

Highland Fling Meeting
2023 06 28

Attending

Cary Wise	Charlie Greenland
Robin Wise	Jen Lambert
Doug Cortney	Stephanie Thiel
Shauna Larsen	Roy Buhler
Ray Buhler	Donna Cardon
Roy Buhler	Heather Jensen

Meeting brought to order 6:04 pm
Highland City Center

Robin asked Doug how many were registered for the parade.

Doug answered, 23 entries at this time.

A scout group has volunteered to help with cleanup.

Jen mentioned that the Highland Run Club will be registering.

Cream Works was interested in entering.

Robin asked Doug to go over safety rules for the parade.

Individuals can be on a vehicle or walking, but not enter or exit a vehicle during the parade.

No candy can pass between a vehicle to a walker.

No kids in strollers or wagons

Vehicles must drive single file, especially if throwing candy.

Robin mentioned that major donors can have entries in the parade free of charge.

Robin asked Doug to check on Stride to make sure the closing date for registration for the parade was accurate.

Robin asked Cary to give a report on the Backyard Tour. He said they had 3 houses lined up. He listed the names. Robin asked if he was going to need Youth Council volunteers and flags for the yards. He said yes.

Robin asked Jen to give a report about the Glow Run.

Jen was glad the registration was up.

She expected about 150 kids to register, 200 total with parents.

Yonuts donated mini doughnuts. The owner lives in Highland.

KT Tape donated goodie bags.

Utah Run: donated prizes.

Rad Swim: also donated prizes.

They are getting glow wrist bands for runners from Temu. The wrist bands are solar powered and reusable.

The run club has participants from 18 mo to 18 years old.

Jen asked what information Stride collected. Robin didn't know, so Jen will contact Stride.

Robin explained the difference between the Donor Page and the Friends of the Fling page in the magazine. Those who donated money go on the Donor Page, and those who donated in-kind items go on the Friends of the Fling page.

Robin asked Heather Jensen to report on the DUP display.

She said they didn't need anything from the City.

She has an updated photo that could be used for the magazine.

Donna said she has several pioneer costumes they could use if they like.

Heather mentioned that the cabin is needing repair. It has settled and some walls have cracked.

Donna mentioned that she often receives emails about grant options for historical projects.

Robin mentioned that the Glow Run will start at the Lone Peak Fields and explained where those are.

Robin asked Roy for his report about the horseshoe competition.

They are in need of more sand for the horseshoe pitch.

Donna mentioned that the city has a lot of sand left over in sandbags.

Donna got a copy of Andy's business card so Roy could contact him.

Texas Roadhouse will donate peanuts.

The trophies have been ordered.

They will need water bottles for the event.

Robin asked Charlie for his report.

Did he want to set up at the DUP cabin? No

Robin is concerned about how to get people to come in and see the museum.

Donna suggested that it be one of the items on the Highland Challenge card.

Robin explained about the Highland Challenge

Events are listed that are less popular.

Each time someone attends the event they get a stamp or sticker.

Completed cards are entered for a drawing.

Prizes will be: 1. A Traeger from Cabellas, 2. A quilt from the quilt guild. 3. A picnic basket.

The winners will be announced on Saturday on the main stage by the Mayor.

Robin asked Stephanie for her report.

The Kid's water day needs to be put on the website.

The page should be labeled "Kid's Water Day" on the main menu, but the interior page will say "Splash of Paradise".

The junior high has not gotten back to her about her being able to use a hose.

The Fire Department can fill up water features if the hose doesn't work out.

The Fire Department will come and spray the kids at the end of the event.

Robin said she has sidewalk chalk for Jen to use for the event.

Robin asked for Donna's report.

Donna needs ten canopies and 10 tables set up by 2:00 on August 2.

She needs 10 youth council volunteers to arrive by 3:00

Robin said she hopes she can get that many since the Youth Council will be doing their own event on Friday; Highland's Got Talent.

Donna asked her to let her know in advance, so they could recruit other volunteers if needed.

Robin asked for Shauna's report.

Shauna says the art show is ready to go.

Shauna brought flyers for the art show for people to take.

Robin reminded them that she is getting the thank-you basket from Kneaders for the harpist.

Robin passed out a sheet for each leader they could fill listing what help they need from the City.

Robin mentioned that the pickleball tournament was cancelled because the park construction has been delayed due to the wet spring.

She mentioned that the Car Show will therefore be at the Lone Peak Field

Robin passed out Emergency Contingency Management Plan documents.

She stated that there will be fire, police, and EMT at the Saturday event.

As a thank you the public safety people will get "Fling bucks" to get free food at the event.

She urged us each to read through the plan before the event, paying special attention to the lost child sections.

She gave out her phone and email so we could contact her if any incident happened.

She asked for our phone # so she could send out a mass text in case anything happened.

She drew attention to the sever wind and lightning policies.

She mentioned that if a child is missing be sure to ask about their clothing, especially their shoes.

Stephanie asked what the policy was if a parent dropped off a child at an event and left.

Robin suggested that she require a signed waver of liability.

Robin mentioned where there would be porta-potties located.

At the parade beginning

At Lone Peak Field for the Glow Run

Jen asked if the Highland Glenn bathrooms would be open for the Glow Run. Robin said she would request it, but they would have to provide a volunteer to stand by the bathrooms and monitor.

Robin mentioned that she was holding a thank you dinner at her house for committee members on August 8th. She gave her address. She said they would recap the event at the dinner.

Robin asked for questions and Donna asked about the kickoff event.

Robin said there would be a Dutch over Cooking class done by Larry Walker

Pie baking contest

An auction of naming rights for the park

The event is July 31, and registration will be online.

6:00 at Heritage Park

The cooking class will start at 2:00 that afternoon.

The meeting ended at 7:15 p.m.

Minutes taken by Donna Cardon

2023 HIGHLAND FLING – AUG 5, 2023

EMERGENCY & CONTINGENCY MANAGEMENT PLAN

All volunteers and staff are asked to carry cell phone and in the event of an emergency first call 911 if necessary and 2nd call Robin Wise, Fling Director at **385-775-8402** as soon as possible once the emergency is under control. All events with registered participants will have emergency contact information in a known location for volunteers and staff to access as necessary. On Saturday, Aug 5th emergency contacts for vendors and performers will be located at the Fling Information Booth. For non-emergent incidents please follow the guidelines below.

Simple First Aid

- For events on Aug 5th in the Heritage Park vicinity, if it is safe to do so, bring the injured party to the First Aid Booth located next to the Fling Information Booth near the utility shed.
- Call Fling Director to inform of the incident
- Fill out the incident report form with the injured party present if possible.

Serious Injury

- Call 911
- Do what you can to assist the injured.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Manmade Catastrophe

Active Shooter

- Run, hide, fight – do what you need to do to protect yourself
- Call 911 as soon as possible.
- When safe organize wounded if necessary under the direction of EMS/Paramedic.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Incendiary Device (Explosives)

- Call 911 as soon as possible
- Organize wounded if necessary under the direction of EMS/Paramedic.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Broken Equipment

- Assess injuries and follow injury protocol above.
- Keep crowd backed away from the equipment.
- Post signs stating “Do Not Use”.
- Call Fling Director once emergency is under control and it is safe to do so.
- Fill out the incident report form with the injured party present if possible.

Weather

Fling Director will be watching the weather and will alert Event Chairs of incoming weather issues. Event Chairs will coordinate with committees to alert patrons and vendors of incoming weather.

Rain

- Event Chairs will coordinate with committees to alert patrons and vendors of impending rain.
- Outdoor events will not be canceled or delayed until it begins to rain.
- Event Chairs with the consultation of Fling Director and other key committee members and decide if the event can continue (light rain) or needs to be delayed or cancelled (medium to heavy rain).
- If event is cancelled, Event Chairs and volunteers should assist vendors and others with their needs as quickly as possible and help control traffic (pedestrian and vehicle).
- Inflatables should be deflated during rain and vendor can choose whether to remove or hold out for weather to improve. Inflatables will not be able to be re-inflated without Fling Director giving the ok.

Wind

- Outdoor events will be canceled if a tornado alert is issued or if sustained winds are estimated at 35 miles per hour or more.
- If event is cancelled, Event Chairs and volunteers should assist vendors and others with their needs as quickly as possible and help control traffic (pedestrian and vehicle).
- Inflatables should be deflated if event is cancelled and vendor can choose whether to remove or hold out for weather to improve. Inflatables will not be able to be re-inflated until winds die down and the Fling Director gives the ok.

Lightning

- Outdoor events will be canceled if lightning is detected six miles or less from the event. Announcement will be made to have everyone vacate the event and go to their cars or homes as soon as possible.
- We will use the 30-30 method to determine distance of lightning. To utilize this method, the weather watcher begins counting when a lightning flash is spotted. The counting is stopped when the associated clap of thunder is heard. The number of seconds elapsed between the flash of lightning and bang of thunder is then divided by 5. This number then represents the distance, in miles, from the lightning hit. For example, when the Flash-to-Bang count reaches 30 seconds, the lightning has struck 6 miles away. The 30-30 rule states that when the Flash-to-Bang count is 30 seconds or below, all activity should be stopped and all individuals should seek a safe shelter.
- The event must not be resumed unless it has been 30 minutes since the last lightning flash is seen or the last roll of thunder is heard. Lightning can and does strike at least 10 miles away from the storm even after the clouds have moved on. This phenomenon is known as a "bolt out of the blue". Therefore, every time lightning is seen or thunder is heard, the 30 minute clock should be reset.

Sheltering

- If sheltering is required, follow the directions of emergency personnel. Sheltering can occur at 3 adjacent locations: Highland City Community Center located at 5378 W 10400 N, Highland, UT 84003 OR at Mountain Ridge Junior High School located at 5525 W 10400 N, Highland, UT 84003 OR at the LDS Church located at 10390 Alpine Hwy, Highland, UT 84003 as directed by emergency personnel.

Lost Child

- We will use the Code Adam Program which is a 5 step process as follows:
 1. If an individual reports that a child is missing, direct the individual to the Event Chair or on Aug 5th, the Info Booth. The Event Chair or Info Booth Staff will obtain a detailed and accurate description of the child as noted below.
 2. The Event Chair and volunteers use in person and/or cell phone communication to initiate the Code Adam alert to all event staff and volunteers giving the child's description. The alert will indicate to the volunteers/staff to monitor the parking lots and those leaving the venue while other volunteers/staff will begin looking for the child within the venue and bathrooms. Event Chair or Fling Director will determine if announcement should be made over the speaker system.
 3. If the child is not found within 10 minutes, Event Chair/Info Booth Staff will call 911.
 4. If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian.
 5. If the child is found accompanied by someone other than a parent or legal guardian or volunteers/staff, volunteer/staff shall attempt to delay their departure without putting the child, volunteer/staff, or patrons at risk or in harm's way. Law enforcement should be notified and provided with detailed description of the person accompanying the child.

When approached by a parent/guardian that has become separated from their child, staff should ask the following to obtain a thorough description of the child:

Gender	Height	Race	Age	Weight
Eye & Hair Color	Clothes worn (including shoes)	Location or area last seen		
Any distinguishing characteristics				

Rescheduling

In case of severe weather, disaster or other reasons where the event must be cancelled, rescheduling of the event will be evaluated on a case by case basis and communicated to all parties involved within 48 hours of the event.

INCIDENT REPORT ON NEXT TWO PAGES



HIGHLAND CITY

Highland City Civic Events Incident Report

Date of Report: _____ Time of Report: _____

Date of Incident: _____ Time of Incident: _____

Name of person reporting: _____

Title of person reporting: _____

Contact info of person reporting: _____

Name of person affected: _____

Contact info of person affected: _____

Event in which incident occurred: _____

Location in which incident occurred: _____

Explanation of Incident (give as much detail as possible):

What was done in response to incident (give as much detail as possible):

More on back

Who else witnessed the incident:

Signature of person reporting: _____

Printed name of person reporting: _____

Turn in report to Miranda Doman in person or email to mdoman@highlandcity.org

For Highland City Office Use Only

Received by: _____ Date Received: _____