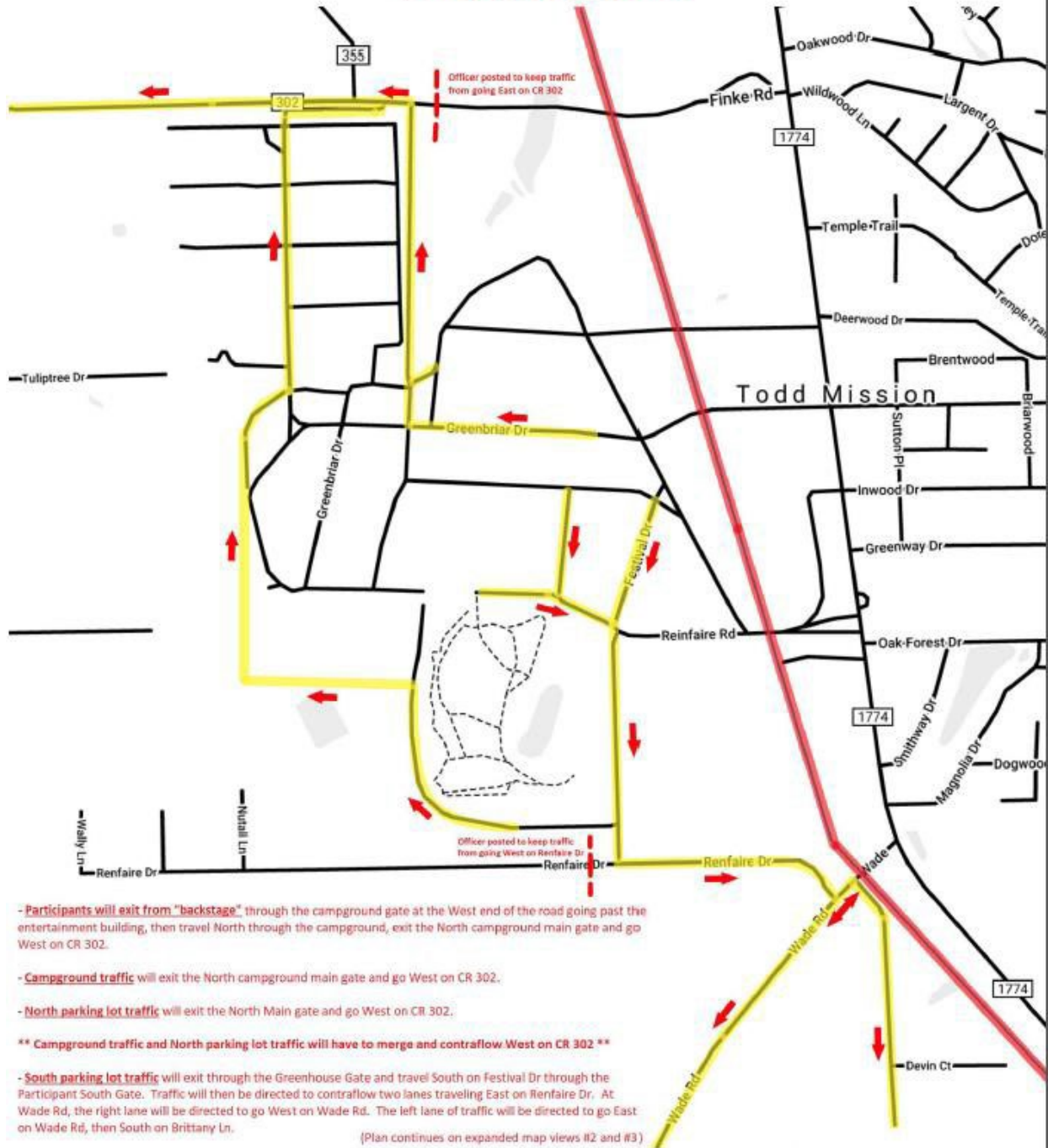
Texas Renaissance Festival NORTH ROADS BLOCKED EVACUATION ROUTES



Texas Renaissance Festival
SOUTH ROADS BLOCKED
EVACUATION ROUTES

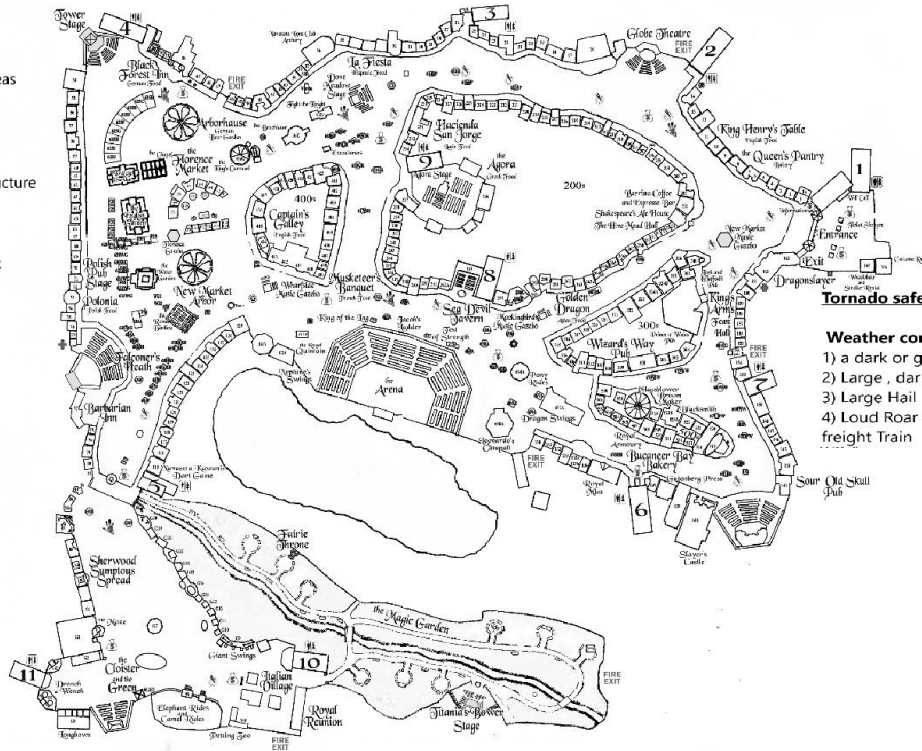


Texas Renaissance Festival
ALL EAST ROADS BLOCKED
EVACUATION ROUTES



Safety Tips:

- 1) find low lying areas
- 2) stay away from windows
- 3) find a strong structure
- 4) use arms and hands to protect the face and neck



Tornado safety precautions:

Weather conditions:

- 1) a dark or green-colored sky
- 2) Large, dark, low-lying cloud
- 3) Large Hail
- 4) Loud Roar that sounds like a freight Train

