

VECTOR Field Day Event Plan

Volunteer Appreciation and Simulated Emergency Activation



Jessé Neri VE7DET

2026-06-12

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Event Summary

Event Information			
Name	VECTOR Amateur Radio Field Day		
Venue	Queen Elizabeth Park East of Tennis Courts		
Address	4600 Cambie Street (Columbia and West 37 Avenue Entrance)		
Type	Volunteer Appreciation and Training with Public Outreach		
Date and Time			
Event	June 27, 2026	Duration	1 day
Setup	June 27, 08:00 to 11:00		
Event Start	11:00, June 27		
Event End	19:00, June 27		
Teardown	19:00 to 21:30, June 27		
Organizer			
Name	VECTOR (Vancouver Emergency Community Telecommunications Organization)		
Address	% ECOMM 3301 Pender Street East Vancouver, BC V5K 5J3		
Primary Event Day Contact	Jessé Neri Event Director	604-719-9141 jesse.neri@vectorradio.ca	
Alt Event Day Contact	Darryl Pogue Alternate Event Director	778-988-7392 darryl.pogue@vectorradio.ca	
Alt Event Day Contact	Lis Jang	604-653-3591 elisabeth.jang@vectorradio.ca	
Description	Since 1998, VECTOR Field Day has set up a temporary transmitting station in June in a public place to demonstrate ham radio science, skill, and service to our communities and to join the international amateur radio community on air. The event combines public service, emergency preparedness, community outreach, and technical skills.		

	VECTOR sets up and operates a backup radio room to exercise these skills and hold a volunteer appreciation barbecue picnic for our members.
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Contact List

Organization	Person	Position	Phone
VECTOR	Jessé Neri	Event Director	604-719-9141
VECTOR	Darryl Pogue	Operations Director	778-988-7392
VECTOR	Jesse Neri	Tents and Power	above
VECTOR	Mike Martinescu	Antennas	778-990-3572
VECTOR	Mike Martinescu	Radio Systems	above
VECTOR	Stuart Watson	Station Manager	604-441-9725
VECTOR	Lis Jang (Vicki Tool)	First Aid Lead (see First Aid Volunteer section, page 17)	
VECTOR		Transportation	
VECTOR	Alf Lam Marjorie Lam	Food (Private Service)	604 880 8856 (Alf)
VEMA	Kris Hayne	City Liaison	

Operations

Overview

Volunteers will set up a small encampment and operate radios for the day, tearing it down on the evening of the same day.

The field site will include

- operating tent with tables for radio operators and workshops
- antenna system for receiving and transmitting
- pop-up shelter with tables for the barbecue
- food handling and washing up truck
- petrol (or battery electric) generator

Roles and Responsibilities

Marker	Role	Responsibilities
Green Vest	Incident Commander Event Director	Coordinating activities
Red Vest	Safety Officer	Keeping volunteers safe and healthy Filling ARRL Responsibilities
Yellow Vest	Station Manager	Coordinating volunteers, on-air operations, and radio systems
Yellow Vest	Logistics Chief	Coordinating setup and teardown for the key circles: 1. Tents and Power 2. Radios 3. Antennas 4. Food
Apron	Food Chief	Maintain food safety while preparing food or serving catered food

Production Schedule

Legend	Tents, Power	Radios	Antennas	City Gear	Food	Activities
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Time	Site Infrastructure	Equipment	Activities
June 26			
22:00	Set out parking traffic cones from COMMS-1.		
June 27			
06:00	Set out parking traffic cones from COMMS-1.		
07:30		Retrieve from Works Yard: tables, chairs, barbecues, cones, and fillable barricades	Snack and water served to volunteers
08:00		Final Checks at COMMS-1	Toolbox Huddle
08:30	Tents from COMMS-1 in Park. Set Up Pop-up Canopies.	Antenna equipment from COMMS-1. Set out Antenna boundary cones	
09:00	Set out tent boundary in Off-leash Dog Area. Set out safety barricades.	Lay out Tower, Antennas, and Exterior Feed Lines	
09:30	Radios from COMMS-1	Rig Antennas.	Retrieve Barbecue from VE7PXG
09:30	Battery Pod from Gearbase.		Get propane tanks
09:30	Lay power cords		
10:00	Set up RF filter system		
10:15	Set up tables and feed lines		

Time	Site Infrastructure	Equipment	Activities
10:30	Set up radios and displays	Raise Telescopic Masts and Antennas	Prepare Barbecue
11:00	Debug radio systems	Debug antenna connections	Barbecue Crew preparing food
11:00	Maintaining Site Stations Effectiveness		Stations on air
12:00			Barbecue (or Catered lunch) served to volunteers
13:00			Stations on air
14:00			
15:00			
18:00			Stations Off Air
18:00			Boxed Dinners served to volunteers
19:00			Toolbox Huddle
19:15	Teardown Radios and feed lines	Tear down Antennas	
19:30	Pack Feed Lines		
20:00	Teardown Tents Teardown Power	Pack Exterior Feed Lines	Return Barbecue to VE7PXG.
20:30	Return Tents and Power to Storage	Return Antennas and Tower to COMMS-1	
20:45	Return Tents and Power to storage	Return Radios to COMMS-1	
21:00		Return to Works Yard: tables, chairs, barbecues, cones, barricades	Search for Matter Out of Place
22:05	Civil Twilight Ends. Lights Required.		

Site Area Risk Assessment

Risk	Group Affected	Details	Risk Impact	Risk Chance	Mitigation Strategies
Extreme Heat	All	Risk of medical emergencies from prolonged sun exposure and high temperatures	High	Moderate	Communicating sun safety before the event. Setting up tents to maximize airflow. Provide water, electrolyte, misting spray bottle. Provide a designated cooling spot inside the tent. Deploy box fans for the tents.
Bomb Threat	All	Potential bomb threat from association with VPD and VFRS	High	Low	Develop evacuation plan. Train and coordinate volunteers on procedure.
Emergency Vehicle Access	All	Access to the site for emergency vehicles in case of medical, fire, or criminal emergency	Moderate	Moderate	Keep normal aisles and lanes on park roads clear. Maintain access point.
First Aid	All	Access to first aid in case of minor or major emergency	Moderate	Moderate	Keep first aid kit on site and organize shifts of member volunteers with first aid training.
Accessibility Evacuation	All	Evacuating people with mobility issues in case of emergency	Moderate	Moderate	
Fire - Generator	All	Risk of fire from operating petrol generator or Lithium-ion battery generator	Moderate	Low	Keep fire extinguisher near generators. Ensure exhaust pipes are kept clear.
Fire - Lightning	All	Risk of fire at ground rod from lightning strike to antenna in a tower or mast	Moderate	Low	
Safe Driving	All	Risk of park visitors driving unsafely from	High	Moderate	Communicate vehicle risk to volunteers, maintain traffic cone perimeter.

Risk	Group Affected	Details	Risk Impact	Risk Chance	Mitigation Strategies
		unfamiliar objects in parking area.			
Rain	All	Participants losing grip on antenna masts during setup or teardown	Moderate	Moderate	Organize teams of volunteers to hold antenna mast and guy lines during setup and teardown.
Wind	All	Tents or antennas blowing away.	High	Moderate	Teardown antennas and tents according to Weather Triggers. Otherwise, set anchor weights on tent legs and antenna support system. Anchor guy lines.

Volunteers

This event is run by and for VECTOR volunteers who are all trained radio operators with suitable background for dealing with public situations based on training for the Celebration of Light.

Volunteers will carry their VECTOR and Public Safety Lifeline Volunteers identification cards.

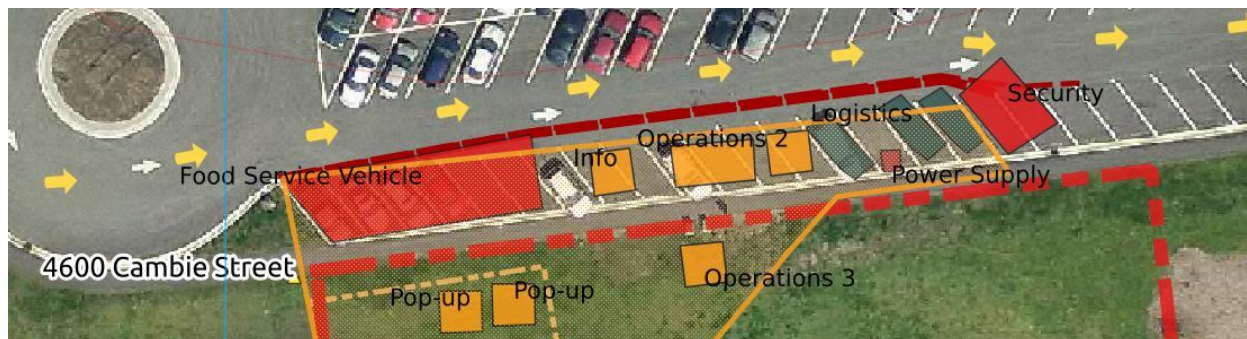
Volunteers will have access to toilet building for duration through coordination with Parks for access from 07:00 to 22:00.

Traffic Management Plan

VECTOR will set up tents along the curb line and set up a line of weighted barricades separating the drive aisle from the event. We will shift the outbound aisle 1.5 metres which will still allow parking flow in the rest of the lot.

Water-filled plastic vehicle barricades will set the 65 m line separating the event from traffic to create a physical barrier around 20 parking spaces along the sidewalk.

Layout before the event consists of marking the reserved zone with standard city traffic cones the night before or early morning.



Site Plan



Environment Plan

VECTOR will encourage attending members to bring reusable cutlery, plates, and bottles as well as coordinate to dispose of event waste without overtaxing the existing park bins. We will collect event waste in clear plastic bags mounted in temporary steel bag holder frames and dispose of the bags at member homes.

Communication Plan

Participants and attendees are primarily trained VECTOR volunteers. Members of the public are welcome to ask questions and participate in a supervised Get On The Air station.

UHF and VHF simplex and repeater frequencies for the event are listed on the call sheet for the event that organisers will send to all participating volunteers in the week before the event.

Emergency Contingency Plans

Mission	Prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters.
Limitations	This set of contingency plans is intended to outline functional responses to specific conditions and situations. We developed the plan using the best practices and intelligence available. As with all written emergency operations plans, the actions detailed herein are guidelines, subject to situational variances based on real time event realities and the combined experience of the coordination team.
Response	All decisions and communications regarding the event are made by the event director and subject-matter experts in the event of an incident.
Cancellation	Any decision to cancel the event on field day must be made by persons with absolute authority, or by a unanimous decision by the organizing team and the City agency or lead division involved in the incident. No person has the authority to single-handedly cancel the event without first convening the members of the organizing team, city agencies, or lead divisions.
Key Decision Makers	Event Director: Jessé Neri, 604-719-9141 Operations Director: Darryl Pogue, 778-988-7392 City of Vancouver Parks, Richelle Day City of Vancouver Fire Services, Responding Incident Commander City of Vancouver Police Department, Responding IC
Radio Communications	The primary intended method of event day communication amongst all operational elements will be on amateur radio.

Radio Systems	VHF UHF
Crisis Communication	
Note	All event team members must exercise vigilance and immediately report anything that could have an impact on the event. If you receive confidential information about a crisis, you are expected to follow proper communications procedures. Only event staff or emergency responders need to know information in a crisis.
Emergency Assessment	Within minutes of an emergency, contact the Safety Officer. Send via cell phone all detailed information in an emergency situation. Simultaneously, if possible, first responders should assess how severe the damage or potential damage, as well as how many victims and, if possible, their condition. If the situation involves a criminal, pay attention to where they go and their physical description. At no time should any member pursue the subject.
Communication	On-scene members should immediately contact the Safety Officer and inform them of the location, number of victims, suspect description, and overall state of the scene. No comments to the media or anyone else outside VECTOR or emergency responders. Provide Jesse Neri's cell phone number 604-719-9141 to media for statements, if approached. If forced to answer to any stakeholder, do the following: - Respond with empathy - Inform them that you only have some of the details so far - Provide them with necessary updates as shared by the Event Director - Communicate that we activated our emergency response process

Major Emergency - Fire, Criminal Act

A major emergency is an incident, including fire or criminal activity that directly impacts the event and can cause significant harm to at least one person at the event.

Event volunteers are only responsible to respond to emergencies directly affecting the Field Day activities.

- 1. Call 9-1-1 immediately**

- a. Report event name, caller name, and incident location
- b. Contact Event Director

- 2. Stop Field Day activities**

- a. In an emergency, the Event Director can decide to stop the event

- 3. Support Emergency Personnel and manage the emergency**

- a. Manage crowd
- b. Grant emergency vehicles and personnel access to the emergency site

- 4. Communicate directions to the public attending the event** - get attention and use loud voice to communicate pre-scripted message to the public (see appendix)

- 5. Initiate evacuation procedure only if directed** by emergency personnel or the Event Director

- 6. Restart event** - once emergency personnel or the Event Director signals all clear, follow the procedure in Stopping and Restarting.

Civil Disturbance

In the event of a civil disturbance, volunteers must notify the Event Director via radio or cell phone. This would be an issue that may arise but does not merit the activation of the communication cascade process.

Civil disorder, also known as civil unrest, is described as one or more forms of disturbance caused by a group of people. This may come in the form of a protest against major socio-political problems. Examples of civil disorder include, but are not limited to: illegal parades, sit-ins and other forms of obstructions, riots,

sabotage and other forms of a crime. It is intended to be a demonstration to the public and the government but can escalate into general chaos.

A riot is a form of civil disorder characterized by disorganized groups lashing out in a sudden and intense flash of violence against people or property. While individuals may attempt to lead or control a riot, riots are typically chaotic and exhibit herd behaviour. Riots typically involve vandalising and destroying private and public property. Targets can include shops, cars, restaurants, city or provincial owned institutions, and religious buildings.

Major Emergency - Medical

A major medical emergency is considered to be an incident, such as a collision, or sudden medical episode, such as loss of consciousness, stroke, seizure or heart attack, that threatens the life and long-term well-being of one or more people. Field Day volunteers are only responsible to respond to emergencies directly affecting Field Day.

1. Call 9-1-1 immediately

- a. Report event name, caller name, and incident location (use landmarks)
 - i. Stay calm, speak clearly and concisely
 - ii. Stay on line until they instruct you to disconnect
 - iii. Stay with the person until cleared by BCEHS
- b. Contact Event Director

2. Stop the event

- a. In an emergency, the Event Director can decide to stop the event

3. Support Emergency Personnel and manage the emergency

- a. Manage crowd
- b. Grant emergency vehicles and personnel access to the emergency site

4. Communicate directions to the public attending the event - get attention and use loud voice to communicate pre-scripted message to the public (see appendix)

5. Initiate evacuation procedure only if directed by emergency personnel or the Event Director

6. Restart event - once emergency personnel or the Event Director signals all clear, follow the procedure in Stopping and Restarting.

Minor Medical Incident - First Aid

A minor medical incident is considered to be an incident that causes minor or temporary harm to one or more people, such as sun exposure, scrapes, strains, cuts, and bruises. In the case of a minor medical emergency the person or people involved are able to move, with assistance, at least 30 ft. Therefore, Field Day should not be stopped for a minor medical emergency.

1. Establish need for care

- a. Ask the person if they need and consent to medical attention
- b. Ensure you will remain safe while helping the person

2. Contact First Aid Volunteer

- a. If the person can move on their own, or with your assistance, accompany them to the first aid volunteer
- b. If the person cannot move on their own, contact the first aid volunteer by radio or by sending a runner. **Do not move the person if moving them will cause additional harm.**
- c. Describe the event, condition, and location to the first aid volunteer or responder using as much detail as possible
- d. Stay with the person requiring medical attention and ensure they feel comfortable and safe until first aid arrives. Perform first aid only if you are trained and have appropriate safety equipment (gloves, mask, or both)
- e. The first aid volunteer will be responsible for contacting emergency personnel (BCEHS or VFRS) if the person's condition becomes more severe

3. Contact the Safety Officer

- a. Safety Officer will monitor the situation and decide next course of action
- b. Safety Officer will be responsible for starting emergency messaging and ensuring members are properly informed, if needed
- c. Safety Officer will only contact the Event Director if the incident worsens beyond their control or if the event needs stopping

4. Return to duties

- a. Return to event duties once the first aid volunteer says they no longer need help and it's OK for you to return to your duties

First Aid Volunteer

First Aid Lead: Lis Jang VA7EVJ (VECTOR board representative)

Who	Schedule	Description
Safety Officer	June 27 - Morning	Field Site Setup
Safety Officer	June 27 - Afternoon	Radio Operations
Safety Officer	June 27 - Evening	Field Site Teardown

First Aid Volunteers:

- Ping Fan Ren VE7PFR
- Jordan Morten VA7VGB
- Joseph Sun
- Vicki Tool VA7SES
- Emily Fletcher VE7TTB

Street Closures and Emergency Access

No streets closed for this event.

Emergency Access from West 37 Avenue at Columbia.

Muster Point

The **gate for the park maintenance building** across the roundabout from the event site.

Stopping and Restarting

Field Day will stop for an emergency or to prevent a potential emergency.

1. **Safely notify attendees** (volunteers and public guests)
 - a. Use noise makers (clapping) and visual clues to get the attention of the group
 - b. Maintain personal safety at all times
2. **Contact the Event Coordinator**

- a. Contact the Event Coordinator by radio or by the cell phone number given.
- b. If needed, the Event Coordinator will notify City and emergency agency leads if assistance is needed

Field Day will resume after an emergency or preventing a potential emergency only if more than 12 hours remains available for on air exercise.

1. Event Coordinator will announce by radio

- a. The Event Coordinator will contact all stations by radio on VE7RVF.
- b. If needed, the Event Coordinator will notify City and emergency agency leads that the event is proceeding.

2. Safely notify attendees (volunteers and public guests)

- a. Use noise makers (clapping) and visual clues to get the attention of the group
- b. Maintain personal safety at all times

Harassment and Aggressive Behaviour

If a volunteer is physically, verbally, or sexually harassed at Field Day, witnesses harassment, or if volunteers encounter an individual or group whose aggressive behaviour makes them feel uncomfortable or threatened, volunteers will:

1. Create distance

- a. Use specific commands (i.e. "Stop", "Move away from me") if the unwanted behaviour is directed towards them
- b. Remove themselves from the threatening situation by moving to a crowded area or safe space away from the threat or persons causing the harassment

2. Not engage

- a. Do not engage with the person or group causing the threat or harassment

3. Contact the Event Director or Safety Officer

- a. Alert authority of the person or group causing the disturbance
- b. The Event Director or Safety Officer will help monitor the situation and contact the police if needed
- c. Directly notify the Event Director and Safety Officer via radio of the threat

- d. Once notified the Event Director or Safety Officer will contact others if they could be affected by the threat

4. Fill out an incident report

- a. In all cases of harassment or aggressive behaviour, volunteers must fill out an Incident Report and give it to the Event Director once completed (see appendix). Please fill out the form after the event.

Suspicious Behaviour

It is of utmost importance that all volunteers remain vigilant at all times. Keep a close eye on anyone acting suspicious, carrying a suspicious item or being somewhere they should not be.

Suspicious behaviour includes and is not limited to:

- A person seen in at the start/finish lines or on the course where they don't belong or "fit in" may seem suspicious.
Examples might be non-appropriate attire, unable to hold meaningful conversation or focus on a particular subject. A suspicious person is either one who is exhibiting suspicious behaviour or who is in an area or doing something that is not what everyone else is doing/normal (Example – everyone is at the finish line and looking for their loved ones finishing but this person keeps looking away from people finishing).
- Other unusual behaviour may include nervousness, nervous glancing or other signs of mental discomfort/being ill-at-ease. This may include sweating or "tunnel vision". Repeated entrances and exits from buildings or facilities would be suspicious.
- Inappropriate, oversized loose-fitting clothes (Example would be a heavy overcoat on a warm day)
- Asking questions that are not common about the location of something, security measures or availability of chemicals or other items.
- Attempts to conceal the face by turning away when someone approaches (Example would be rapidly turning and pretending to be doing something)
- 'Hiding' in the shadows or behind objects in an apparent attempt to keep from being clearly seen.

- Being evasive when asked a direct question and/or attempts to change the subject.
- Giving too many details that are unrelated to the conversation (e.g. when asked about what they are doing in a restricted area, they start talking about what they did when they got up in the morning, where they parked, everyone else they have visited or know, etc.) in secure areas where they are not permitted to be.
- Leaving a briefcase, suitcase, backpack or package behind.
- If you observe one or more persons sitting in a parked car closely scanning the area around them, you may be observing lookouts for a burglary, robbery in progress, a crime being planned or surveillance for a terrorist event.

Response:

1. Suspicious Behaviour Observed
 - a. Event Staff should simultaneously call Event Director 604-719-9141 to relay information of suspicious behaviour and location.
2. Scene Management Phase
 - a. Let law enforcement do their job and cooperate with requests from them.

Weather Risk Assessment

June weather is usually quite warm. The event occurs at the highest park in Vancouver, extreme heat, rain, and high winds are possible.

The Event Director is responsible for monitoring the weather leading up to the event.

VECTOR will use the Event Alert System this year to communicate the status of site conditions to volunteers and guests leading up to and during the event. VECTOR will advise all volunteers about the colour indicators; keeping alert for directions from the Event Director; and taking precautions to prepare properly for varying conditions on event day.

The Event Director will post Event Alert System communication in the call sheet and at the information table.

Alert Level	Event Conditions	Recommended Actions
Extreme	Cancelled - dangerous	Participation stopped Follow event official instructions
High	Potentially dangerous	Observe conditions Follow event official instructions Consider stopping
Moderate	Less than ideal	Be prepared for worsening conditions
Low	Good	Enjoy the event Be alert

Weather Decision Trigger Chart

Threat	Alert Method	Site
Surface Winds over 100 km/h or Tornado Warning		Immediate retreat to permanent shelter
Winds over 29 km/h	Activate Event Alert System	Tents down Scrim off Signage down

Threat	Alert Method	Site
Prolonged high winds	Mass communication	Antennas down Secure assets
Lightning within 12 km	Activate Event Alert System	Shelter for 30 minutes in Big Tent until clear
Prolonged lightning		Seek permanent shelter
Hail within 12 km	Activate EAS	Announce conditions to attendees
Prolonged hail		
Wet Bulb Globe Temperature over 29 C		
Severe rain tracking towards site within 35 km		
Winds over 20 km/h	Activate EAS: Radio Alert	Monitor conditions Secure assets
Lightning or storm tracking towards site within 35 km		Announce conditions to attendees
Hail within 35 km		Monitor proximity
Wet bulb globe temperature over 26 C		Announce conditions to attendees
Severe rain tracking towards site within 35 km		Monitor conditions Secure assets
Wildfire Smoke air quality advisory		Deploy Box Fan Air Filters in Tents and close entryways
All Clear		Weather all clear - resume normal activities

Inclement Weather

The weather in late June is unpredictable - cold, rain, hot, and high winds are possible. The Event Director is responsible for monitoring the weather leading up to the event and will determine when contingency plans are needed.

Weather scenarios:

1. **Potential High Risk (RED)** - throughout the week preceding the event, if the Event Director determines a possible high risk for the event, the Event Director will start alerting volunteers of the weather situation. The messages will include hydration and other preparatory steps and tips.
 - a. Hot or Cold Temperatures
 - i. Send messages to volunteers to plan accordingly
 - ii. Use the Event Alert System with signage at the information table to show level of alert (Green, Yellow, Red, or Black)
 - iii. Ensure first aid volunteer is prepared to handle increase in incidents
 - b. High Winds
 - i. Set up tents and antenna supports based on wind capacity
 - ii. Be ready to take down tents and antennas
 - iii. Don't set up tents, signage, antennas, nor attach banners if winds are over 80 km/h (including gusts)
 - iv. Tents take 20 minutes to tear down
2. **Event Cancellation Due to Weather**
 - a. 06:00 Field Day - key decision makers meet at site, discuss and decide about whether to cancel based on information from Environment Canada from 24 hours before Field Day through the end of the load-out period during setup.
 - b. Key Decision Makers
 - i. Safety Officer
 - ii. Event Director
 - iii. Station Manager
 - c. Weather Cancellation Criteria -
 - i. Heat - wet bulb globe temperature at start of day is over 29 C or within agreed threshold using best information at the time
 - ii. Cold - ambient temperature at start of day is below 0 C or within agreed threshold using best information at the time
 - iii. Adverse weather - a significant adverse weather event occurs leading into the event operational period or during the event time frame
 - d. Communication process and messaging for cancellation
 - i. Announce cancellation to volunteers

Bomb Threat (Unattended Package)

Should volunteers receive a bomb threat or is alerted to a suspicious package, they will:

- 1. Keep calm and discrete**
 - a. Keep distance from the package or threat and not directly engage with it. Keep calm and discrete to avoid causing panic
- 2. Contact VPD immediately - via the Event Director or Safety Officer**
 - a. The Event Director or Safety Officer is responsible for contacting the VPD in a bomb threat
 - b. If the Event Director or Safety Officer are unreachable on the radio, call 9-1-1.
- 3. Stop all transmitting**
 - a. In case of a suspicious package, people on site should not use any radios or cell phones within 15 metres of a suspected device. Mobile radios should not be used within 50 metres of the device.
- 4. Wait for VPD to respond**
 - a. The VPD will investigate the package or threat and determine the next course of action
- 5. Start evacuation procedure only if VPD or Event Coordinator directs you to.** Refer to Evacuation Procedure section if directed by VPD

Active Threat (Violence)

1. Call 9-1-1 for immediate emergency assistance
2. Work with police for non-emergent situations
3. Notify Event Director when safe to do so
 - a. Primary: 604-719-9141 (Jessé)
 - b. Secondary: 778-988-7392 (Darryl)

Evacuation Procedure

To evacuate in a smooth and orderly way, volunteers must discreetly relay the order.

1. Power down all transmitting equipment and lights

2. Power down the power supply
3. Leave site

Media Communications

The VECTOR president will be the only person who speaks to the Media about incidents that occur during Field Day. If an incident occurs during Field Day that attracts the Media's interest, all volunteers will not comment on questions asked and will refer all Media to contact the VECTOR president.

Before speaking with the Media, the VECTOR president will contact the Event Director to make sure all information communicated to the Media is accurate and current.

The VECTOR president will familiarise themselves with the emergency contingency plans so they can accurately describe the procedures in place to handle emergencies, and will be on radio to follow emergency procedures.

Appendix

[EOC - \[TASK #\] - Incident Report - \[LEAD DEPT ACRONYM\] - \[INCIDENT DESCRIPTION\] - YYYY-MM-DD - Copy.docx](#)

[ARRL Field Day Safety Officer Checklist](#)