

# City of Detroit

Janice M. Winfrey  
City Clerk

OFFICE OF THE CITY CLERK

Andre P. Gilbert II  
Deputy City Clerk

## DEPARTMENT PETITION REFERENCE COMMUNICATION

*To: The Department or Commission Listed Below*

*From: Janice M Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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Petition No.	2025-123
Name of Petitioner	Washington Entertainment
Description of Petition	Petition request to hold "Ribs R&B Music Festival" on August 8, 2025 from 11:00 AM until 11:59 PM through August 10, 2025 at Hart Plaza. Set-up will begin at 9:00 AM on August 7, 2025 and be completed by 11:00 AM August 8, 2025. Tear down will begin at 12:00 AM on August 11, 2025 and be completed by 2:00 PM on the same day.
Type of Petition	<b>Special Events</b>
Submission Date	05/28/25
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Johnnie Washington PO Box 2335 Southfield, MI 48037 (Ph) 248-797-0609 <a href="mailto:Jwash906@sbcglobal.net">Jwash906@sbcglobal.net</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Ribs R&B Music Festival

**Event Status:** In Review- Clerk's Office (Step 2 of 6)

**Petitioner Name / Organization:** Washington Entertainment

**Event Location:** Hart Plaza

**Event Date(s) and Time(s):** 08/08/25 11:00 AM to 08/10/25 11:59 PM

**Type of Event:** Concert/Performance, Religious Ceremony, Festival

<b>Applicant Contact:</b>
Johnnie Washington
jwash906@sbcglobal.net
+1 (248) 797-0609

<b>Submission Date:</b>	02/19/25 4
<b>Date of Clerk's Office Referral:</b>	5/28/25
<b>Date of City Departments Sign Off:</b>	5/28/25
<b>Date Referred to Council:</b>	5/28/25

## Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Reviewed- Ready for Council	EMS Reviewed- Ready for Council	GSD Reviewed- Ready for Council	DDOT Approval Not Required	MPD Approval Not Required	DPW Approval Not Required	DHD Reviewed- Ready for Council

### BSEED

BSEED  
Reviewed-  
Ready for  
Council

**Mayor's Office Special Events Signature:** *Gaksima Fife*

**Date:** May 28, 2025

## General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: ribsrnbmusicfestival.com

Which spaces will be used? City Facility

Will this event include the use or sale of marijuana? No

## Event Description

Brief Event Purpose & Description:

Community based festival featuring BBQ vendors and other food vendors , dry vendors from Michigan and from around the nation. World class entertainment , two stages highlighting R&B , Gospel and more.

Estimated Peak Attendance: 7000

Estimated Total Attendance: 30000

Is this a public event? Yes

Will there be ticket sales or admission charged? Yes

Does this event use Hart Plaza? Yes

Will there be merchandise sold? Yes

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? No

## Contact Information

Organization / Petitioner Name: Washington Entertainment

Mailing Address: PO Box 2335

Southfield Michigan 48037

Primary Contact:	Secondary Contact:
Johnnie Washington	Johnnie Washington
jwash906@sbcglobal.net	Jwash906@sbcglobal.net
	+1 (313) 467-9056

Organization Type: Corporation

Organization Website: Washington Entertainment

## Event Setup & Breakdown

Begin Setup: 08/07/25 9:00 AM

Complete Setup: 08/08/25 11:00 AM

Setup Location(s): Hart Plaza

Event Start: 08/08/25 11:00 AM

Event End: 08/10/25 11:59 PM

Begin Tear Down: 08/11/25 12:00 AM

Complete Tear Down: 08/11/25 2:00 PM

Number of Trash Containers: 10 Number of Recycling Containers: 10

Cleaning Service Vendor: Hart Plaza has in house cleaning service

Other Waste Elements: Service will come and remove Saturday and Sunday

## Street Closures & Parking

How many streets will be closed: 0

Will you be closing any part of Woodward Avenue? \_\_\_\_\_

Street Closures (if there are 1-4 closed streets):

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Public parking

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 6 Number of non-truck food vendors: 25

## Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? Yes

Will there be sales, service and/or consumption of alcohol in public at the event? Yes

What type(s) of alcohol will be served? Wine, Liquor, Beer

Day(s) and time(s) alcohol will be served: 11:30 AM to 11:30 PM Friday and Saturday on Sunday 1:

Will ice be used in any served beverages? Yes

## Stages, Tents, & Structures

Is a stage being built? Yes

How many stages will be used? 2

Do any of the stages have a canopy? No

Number of tents 10' x 10' and smaller: 30

Number of tents larger than 10' x 10': 2

Tent Contractor: Dream Party

What other structures will your event include? \_\_\_\_\_

Will your event use any grills? Yes

What kind of grills? Charcoal wood propane

## Utilities & Portable Restrooms

Event Utilities that will be used: Generators

How will generators be fueled? Gas

Generator contractor: The Team

Will additional wiring be installed? Yes

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? Yes

## Security & Emergency Plans

Will the event have a security contractor? Yes

Security Contractor: Global Alliance

Number of private personnel per shift: 22

Which of these apply to the private security personnel? Licensed, Armed Bonded

Will you contract emergency medical services? Yes

Name of emergency medical services contractor: Lifeline

Does this event include fireworks? No

Day(s) and time(s) of fireworks: \_\_\_\_\_

Fireworks vendor: \_\_\_\_\_

## Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input checked="" type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)



**2025**

# **Emergency Action Plan**



Ribs RnB Music Festival  
Emergency Action Plan  
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**Emergency Action Plan  
for  
Ribs RnB Music Festival/ Hart Plaza  
2/24/2025**

**I. OBJECTIVE**

The objective of the **(Ribs RnB Music Festival)** Emergency Action Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Emergency Action Plan Standard, 29 CFR 1910.38, and to prepare employees for dealing with emergency situations. This plan is designed to minimize injury, loss of human life, and company resources by training employees, procuring and maintaining necessary equipment, and assigning responsibilities. This plan applies to all emergencies that may reasonably be expected to occur at **(Ribs RnB Music Festival/Location)**.

**II. ASSIGNMENT OF RESPONSIBILITY**

**A. Emergency Plan Manager**

**(Johnnie Washington)** will manage the Emergency Action Plan for **(Ribs RnB Music Festival)**. The Emergency Plan Manager will also maintain all training records pertaining to this plan. The plan manager is responsible for scheduling routine tests of the **(Ribs RnB Music Festival/Location)** emergency notification system with the appropriate authorities.

The Emergency Plan Manager will also coordinate with local public resources, such as fire department and emergency medical personnel, to ensure that they are prepared to respond as detailed in this plan. This includes allowing emergency responders to perform a walkthrough of the facility to familiarize themselves with the layout of the structures, types, and volume of hazardous chemical storage, and other hazards they might encounter when responding to an emergency. Emergency-responder input will be incorporated into this Emergency Action Plan.

**B. Emergency Plan Coordinators**

The **(Ribs RnB Music Festival)** Emergency Plan Coordinators are as follows:

<b>Bldg. Number/Section /Dept.</b>	<b>Primary Name and Position</b>	<b>Primary Phone #</b>	<b>Alternate Name and Position</b>	<b>Alternate Phone #</b>

The Emergency Plan Coordinators are responsible for implementing the procedures in this plan in their designated areas in an emergency. *(Note: Coordinators may also be given the responsibility of accounting for employees or visitors after an evacuation.)*

The following people will be responsible for assisting employees who have disabilities or who do not speak English during evacuation:

<b>Bldg. Number/Section /Dept.</b>	<b>Name of Person Requiring Assistance</b>	<b>Phone #</b>	<b>Assigned Assistant's Name and Position</b>	<b>Assistant's Phone #</b>

C. Management

**(Ribs RnB Music Festival)** will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of injury to employees in an emergency. **(Ribs RnB Music Festival)** management will review this plan regularly to ensure proper adherence.

D. Supervisors

Supervisors will follow, and ensure that their employees are trained in, the procedures in this plan.

E. Employees

Employees are responsible for following the procedures in this plan.

F. Contractors

Contract employees are responsible for complying with this plan, and will be given the training described in the plan by **(Johnnie Washington)**.

### III. PLAN IMPLEMENTATION

A. Reporting Fire and Other Emergency Situations

All fires and other emergency situations will be reported as soon as possible to **(Johnnie Washington)** by one of the following means:

1. verbally, as soon as possible during normal work hours; or
2. by telephone, after normal work hours or on weekends.

To eliminate confusion and false alarms, **(Johnnie Washington(s))** is/are authorized to contact community emergency response personnel. Contact information for the emergency response personnel for **(Ribs RnB Music Festival/Address/Location)**:

Type of Emergency Responder	Person(s) Responsible for Contacting Emergency Responders	Contact Information for Johnnie Washington(s)
Fire		
Police/Sheriff		
Ambulance/EMS		

If **(Johnnie Washington(s))** cannot be reached, any individual with knowledge of a fire or other emergency situation may then contact emergency responders.

Under no circumstances will an employee attempt to fight a fire after it can no longer be put out with a fire extinguisher, nor will any employee attempt to enter a burning venue to conduct search and rescue. These actions must be left to emergency services professionals (such as the fire department or emergency medical professionals) who have the necessary training, equipment, and experience to do so. Untrained people might endanger themselves or those they are trying to rescue.

#### B. Informing **(Ribs RnB Music Festival)** Employees of Fires and Other Emergency Situations

In the event of a fire or other emergency situation, **(Johnnie Washington)** will ensure that all employees are notified as soon as possible using the venue alarm system (which includes audible and visual alarms, 24 hours a day). **(Johnnie Washington)** will provide special instructions to all employees via the public address system.

If a fire or other emergency situation occurs after normal Event hours, **(Johnnie Washington(s))** will contact all employees not on shift to provide future work status, depending on the nature of the situation.

#### C. Corporate Notification

1. **(Johnnie Washington)** will contact the **(Ribs RnB Music Festival)** public relations department as soon as possible if media coverage of the situation is expected.
2. **(Johnnie Washington)** will contact the **(Ribs RnB Music Festival Corporate Official(s))** as soon as possible with information on employee injuries or loss of life, cargo losses, or property damage or theft.

#### D. Emergency Contact Information

(**Johnnie Washington(s)**) will maintain a list of all employees' personal emergency contact information and will keep the list in (**Designated Area**) for easy access in an emergency.

#### E. Evacuation Routes

Emergency evacuation escape route plans are posted in (**Designated Areas**) throughout (**Hart Plaza**). In the event that a fire or emergency alarm is sounded or instructions for evacuation are given by (**Johnnie Washington**), all employees (except those noted in Part III.F of this plan) must immediately exit the venue(s) at the nearest exits as shown in the escape route plans, and must meet as soon as possible at the (**Designated Assembly Area**).

Mobility-impaired employees and their assigned assistants will gather at the (**Designated Area**) within the venue to ensure safe evacuation in the **pre-determined fashion**.

#### F. Securing Property and Equipment

If evacuation of the premises is necessary, some items may need to be secured to prevent further danger to the facility and personnel on hand (such as securing confidential or irreplaceable records, or shutting down equipment to prevent release of hazardous materials). Only the following people may remain in the venue for the prescribed amount of time to secure the property and equipment to which they have been assigned.

Name	Property or Equipment to Secure	Location of Property or Equipment	Estimated Time to Complete Security Process

All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task. Once the property or equipment has been secured, or the situation becomes too dangerous to remain, those who remained behind must exit the venue by the nearest escape route as soon as possible and meet the remainder of the employees at the (**Designated Assembly Area**).

#### G. Advanced Medical Care

Under no circumstances may an employee provide advanced medical care and treatment. These situations must be left to emergency services professionals, or **(Designated Person(s))**, who have the necessary training, equipment, and experience. Untrained people might endanger themselves or those they are trying to assist.

#### H. Accounting for Employees/Visitors After Evacuation

Once an evacuation has occurred, the **(Johnnie Washington(s))** will account for each employee or visitor assigned to them at the **(Designated Assembly Area)**. Each employee is responsible for reporting to the appropriate **(Johnnie Washington(s))** so an accurate head count can be made. All employee counts will then be reported to the Emergency Action Plan Manager as soon as possible.

#### I. Re-entry

Once the venue has been evacuated, no one may re-enter the venue for any reason, except for designated and properly trained rescue personnel (such as fire department or emergency medical professionals). Untrained people might endanger themselves or those they are trying to rescue.

All employees must remain at the **(Designated Assembly Area)** until the fire department or other emergency response agency notifies **(Johnnie Washington)** that either:

1. the venue is safe for re-entry, in which case personnel will return to their workstations; or
2. the venue or assembly area is not safe, in which case **(Johnnie Washington)** will instruct personnel how or when to vacate the premises.

#### J. Sheltering in Place

In the event that chemical, biological, or radiological contaminants are released into the environment in such quantity or proximity to **(Ribs RnB Music Festival/Location)**, authorities and/or **(Johnnie Washington(s))** might determine that is safer to remain indoors rather than evacuate. The Emergency Action Plan Manager will announce shelter-in-place status by public address system **or other means of immediate notification available at worksite.**

1. **(Johnnie Washington(s))** will immediately close the Event. If customers, clients, or visitors are in the venue, they will be advised to stay in the venue for their safety.

2. Unless there is an imminent threat, employees, customers, clients, and visitors will call their emergency contacts to let them know where they are and that they are safe.
3. **(Johnnie Washington(s))** will turn on call-forwarding or alternative telephone answering systems or services. The recording for voice mail or automated attendant will be changed to indicate that the Event is closed, and that staff and visitors will be remaining in the venue until authorities advise that it is safe to leave.
4. **(Johnnie Washington(s))** will quickly lock exterior doors and close windows, air vents, and fireplace dampers. **(Johnnie Washington(s))** familiar with the venue's mechanical systems will turn off, seal, or disable all fans, heating and air conditioning systems, and clothes dryers, especially systems that automatically exchange inside air with outside air. If there is a danger of explosion, **(Johnnie Washington(s))** must close window shades, blinds, or curtains.
5. **(Johnnie Washington(s))** will gather essential disaster supplies (for example, nonperishable food, bottled water, battery-powered radios, first-aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags), which are stored at **(Designated Location)**, and will take them to the **(Shelter-in-Place Location(s))** within the venue. *[Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows work well. Avoid selecting rooms with mechanical equipment, such as ventilation blowers or pipes, which may be impossible to seal from outdoors. It is ideal to have a hard-wired telephone in the room(s) you select. Cellular telephone equipment may be overwhelmed or damaged during an emergency. Call emergency contacts and have the telephone available if you need to report a life-threatening condition.]*
6. All employees, customers, and visitors will move immediately to the **(Shelter-in-Place Location(s))** within the venue. **(Johnnie Washington(s))** will seal all windows, doors, and vents with plastic sheeting and duct tape.
7. **(Johnnie Washington)** will write down the names of everyone in the room and will call the **(Designated Emergency Contact outside the venue)** to report who is in the room, and their affiliations with **(Ribs RnB Music Festival)** (employee, visitor, client, customer).

8. **(Johnnie Washington(s))** will monitor telephone, radio, television and Internet reports for further instructions from authorities to determine when it is safe to leave the venue.

#### K. Severe Weather

The Emergency Action Plan Manager will announce severe weather alerts (such as tornados) by public address system **or other means of immediate notification available at the worksite**. All employees will immediately retreat to the **(Designated Area)** until the threat of severe weather has passed as communicated by the Emergency Action Plan Manager.

### IV. TRAINING

#### A. Employee Training

All employees will receive instruction on this Emergency Action Plan as part of new-employee orientation. Additional training must be provided:

1. when there are any changes to the plan or facility;
2. when an employee's responsibilities change; and
3. annually, as refresher training.

Items for review during the training include:

1. proper housekeeping;
2. fire-prevention practices;
3. fire extinguisher locations, usage, and limitations;
4. threats, hazards, and protective actions;
5. means of reporting fires and other emergencies;
6. names of Emergency Action Plan manager and coordinators;
7. individual responsibilities;
8. alarm systems;
9. escape routes and procedures;
10. emergency shut-down procedures;
11. procedures for accounting for employees and visitors;
12. closing doors;
13. sheltering in place;
14. severe weather procedures; and
15. Emergency Action Plan availability.

#### B. Fire/Evacuation Drills

Fire/evacuation drills must be conducted at least annually and in coordination with local police and fire departments. Additional drills will be conducted if physical properties of the Event change, processes change, or it is otherwise deemed necessary.



### C. Training Records

**(Johnnie Washington)** will document all training pertaining to this plan and will maintain records at **(Designated Area)**.

## V. PLAN EVALUATION

This Emergency Action Plan must be reviewed annually, or as needed if changes to the worksite are made, by **(Johnnie Washington)**. Following each fire drill, **(Responsible Management and Employee Representatives)** will evaluate the drill's effectiveness and any weaknesses in the plan, and will implement improvements.

**Appendix A: Emergency Action Plan Checklist**  
 Courtesy of the Occupational Safety and Health Administration (OSHA)

General Issues	
<input type="checkbox"/>	<p>Does the plan consider all natural or human-made emergencies that could disrupt your workplace?</p> <p>Common sources of emergencies identified in emergency action plans include fires, explosions, floods, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, civil disturbances, and workplace violence.</p>
<input type="checkbox"/>	<p>Does the plan consider all potential internal sources of emergencies that could disrupt your workplace?</p> <p>Conduct a hazard assessment of the workplace to identify any physical or chemical hazards that might exist and could cause an emergency.</p>
<input type="checkbox"/>	<p>Does the plan consider the impact of these internal and external emergencies on the workplace's operations and is the response tailored to the workplace?</p> <p>Brainstorm worst-case scenarios. Ask yourself what you would do, what the likely impact on your operation would be, and what the device-appropriate responses would be.</p>
<input type="checkbox"/>	<p>Does the plan contain a list of key personnel with contact information as well as contact information for local emergency responders, agencies and contractors?</p> <p>Keep your list of key contacts current and make provisions for an emergency communications system, such as a cellular phone or a portable radio unit, so that contact with local law enforcement, the fire department, and others can be swift.</p>
<input type="checkbox"/>	<p>Does the plan contain the names, titles, departments, and telephone numbers of people to contact for additional information or an explanation of duties and responsibilities under the plan?</p> <p>List names and contact information for people responsible for implementing the plan.</p>
<input type="checkbox"/>	<p>Does the plan address how rescue operations will be performed?</p> <p>Unless you are a large employer handling hazardous materials and processes, or you have employees regularly working in hazardous situations, you will probably rely on local public resources, such as the fire department, which is trained, equipped, and certified to conduct rescues. Make sure any external department or agency identified in your plan is prepared to respond as outlined in your plan. Untrained people may endanger themselves and those they are trying to rescue.</p>
<input type="checkbox"/>	<p>Does the plan address how medical assistance will be provided?</p> <p>Most small employers do not have a formal internal medical program and instead make arrangements with nearby medical clinics or facilities to handle emergencies. If an infirmary, clinic, or hospital is not close to your workplace, ensure that onsite person(s) have adequate training in first aid. The American Red Cross, some insurance providers, local safety councils, fire departments, or other resources may be able to provide this training. Treatment of a serious injury should begin within three to four minutes of the accident. Consult a physician to order appropriate first-aid supplies for emergencies. Establish a relationship with a local ambulance service so that transportation is readily available for emergencies.</p>
<input type="checkbox"/>	<p>Does the plan identify how or where personal information on employees can be obtained in an emergency?</p> <p>In an emergency, it could be important to have ready access to important personal information about your employees. This includes their home telephone numbers, names and telephone numbers of their next of kin, and medical information.</p>

<b>Evacuation Policy and Procedure</b>	
<input type="checkbox"/>	Does the plan identify the conditions under which an evacuation would be necessary?
The plan should identify situations that will require an evacuation of the workplace. This might include a fire, earthquake, or chemical spill. The extent of evacuation needed may be different for different types of hazards.	
<input type="checkbox"/>	Does the plan identify a clear chain of command and designate a person authorized to order an evacuation or shutdown of operations?
It is common practice to select a Johnnie Washington to lead and coordinate your emergency plan and evacuation. It is critical that employees know who the coordinator is and that they understand that this person has the authority to make decisions during emergencies. The coordinator is responsible for assessing the situation to determine whether an emergency exists requiring activation of the emergency procedures, overseeing emergency procedures, notifying and coordinating with outside emergency services, and directing shutdown of utilities or plant operations if necessary.	
<input type="checkbox"/>	Does the plan address the types of actions expected of various employees for the types of potential emergencies?
The plan may specify different actions for employees depending on the emergency. For example, employers may want to have employees assemble in one area of the workplace if it is threatened by a tornado or earthquake but evacuate to an exterior location during a fire.	
<input type="checkbox"/>	Does the plan designate who, if anyone, will stay to shut down critical operations during an evacuation?
Consider including locations of where to shut down utilities, such as electrical and gas utilities, for all or part of the facility. All people remaining behind to shut down critical systems or utilities must be capable of recognizing when to abandon the operation or task and evacuate themselves.	
<input type="checkbox"/>	Does the plan outline specific evacuation routes and exits, and are these posted in the workplace where they are easily accessible to all employees?
Most employers create maps from floor diagrams with arrows that designate exit route assignments. These maps should include locations of exits, assembly points and equipment (such as fire extinguishers, first-aid kits, and spill kits) that may be needed in an emergency. Exit routes should be clearly marked and well lit, wide enough to accommodate the number of evacuating personnel, unobstructed and clear of debris at all times, and unlikely to expose evacuating personnel to additional hazards.	
<input type="checkbox"/>	Does the plan address procedures for assisting people during evacuations, particularly those with disabilities or who do not speak English?
Many employers designate evacuation wardens to help move employees from dangerous to safe areas during an emergency. Generally, one warden for every 20 employees is adequate, and the appropriate number of wardens should be available at all times during working hours. Wardens may be responsible for checking offices and bathrooms before being the last person to exit an area as well as for ensuring that fire doors are closed when exiting. Employees designated to assist in emergency evacuation procedures should be trained in the complete workplace layout and alternative escape routes. Employees designated to assist in emergencies should be made aware of employees with special needs (who may require extra assistance during an evacuation), how to use the buddy system, and any hazardous areas to avoid during an emergency evacuation.	
<input type="checkbox"/>	Does the plan identify one or more assembly areas (as necessary for different types of emergencies) where employees will gather and a method for accounting for all employees?
Accounting for all employees following an evacuation is critical. Confusion in the assembly areas can lead to delays in rescuing anyone trapped in the venue, or to unnecessary and dangerous search-and-rescue operations. To ensure the fastest, most accurate accounting of your employees, consider taking a head count after the evacuation. The names and last known locations of anyone not accounted for should be passed on to the official in charge.	
<input type="checkbox"/>	Does the plan address how visitors will be accounted for and assisted in evacuation?
Some employers have all visitors and contractors sign in when entering the workplace. The hosts or area wardens, if established, are often given the task of helping visitors and contractors evacuate safely.	

Reporting Emergencies and Alerting Employees in an Emergency	
<input type="checkbox"/>	<p>Does the plan identify a preferred method for reporting fires and other emergencies?</p> <p>Dialing 911 is a common method for reporting emergencies if external responders are used. Internal numbers may be used and are sometimes connected to intercom systems so that coded announcements may be made. In some cases, employees are requested to activate manual pull stations or other alarm systems.</p>
<input type="checkbox"/>	<p>Does the plan describe the method used to alert employees, including disabled workers, to evacuate or take other action?</p> <p>Make sure alarms are distinctive and recognized by all employees. Sequences of horn blows or different types of alarms (such as bells or horns) can be used to signal different responses or actions from employees. Consider making an emergency communications system available, such as a public address system, for broadcasting emergency information to employees. Ideally, alarms will be able to be heard, seen, or otherwise perceived by everyone in the workplace, including those who are blind or deaf. Otherwise, floor wardens or others must be given the task of ensuring that all employees are notified. Consider providing an auxiliary power supply in an electrical failure.</p>
Employee Training and Drills	
<input type="checkbox"/>	<p>Does the plan identify how and when employees will be trained so that they understand the types of emergencies that may occur, their responsibilities, and actions?</p> <p>Train employees when you develop your initial plan and when new employees are hired. Retrain employees when your plan changes due to a change in facility layout or design of the facility, when new equipment, hazardous materials, or processes are introduced that affect evacuation routes, or when new types of hazards are introduced that require special actions. General training for your employees should address:</p> <ul style="list-style-type: none"> <li>• individual roles and responsibilities;</li> <li>• threats, hazards, and protective actions;</li> <li>• notification, warning, and communications procedures;</li> <li>• emergency response procedures;</li> <li>• evacuation, shelter, and accountability procedures;</li> <li>• location and use of common emergency equipment; and</li> <li>• emergency shutdown procedures.</li> </ul> <p>You may also need to provide additional training to your employees (for example, first-aid procedures, portable fire extinguisher use) depending on the responsibilities in your plan.</p>
<input type="checkbox"/>	<p>Does the plan address how and when retraining will be conducted?</p> <p>If training is not reinforced, it will be forgotten. Consider retraining employees annually.</p>
<input type="checkbox"/>	<p>Does the plan address if and how often drills will be conducted?</p> <p>Once you have reviewed your emergency action plan with your employees and everyone has had the proper training, it is a good idea to hold practice drills as often as necessary. Include outside resources, such as fire and police departments, when possible. After each drill, gather management and employees to evaluate the effectiveness of the drill. Identify the strengths and weaknesses of your plan and work to improve it.</p>

## **Appendix B: DWC Resources**

DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at [www.txsafetyatwork.com](http://www.txsafetyatwork.com). DVDs on emergency action plans include:

### **Emergency Action Plan: Crisis under Control**

**DVD1232ES, 16 min.**

Discusses development of an effective EAP. Covers emergency alarms and evacuations. Reviews importance of employee training and cooperation of employees and management with law enforcement and fire department personnel. Audience: employers and supervisors. Coastal. 2000. Includes employee handout with quiz.

### **Emergency Action Plan: The Team Approach**

**DVD1949ES, 15 min.**

Teaches employees the basic aspects of emergency action planning. Discusses evacuation procedures and the responsibilities of all personnel. Also reviews communication/command centers, preparation, and practice. 2007. Coastal. Includes quiz.

### **Emergency Action Plans**

**DVD2313, 5 min.**

Emphasizes that emergencies and disasters can strike the workplace anytime or anywhere, and that preparedness is the key to safety. Discusses reporting an emergency, employee roles and responsibilities, and accounting for employees after an emergency. Safety shorts. Includes brief quiz.

## **Ribs Rnb Music Festival 2025**

### **Security detail for Hart Plaza**

#### **Thursday move in day**

Thursday morning- 7:00am two guys from 4:00pm to 9:00pm Ford site (24 hours)

Thursday morning – 10:00am dock (24 HOURS POST)

Thursday afternoon – 3:00- 8:00 pm main office

Thursday afternoon - 4:00pm to 10:00 pm two – roaming over seeing vendors setup

Thursday night two guys from 10:00pm to 6:00 am two guys up front and from 12 midnight to 6:00am overnight are roaming over Hart Plaza from Jefferson to riverfront.

**Friday move in from 6:00 am to 11:00am Hart plaza must be clear of all vendors by 11:30 no moving vehicles on Plaza after 11:30 am**

Friday morning 7:00am two guys during move in – Ford site (24 hours)

Friday morning 7:00am dock (24 hours)

Friday morning – one guy from 10:00am to 2:00 pm main office main office from 6:00 pm to close

Friday morning 11:30am to midnight two guys over seeing vendors and roaming from Jefferson to riverfront

Friday afternoon 4:00 three guys – two guys front gate – one guy at rear river gate both gates open at 5:00 pm to 11:00pm

Friday afternoon 4:00pm to midnight, one guy VIP door contact person Shea Jackson

Friday afternoon 5:00pm to midnight, three guys roaming reinforcing upper level. At 5:00pm we start roaming bowl area and lower level with two additional guys .

Friday, overnight two guys from 12 midnight to 6:00am roaming over Hart Plaza from Jefferson to riverfront.

## **Saturday**

Saturday morning 7:00am two guys during move in – Ford site (24 hours)

Saturday morning 7:00 am dock (24 hours)

Saturday morning – one guy from 10:00am to 2:00 pm main office main office  
from 6:00 pm to close

Saturday morning 11:30am to midnight two guys over seeing vendors and  
roaming from Jefferson to riverfront

Saturday afternoon 4:00 three guys – two guys front gate – one guy at rear river  
gate both gates open at 5:00 pm to 11:00pm

Saturday afternoon 4:00pm to midnight one guy VIP door contact person Shea  
Jackson

Saturday afternoon -4:00pm to midnight two guys top of the bowl seating on  
each side checking wrist bands for entering

Saturday starting at 5:00pm to midnight three guys roaming reinforcing upper.  
At 5:00pm we start roaming bowl area and lower level with two additional guys.

Saturday overnight roaming two guys from 12 midnight to 6:00am overnight roam  
over Hart Plaza from Jefferson to riverfront.

## **Sunday**

Sunday morning 7:00am two guys during move in – Ford site (24 hours)

Sunday morning 7:00 am dock (24 hours)

Sunday morning – one guy from 10:00am to 2:00 pm main office main office from 6:00 pm to close

Sunday morning 11:30am to midnight two guys over seeing vendors and roaming from Jefferson to riverfront

Sunday afternoon 4:00 three guys – two guys front gate – one guy at rear river gate both gates open at 5:00 pm to 11:00pm

Sunday afternoon 4:00pm to midnight one guy VIP door contact person Shea Jackson

Sunday afternoon -4:00pm to midnight two guys top of the bowl seating on each side checking wrist bands for entering

Sunday afternoon 5:00pm to midnight three guys roaming reinforcing upper level at this a total of 5 guys roaming starting at 5:00pm we start roaming bowl area and lower level. Most vendors will move out on Sunday night (we will discuss move out)

Sunday overnight two guys 12 midnight to 6:00am roaming over Hart Plaza from Jefferson to riverfront.



**Monday move out day**

Monday 7:00 am to 2:00pm Ford (two guys)

Monday 7:00 am to 2:00 pm Dock (one guy)

Monday 7: 00 am to 2:00 roaming (two guys)



**Move in Hart Plaza up top starting Thursday August 7<sup>th</sup> 2025**

1. Truss portable stage setup size 20 x 20, portable platform for flooring.

This event will have two setup as shown in display.

2. **Gospel and Jazz stage location** (riverfront area) right side overlooking tunnel

Flatbed 150 or light flatbed truck will be used to transport setup.

3. **DJ lounge area location** (pyramid riverfront area) left side

Stage setup one 10 x 10 tent with portable platform for flooring. 8 tables, 80 chairs, 10 x 10 service tent. Water barrels are used for anchor.

4. **Truss portable stage 2** setup size 20 x 20, portable platform for flooring.

**Spoken word stage location** (TBA) near Jefferson

Flatbed 150 or light flatbed truck will be used to transport setup.

**Move-in event vendors for setup Thursday August 7<sup>th</sup>,2025 (light move-in on Wednesday)**

Vendor's vehicle: Our food vendor will use vans, pickup trucks mostly to pull their grills to location.

Pepsi: Will drop off coolers near Jefferson and near top of bowl area. Using a mid-range commercial truck.

US ice: Drops off ice coolers and ice. Using a mid-range commercial truck.

Tent Company: Will unload near Jefferson and transport using pickup truck. On all tents water barrels are used for anchor.

**Main stage location: Bowl lower level**

Our main stage unloads at the dock lower level rear side of Hart Plaza. Move-in August 11<sup>th</sup> at noon am

**Move out of Hart Plaza starting Sunday August 10<sup>th</sup> after midnight**

**Move out complete on August 11<sup>th</sup> by 3:00pm**



## RIBS RnB MUSIC FESTIVAL WEEKEND August 8, 9, 10 2025

Total of 5 security post from 6:00 am to 11:30 am

Friday \$15.00

after 4:00 pm at Saturday and Sunday \$15.00 after 1:00 pm

25- 10x10 tents , 2 -20x20 open tents



# Ribs R&B overview 2025 Ingress and Egress

## Ingress and Egress overview

### Hart Plaza main entrance off Jefferson

1. **Two 10x10 tents will serve as welcoming station to all attendees:** Attendees will enter through one of 4 lines to pay entrée fee and security check point to enter Hart plaza. This area coming off Jefferson is to your right of Hart Plaza and to your left this area of open space of 50 feet or more is used for attendees to exit only on to Jefferson. This area monitored for exit only by security.
2. For emergency attendees leaving Hart Plaza can exit using walk way to the right before Jefferson heading to Bates Street.
3. *For emergency attendees leaving Hart Plaza can also exit using walk way to the left side right be Jefferson heading towards UAW bldg.*
4. **One 10x10 tents will serve as our Riverwalk welcoming station to all attendees:** Attendees will enter through one of 2 lines to pay entrée fee and security check point to enter Hart plaza. This area coming off the riverfront is to your right of Hart Plaza and to your left this area of open space of 50 feet or more is used for attendees to exit only onto the Riverwalk. This area monitored for exit only by security.
5. *For emergency attendees leaving Hart Plaza can also exit using walk way to the right side of Hart Plaza right before Riverwalk heading towards the Princess Boat.*

**Our ride share drop off zone:** This zone is located on the Lodge service drive by the UAW arch. An Uber and Lyft sign will be posted in this area.

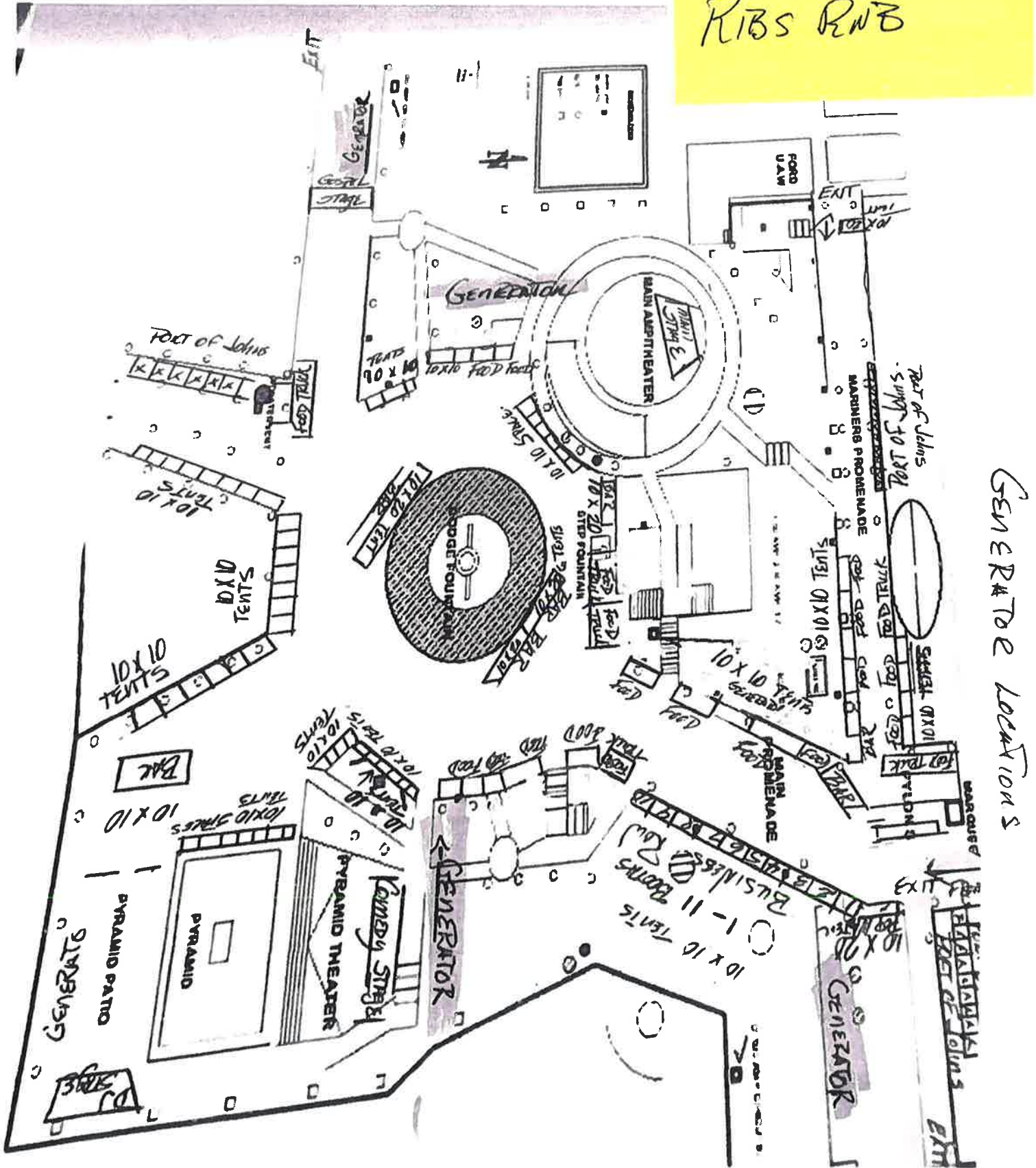


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# GENERATOR LOCATIONS - RIBS RNB



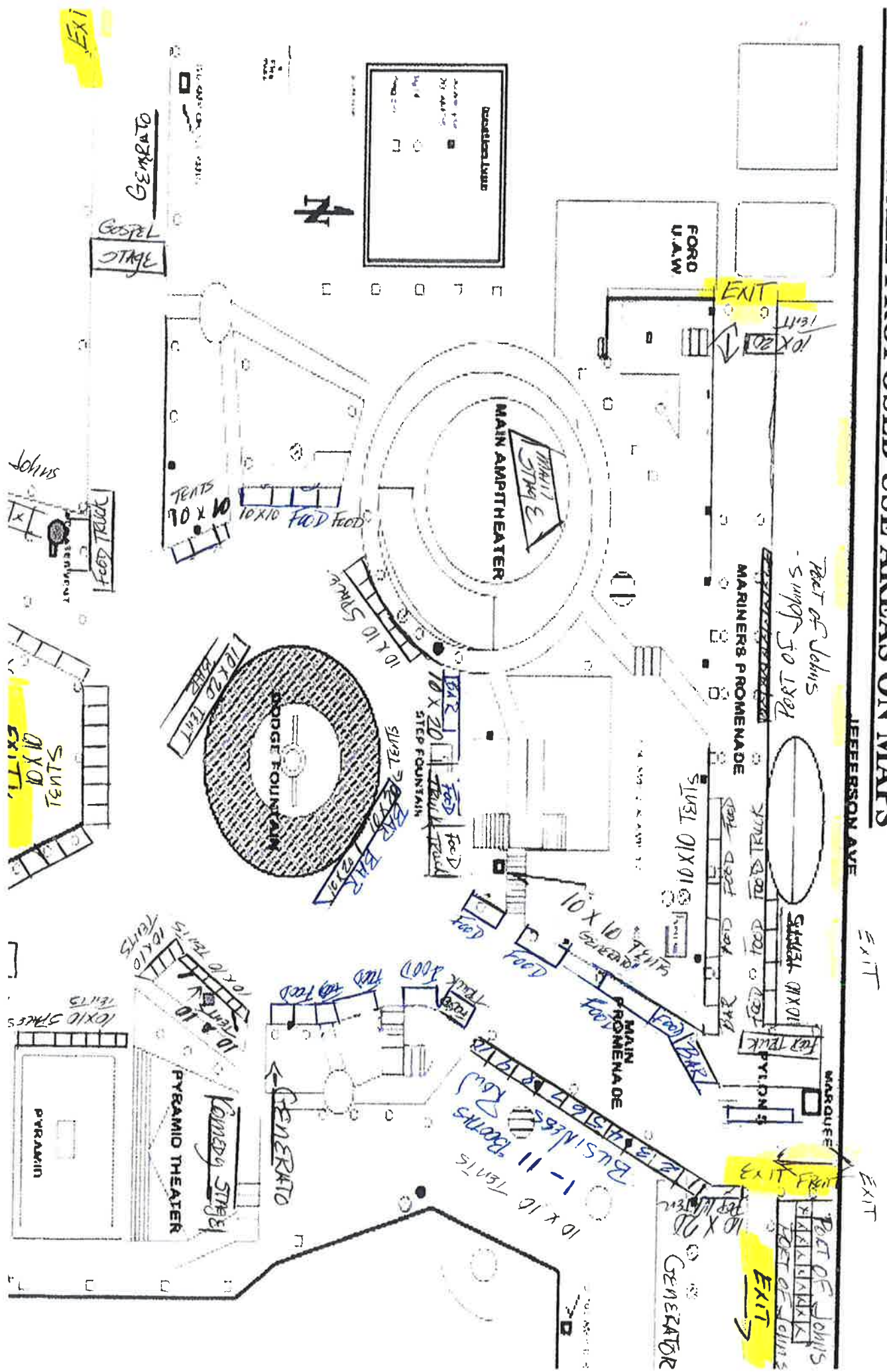
GENERATOR LOCATIONS



# HIGHLIGHT ALL PROPOSED USE AREAS ON MAPS

Exit Plan

Submit # \_\_\_\_\_





# City of Detroit Special Events Application Authorizations

## **AUTHORIZATION & AFFIDAVIT OF APPLICANT**

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

**Applicant Signature:** Johnnie Washington

**Date:** 2-15-2025

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

## **HOLD HARMLESS AND INDEMNIFICATION**

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** Ribs R&B Music Festival

**Event Date:** 8- 8,9,10,2025

**Event Organizer:** Johnnie Washington

**Applicant Signature:** Johnnie Washington

**Date:** 2-15-2025

## **Communication and Community impact plan for Hart Plaza**

Detroit's Ribs R&B Music Festival

August 8,9,10, 2025

At Hart Plaza

Downtown Detroit

1. Press release to all local media outlets.
2. Our radio partner IHeartMedia 92.3
3. Website
4. Promotional flyers, posters with full details
5. Facebook, IG, ads promoting festival.
6. Detroit News, Free Press,

## **Cleaning plan for Hart Plaza**

Ribs R&B Music Festival Weekend

August 8,9,10, 2025

At Hart Plaza

Downtown Detroit

1. Hart Plaza has an onsite cleaning company that we work with.
2. We have hired a grease removal company on-site Saturday and Sunday.
3. All food vendors are required to bring oil removal containers.
4. All food vendors are required to lay trap coving their ground space
5. 1 and 2 will serve as our back up plan.