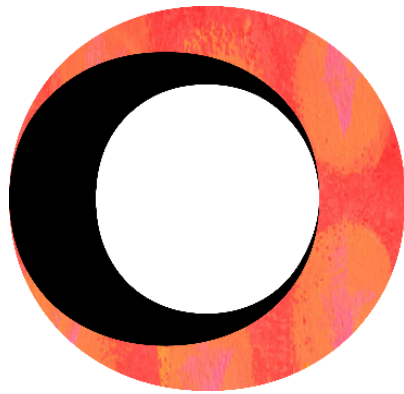


EMERGENCY PLAN

2026

The purpose of this document is to outline procedures that are to be implemented in the case of an emergency. This document is to be communicated to and readily available for all appropriate parties as deemed critical by the Executive Director.



**OTTAWA
Jazz
FESTIVAL**

Table of Contents

1.0 Introduction	4
1.1 Background	4
1.2 Alcohol Service	4
1.3 Site Layout	4
2.0 Contact List	5
2.1 Event Staff	5
2.2 External Parties	5
3.0 EVACUATION PROCEDURES	5
3.1 CONFEDERATION PARK EVACUATION PROCEDURES	5
3.2 EVACUATION PROCEDURES: TD MAIN STAGE	6
3.3 EVACUATION PROCEDURES: Laurier Avenue Canadian Music Stage (FESTIVAL PLAZA)	6
3.4 EVACUATION PROCEDURES: GOLD CIRCLE	7
3.5 EVACUATION PROCEDURES: BEER TENT ONE	7
3.6 EVACUATION PROCEDURES: BEER TENT TWO	7
3.7 EVACUATION PROCEDURES: MEDIA AND TRANSPORT TRAILERS	8
3.8 EVACUATION PROCEDURES: VIP	8
3.9 EVACUATION PROCEDURES: ADMIN TRAILER	8
3.10 EVACUATION PROCEDURES: MAIN BOX OFFICE	8
3.11 EVACUATION PROCEDURES: SOUVENIR	9
3.12 EVACUATION PROCEDURES: CLEARING THE SITE	9
Site Volunteers:	9
Bowl:	9
Food Court:	9
4.0 HANDLING EMERGENCY PROCEDURES	10
4.1 INTRODUCTION	10
4.2 IN AN EMERGENCY	10
4.3 THREAT OF VIOLENCE	10

4.3.1 Initial Steps	10
4.4 PHYSICAL THREATS	10
4.4.1 General Guidelines:	10
4.4.2 Intoxicated individuals, bullies, & malcontents:	11
4.4.2 Armed intrusion or hostage-taking:	11
4.5 POWER OUTAGE	11
4.6 Hazardous Material/Toxic Spills:	12
4.6.1 HAZMAT PROCEDURES:	12
4.7 THREATENING MESSAGES	12
4.7.1 Telephone Call:	12
4.7.2 Message on your Computer:	12
4.7.3 Threatening Letter:	12
4.8 SUSPICIOUS PACKAGE	12
4.8.1 A SUSPICIOUS PACKAGE/ENVELOPE MAY HAVE ON EOR MORE OF THE FOLLOWING CHARACTERISTICS:	12
4.8.2 What to do if a package looks suspicious and you cannot verify the contents with either the addressee or the sender:	13
4.8.3 What to do with packages or envelopes containing unknown substances:	13
5.0 EMERGENCY PROCEDURES	13
5.1 MEDICAL EMERGENCY – FIRST AID	14
5.2 FIRE PROCEDURES	14
5.2.1 If you discover smoke or fire:	14
5.2.2 Be Prepared:	14
5.3 BOMB THREATS	14
5.3.1 If you receive a bomb threat:	15
5.3.2 Questions to ask the caller:	15
5.3.3 Identifying characteristics:	15
5.4 COMMUNICATION	15
5.4.1 RADIOS	15
5.4.2 CELL PHONES	15
5.4.3 PUBLIC ANNOUNCEMENTS	16

5.5 ACCREDITATION	16
5.6 LOST/FOUND CHILDREN	16
6.0 Appendix A – Site Map	
6.1 Security Schedule	17
6.2 Appendix E – HOUSE POLICIES	20
6.3 Appendix F – PERFORMER LINE-UP	21

1.0 Introduction

This document contains the step by step procedures to be followed in the case of an emergency occurring during the 2026 edition of the Ottawa Jazz Festival.

1.1 Background

The Ottawa Jazz Festival was founded in 1980 and is one of the largest jazz festivals in Canada. It is an outdoor music event held annually in June over a two-week period. The event is held primarily at Confederation Park located in downtown Ottawa, across from City Hall. Internationally recognized artists perform on several stages indoors and outdoors, day and night. The event is accessible by a paid admission ticket system. Other venues include; The National Arts Centre, Marion Dewar Plaza, Mercury Lounge, and La Nouvelle Scène.

1.1.1 2023 Dates

Thursday, June 18th to Sunday, June 28th 2026

1.2 Alcohol Service

The festival applies for a Special Occasion Permit to sell/serve alcohol each year issued by the Alcohol and Gaming Commission of Ontario. The licensed premises operate between the hours of 12pm and 12am EST. All alcohol volunteer Servers, Supervisors and Security Team Members are certified in the accredited Smart Serve Responsible Alcohol Beverage Service Training Program.

1.3 Site Layout

A festival map is provided in the appendices. The main site has permanent boundaries or is fenced on all sides. There are 6 access points illustrated on the map;

- Main Entrance – Laurier Avenue
- Gate 2 – Corner of Laurier and Elgin
- Gate 3 – Elgin Street at Slater
- Gate 4 – Stairway leading down into Confederation Park from Slater
- Gate 5 – NCC Driveway NE side of park
- Gate 6 – Access to backstage area

The main site at Confederation Park has a stage located at the NE end of the park. Food and merchandise vendors are located at the SW end. There are two alcohol service tents in the main stage area, one on the North side and one on the South side. There are several portable toilets located throughout the site.

2.0 Contact List

2.1 Event Staff

Executive Producer – Petr Cancura / 613-986-2010

Operations Manager– Chris Elms / 613-277-5003

Volunteer Co-ordinator - Sharon/ 613-620-8576

2.2 External Parties

Security Director, 3D Security – Scott Hill / 613-884-6207

...

3.0 EVACUATION PROCEDURES

3.1 CONFEDERATION PARK EVACUATION PROCEDURES

All Evacuation Procedures should be followed in accordance with the Site-Map enclosed at the end of this document.)

3.1.1 STAGES OF AN EVACUATION

Should an evacuation be required as determined by the Executive Director or designate a three stage evacuation process begins:

All venues will be equipped with walkie-talkies, and will have maps posted with the evacuation route appropriate for each location.

STAGE 1 – EVACUATION ALERT

Emergency team will announce over the radio that there is a risk of the potential need to evacuate. Your coordinator or team leader will make sure you are informed.

Information will be provided to you about the nature of the dangerous emergency situation.

Although you may have time to prepare, conditions may change quickly and evacuation orders may be given with very short notice.

STAGE 2 – EVACUATION ORDER

When the order is issued, you must evacuate your area immediately. At each location Festival Staff and volunteers should do their best to help patrons exit the grounds as they leave. Two separate designated teams will then be sweeping the park to remove any patrons missed in the initial evacuation.

One team will sweep the Bowl Area and escort patrons out Gate #1 (directly out onto Laurier St.), and the other team will sweep the Concession Area and escort patrons out Gate #2. (out onto the corner of Laurier St. and Elgin St.).

These two teams will be the last of the Jazz Festival staff and/or Volunteers to leave the grounds.

Once your evacuation duties are completed, meet your team leader at your designated area near City Hall or the NAC to receive updates.

Returning to your area will be restricted while the Evacuation Order is in effect.

Do not go home unless your team leader has agreed. Your assistance may still be needed.

STAGE 3 – ALL CLEAR

Once the danger has passed, you will be allowed to return to the area previously evacuated. However, the danger may return and an Evacuation Alert or Evacuation Order may be issued again.

Evacuation procedures will vary depending on your venue or role within the park. Please ensure you are familiar with the procedures specific to you.

Those procedures will be posted in your tent, trailer or sign-in location. Following these procedures will assist the festival in the safe and orderly evacuation of the park.

While all gates will be available for use in an evacuation, Gates #1 and #5 will be the primary gates that will be used to empty the park. Both those gates are fairly level, wide and are the closest to shelter at City Hall or the National Arts Centre - which may have to be used as a point of refuge in certain conditions. All gates will be properly labeled on both sides.

3.2 EVACUATION PROCEDURES: MAIN STAGE

1. In the event of a power outage the Executive Producer or designate makes the final decision on calling the show. In the event of a temporary outage the stage will be cleared of all non-essential personnel. The Artists will be escorted to the Artist trailer where they can wait with the Artist Liaison until the course of action has been determined.

2. In the event of a more serious situation such as extreme weather or a bomb threat (where the park needs to be cleared). The Artists, Stage Volunteers and all other festival staff will exit the park through the Stage Exit towards the canal.

3.3 EVACUATION PROCEDURES: OLG STAGE (FESTIVAL PLAZA)

1. In the event of a temporary power outage affecting the OLG Stage the Executive Producer or designate makes the call regarding the show. (Non-essential personnel and the Artists should be cleared from the area).
2. If the OLG Stage is affected by a longer power outage, again the Executive Director or designate will make the decision on canceling the show.
3. As with the Main Stage the OLG Stage will clear the area of the Artists, Volunteers and Festival Staff. With Extreme Weather – City Hall will be the refuge point for Festival Staff, Volunteers and Artists.
4. Festival Plaza is the rally point for the Festival Staff and Volunteers, OLG Staffers are to make sure they clear the tent and wait until the rest of the Festival Staff and Volunteers are accounted for from Confederation Park.

3.4 EVACUATION PROCEDURES: GOLD CIRCLE

1. The tent supervisor will place all money in the evacuation envelope provided and take this and your radio with you.
2. Direct the patrons to exit the park through Gate # 5, and gather at the back entrance to the National Arts Center.
3. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given, escort the patrons back to the Gold Circle.
4. REMAIN CALM.

3.5 EVACUATION PROCEDURES: BEER TENT ONE

1. The tent supervisor (designated by Chris Elms), will lock the refrigeration unit and place all money in the evacuation envelope provided and take this and your radio with you.
2. Direct festival patrons in queue to exit through Gate #1 Laurier Street Close and secure the front of the tent. Gate #1 is the closest gate to the bowl area and a wider exit.
3. Volunteers and staff will exit the park through Gate #5. Back gate and gather at the back entrance to The National Arts Center. Follow the instructions of the festival emergency team.
4. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given return to the Beer Tent.
5. REMAIN CALM.

3.6 EVACUATION PROCEDURES: BEER TENT TWO

1. The tent supervisor (designated by Chris Elms) will lock the refrigeration unit and place all money in the evacuation envelope provided and take this and your radio with you.

2. Direct festival patrons in queue to exit through Gate #1 Laurier Street Close and secure the front of the tent.
3. Exit the park through Gate #1. Laurier Street exit and gather at City Hall. Follow the instructions of the festival emergency team at City Hall.
4. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given return to the beer tent.
5. REMAIN CALM.

3.7 EVACUATION PROCEDURES: MEDIA AND TRANSPORT TRAILERS

1. The trailer supervisor will turn off all computers. Lock and secure trailer.
2. Direct all media, volunteers and staff to exit through Gate # 5 the Canal and gather at the NAC. Follow the instructions of the festival emergency team at the NAC.
3. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given, return to your trailer.
4. REMAIN CALM.

3.8 EVACUATION PROCEDURES: VIP

1. Escort guests out of the VIP area and out of Gate #1, to City Hall.
2. REMAIN CALM.

3.9 EVACUATION PROCEDURES: ADMIN TRAILER

1. The trailer supervisor will secure all money in the safe.
2. Lock and secure trailer doors. Direct all volunteers and staff to exit through Gate #5 - Back gate and gather at the back entrance to The National Arts Center. Follow the instructions of the festival emergency team.
3. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given, return to your trailer.
4. REMAIN CALM.

3.10 EVACUATION PROCEDURES: MAIN BOX OFFICE

1. The tent supervisor will store and secure all printed tickets and debit/credit card terminals in the lockable deck box – which is locked and left behind at the tent.
2. Have each volunteer dump their money, credit card slips and tickets into a plastic bag, seal it and give it to their supervisor.

3. The tent supervisor will place all money in the provided tamper evident envelope. This is then taken by the tent supervisor to the designated rally point.
 4. Direct any patrons in queue to exit through Gate # 1 Laurier Street and gather at City Hall. Follow the instructions of the festival emergency team at City Hall.
 5. Remain at this location until the all clear is given or otherwise directed by the emergency team. Once the all clear is given, return to your tent.
6. REMAIN CALM.

3.11 EVACUATION PROCEDURES: SOUVENIR

1. The tent supervisor will secure their debit/credit machine and then the money in the tamper evident envelope provided.

This and their radio are then taken with them. When leaving the tent is secured.

2. Direct any patrons in cue out Gate #1, which is the Souvenir Booth's assigned exit.
3. The Souvenir Staff is to assemble at City Hall with the rest of the Volunteer Staff.
4. Remain at this location until the all clear is given to return to the tent.
5. Remain calm at all times.

3.12 EVACUATION PROCEDURES: CLEARING THE SITE

Each tent has an established evacuation procedure, what's included below concerns the clearing of Jazz Festival patrons from the Festival Grounds. The determination to evacuate will have already been made by the Executive Producer or designate for this plan to go into effect.

Site Volunteers: Those who are on shift at the time of an evacuation will divide into two predetermined groups, each headed by a Team Leader. The Teams consist of the Bowl Area Team and the Food Court Team. Team members will accompany the Team Leader who will be in charge of issuing the instructions to leave through their bullhorn.

Bowl: In the event of the evacuation order being given the Bowl Area Team will meet beside the Gold Tent. The Bowl Area Team Leader armed with a bullhorn will deal with the evacuation of the bowl area, aided by the other members of their team. They will ensure the Gate #1 is used and the area is cleared in a calm and effective manner.

Food Court: In the event of the evacuation order being given the Food Court Team will assemble at the fountain in the Food Court area. The Food Court Team Leader will have a bullhorn as well, and they will direct their team to clear the Food Court area out the appropriate exits, in a calm and effective manner. This team will ensure the Gate # 2 exit is used. In both cases the Teams will clear their assigned area to

the best of their ability and bring any situations of note to the attention of Operations. The Site Volunteers then exit their correct gate and assemble at City Hall.

The chief function of those Festival Staff and Volunteers manning the Box Office in an evacuation; will be to secure the barriers and provide an unobstructed exit out of Gate #1 onto Laurier Street. Site Volunteers will be assisting the Volunteers in charge of the road/ramp closures in getting volunteers and patrons across the street.

All gates will be used in the event of a complete evacuation, but Gates #1 and #2 are the two primary exits due to their location closest to City Hall.

4.0 HANDLING EMERGENCY PROCEDURES

4.1 INTRODUCTION

This guide is an overview of the emergency preparedness plan for the Ottawa Jazz Festival and its primary location in Confederation Park.

This guide will familiarize personnel and volunteers with basic emergency response procedures. By increasing the state of readiness and the response capabilities to emergency situations, we minimize the confusion and response time.

Whatever the emergency situation may be, act to the best of your knowledge and never needlessly put yourself in danger.

4.2 IN AN EMERGENCY

Stay Calm, Think Clearly and Act Decisively and call the Security Control who is Scott Hill, phone number: 613-884-6207

Address questions or concerns regarding emergency operations to Operations Manager Chris Elms: 613-277-5003

Information regarding Emergency Procedures is at the festival's website: ottawajazzfestival.com – look for the Emergency Procedures tab.

4.3 THREAT OF VIOLENCE

A threat of violence is a situation in which an individual is threatened verbally, physically or by any other means that violates physical or psychological well-being. These situations can occur between staff, volunteers, visitors, vendors, artists, and their staff reps.

4.3.1 Initial Steps

- Contact your supervisor or manager
- Stay clear of the area

If there is physical violence, call the Security Control Centre at TBD who may or may not call the Ottawa Police at 911.

4.4 PHYSICAL THREATS

Remain calm at all times. Stay focused, stay safe.

4.4.1 General Guidelines:

- Do not antagonize the individual(s)
- Follow instructions and be alert
- Avoid being hostile

If there is physical violence, call Ottawa Police at 911.

Volunteers who brought cell phones may be enlisted to dial 911; however Volunteer Team Leads will be equipped with walkie-talkies and will alert Operations who will phone 911.

4.4.2 Intoxicated individuals, bullies, & malcontents:

- Do not confront the individuals and do not attempt to remove them yourselves
- Should you be alerted to a fight that is in progress between individuals – do NOT try to intervene. In this case alert Operations and the Police. Treat as similar to an armed intrusion below
- Call Operations Manager, Chris Elms immediately at 613-277-5003. A listing of back-up's and contacts to the normal assigned positions will also be available
- Chris will assess the situation and determine if Security needs to be involved
- In the instance that Security is needed, Chris will radio Security directly and they will arrive to ask the individuals to leave
- If they do not leave willingly, Security will call police and ask that they be removed
- Security will remain with the individual(s) until Police arrive

4.4.2 Armed intrusion or hostage-taking:

- Leave the area immediately, if you are able and in a safe position to do so, phone the Police at 911.
- Warn others in the immediate area of the danger and prevent anyone from entering the area.
- If you are unable to leave the area, barricade yourself in the most secure place available.
- Keep calm and do nothing that will attract the intruder's attention.
- Notify Security/Operations, after you've phoned the Police.

4.5 POWER OUTAGE

If there is a power outage, it may be something short-term or something longer term in nature. What to do will depend greatly on the length of the outage. Have your Shift Supervisor check in with Operations and follow Operations instructions.

- Stay calm.

- If it is safe to do so, stay at your post – further instructions will come from Operations regarding
- Procedure.
- Make sure that all electrical equipment (computers, electrical appliances and so on) are turned off.
- Use flashlights for lighting. They'll be available in a marked location in each venue
- If there is an evacuation, follow directions from emergency personnel.

4.6 Hazardous Material/Toxic Spills:

Hazardous Materials (HAZMAT) or toxic spills can be liquids, solids, or gases. Contact with some chemicals can cause serious injury or even death.

All containers should be labeled with the contents and any possible hazards it presents. If the contents of the container are unknown, treat them as hazardous and phone Operations. Spilled gasoline, a propane leak or spilled cleaning fluid are potentially a hazardous situation and should result in an immediate call to Operations who will advise.

4.6.1 HAZMAT PROCEDURES:

- Do not open, move or handle the item or spill.
- Isolate the item, area or spill.
- Evacuate patrons to a nearby safe area.
- Do not use cell phones near the item or spill.
- Contact Operations once you've done what's listed above.

4.7 THREATENING MESSAGES

4.7.1 Telephone Call:

- Immediate action: Note date, time, and other characteristics of the call as described in "Questions to ask the caller" in Bomb Threats.
- Contact Operations who will inform the police.

4.7.2 Message on your Computer:

- Immediate action: Do not delete the message. Simply close the email.
- Contact Operations who will inform the Police.

4.7.3 Threatening Letter:

- Immediate action: Save all materials, such as envelopes and containers. Avoid excessive handling of the letter, which might destroy evidence. Protect the letter, envelope and other packing materials by placing them in a file folder or plastic bag.
- Contact Operations who will inform the Police.

4.8 SUSPICIOUS PACKAGE

Bombs and biological/chemical/radiological agents can be delivered through the mail system. They may be delivered as a package, a regular envelope, or a hollowed-out book. Identifying these packages and dealing with them before they reach their intended destination is crucial to the public's general safety. All suspicious packages should be taken very seriously.

If a package looks suspicious and you cannot verify the contents with either the addressee or the sender: DO NOT OPEN IT.

4.8.1 A SUSPICIOUS PACKAGE/ENVELOPE MAY HAVE ONE OR MORE OF THE FOLLOWING CHARACTERISTICS:

- Unexpected
- Incorrect titles
- Misspelling of common words
- Rigid or bulky appearance
- Oily stains or discolorations
- No return address
- Excessive weight
- Protruding wires or tinfoil
- Strange odours
- Lopsided or uneven
- Excessive postage
- Titles but no names
- Foreign mail, Airmail,
- Special Delivery
- Restrictive markings
- (Confidential, Personal)
- Handwritten or poorly
- typed addresses
- Excessive wrapping

4.8.2 What to do if a package looks suspicious and you cannot verify the contents with either the addressee or the sender:

- Do not open, move, or handle it excessively.
- Isolate the package.
- Move to a nearby safe area.
- Do not use cellular phones in close proximity to the item
- Contact Operations.

4.8.3 What to do with packages or envelopes containing unknown substances:

- Try not to disturb the substance.
- If possible, isolate the package or cover it with a recycle container, coat, or other item close at hand.
- Contact Operations.

5.0 EMERGENCY PROCEDURES

An evacuation removes people from a dangerous environment. When the evacuation order has been given, please do the following:

- Stay calm.
- Follow instructions broadcast over the Public Address System or walkie-talkie, as you leave make sure your team helps others to safely leave the area.
- With your Volunteer Supervisor, go immediately to the designated assembly point, while evacuating your area, assist in clearing the patrons while you exit – the Volunteer Supervisor will then check-in with Operations, remaining at the assembly point until further notice. The primary assembly point for a Confederation Park evacuation will be Festival Plaza at City Hall, across from the Laurier Street gate. Volunteer Coordinators will be assigned to leave through the exit closest to their work site. For instance: Box Office, Beer Tent 2, Media, and Transportation will all exit at Gate #1. Other areas will exit at the assigned gates around the Park.
- Each location/site/venue will have a copy of the evacuation plan that’s specific to their area, posted for Festival staff and Volunteers to see. Each Volunteer Team Leader will be familiar with the Evacuation plan as it concerns their area, and will familiarize their team with the duties that will be required in the event of an evacuation.
- Be prepared.
- Determine in advance the exit nearest to your work location, and the route to get to it and your designated assembly area.
- Find another route you can use if your first route is blocked or unsafe.

5.1 MEDICAL EMERGENCY – FIRST AID

- Stay calm.
- Call 911 and then contact Operations but only after First Aiders have been summoned to the area of emergency.
- Ensure there is no danger to you or the victim and begin first aid treatment to the extent of your ability.
- Do not move an ill or injured person, unless it is essential for their safety.
- Comfort and reassure the victim.
- It’s never a bad idea to be prepared: All medical coordinators have training in First Aid, Cardio-Pulmonary Resuscitation and Automated External Defibrillator courses.

5.2 FIRE PROCEDURES

5.2.1 If you discover smoke or fire:

- Stay calm and if the fire presents an immediate physical danger phone Fire Services.
- If a small contained fire, use a nearby fire extinguisher and put out the fire, then contact Operations and report on the situation.
- If the fire is larger, leave the area and while remaining safe monitor the area to prevent other non-emergency personnel from entering.

5.2.2 Be Prepared:

- Find the location in advance of the fire extinguisher closest to you; the exit closest to your work location; the route you will follow to reach that exit; and your designated assembly point.
- Find another route you can use if your first route is blocked or unsafe.

5.3 BOMB THREATS

Bomb threats are usually made by telephone. The principal aim of a bomb threat is to disrupt operations, discredit the property owner or tenants, or undermine the morale of the employees. Each bomb threat must be taken seriously and measures taken to ensure the safety of all occupants.

5.3.1 If you receive a bomb threat:

- Be calm and courteous.
- Do not interrupt the caller.
- Obtain as much information as possible.
- Take note of the telephone number if displayed.
- Contact Operations.

5.3.2 Questions to ask the caller:

- What time will it explode?
- Where is it?
- What does it look like?
- Where are you calling from?
- Why did you place the bomb?
- What is your name?

5.3.3 Identifying characteristics:

- Sex, accent, voice, speech, diction, manner and estimated age.
- Was the voice familiar?
- Was the caller familiar with the area?
- Did you hear any identifiable background noises?
- What was the exact wording of the threat

5.4 COMMUNICATION

5.4.1 RADIOS

Festival staff and security will be equipped with multi-channel two-way radios on a frequency that is unique to the festival. When Ottawa Police Service staff are on-site they will be given a festival radio to use and will also have their own communication radios on a special paid duty channel.

Radio communication is to be kept short and simple whenever possible. Users of radios should be aware that many parties are sharing the channel and information is being transmitted to all parties. Also, professional communication is mandatory as patrons may be within earshot of the speaker microphones of the radio units.

5.4.2 CELL PHONES

The use of personal and company cell phones may occur in certain emergency situations. If there are issues with the radio communication devices, staff are to resort to the use of cell phones. Please see above for a list of essential phone numbers.

5.4.3 PUBLIC ANNOUNCEMENTS

The large video screens and audio equipment used for performances on the stages may be used for the communication of important messages. These messages are to be approved by the Executive Producer prior to their transmission.

5.5 ACCREDITATION

Event participants will be distinguishable by a colored bracelet. Bracelets are given in exchange for admission tickets at access points. The color of the bracelet will vary daily. This is a ticketed event and all patrons must show a ticket/wear a bracelet in order to maintain access to the site.

Festival staff will be recognizable by their festival T-shirts and/or printed laminate cards hanging from a lanyard from their neck.

Volunteers will be given VOLUNTEER T-shirts to be worn while on duty as well as a festival badge identifying them as a volunteer on a lanyard to be worn around their neck.

Security staff will be visible by wearing a red polo shirt with the company logo and word SECURITY on the chest as well as SECURITY across the back. All security will have a name tag on their chest as well. They will be wearing black pants/shorts.

Police will be in standard uniform including name tags and breast badges.

Artists, Media, and Vendors will all be given festival badges on lanyards to be worn around their neck while on-site.

5.6 LOST/FOUND CHILDREN

If a child is lost or found and is reported by a patron or turned over to staff/volunteers, they are to notify security immediately. At any time during the lost/found procedures the name(s) of the child/parents are not to be used over the radio or in any other form of announcement.

A description of the child should immediately be taken including and not limited to; name if available, age, gender, height, weight, information of other witnesses with child/parent, location where the child

was lost/found. Immediately after, a description of the child should be communicated over the radio so that all gates and other critical points are made aware. Security is to stay with the party until the issue has been resolved.

The rally point for lost/found child procedures will be the box office/information tent area located at the main entrance, Gate 1, on Laurier.

6.2 Appendix E – HOUSE POLICIES

HOUSE POLICIES

Alcohol Sale, Service & Consumption

- All patrons **must** be at least 19 years of age and **must** have valid, one-piece, government issued, photo identification
- Acceptable forms of identification include:
 - A valid Ontario driver's license with a photograph
 - Canadian Passport
 - Canadian Citizenship Card with a photograph
 - Canadian Armed Forces identification card
 - An LCBO BYID photo card
- Staff and Management reserve the right to refuse entry or service to any individual or party
- Individuals demonstrating signs of intoxication will not be allowed to enter or will be refused service and ejected from the premises
- Beverage alcohol containers are not permitted to be brought onto or removed from the premises
- Staff and Management reserve the right to inspect personal effects at any time
- The following behaviors are grounds for ejection:
 - Rowdiness, violent or aggressive behavior
 - Use or possession of illegal narcotics
 - Use of counterfeit currency
 - Vandalism or theft
 - Showing signs of intoxication
 - Engaging in conduct that may cause harm to yourself or others
 - Non-compliance with a staff request
 - Disobeying any house policy

Please Enjoy Responsibly!

Thank you for your cooperation,

6.3 Appendix F – PERFORMER LINE-UP
TBD. Please visit
OTTAWAJAZZFESTIVAL.COM

Appendix A - Schedule of Hours (Jazz Festival 2025)

Date	Confederation Park	Maron Dewer
Set Up		
2025-06-	Guard 1 – 2000-0800	
2025-06-1	Guard 1 – 2000-0800	
2025-06-1	Guard 1 – 2000-0800	
2025-06-12	Guard 1 – 2000-0800	
2025-06-1	Guard 1 – 2000-0800	Guard 2 – 2000-0800
2025-06-1	Guard 1 – 2000-0800	Guard 2 – 2000-0800
	Guard 3 – 2000-0800	
2025-06-15	Guard 1 – 2000-0800	Guard 2 – 2000-0800
	Guard 3 – 2000-0800	
2025-06-16	Guard 1 – 2000-0800	Guard 2 – 2000-0800
	Guard 3 – 2000-0800	
2025-06-17	Guard 1 – 2000-0800	Guard 2 – 2000-0800
	Guard 3 – 2000-0800	

2025-06-1		Guard 1 – 2000-0800	Guard 2 – 2000-0800
		Guard 3 – 2000-0800	
2025-06-		Guard 1 – 2000-0800	Guard 2 – 2000-0800
		Guard 3 – 2000-0800	

Date	Confederation	Hours	Marion Dewer	
June 2 2025 (Friday)	Supervisor	1630-0000	Gate 3	1800-0000
	Back Stage	1600-2300	Beer	1830-0000
	Gate 1	1700-2200	Overnight	0000-0700
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
	Overnight2	0000-0700		
June 2 2025 (Saturday)	Supervisor	1630-0000	Gate 3 Beer	1800-0000
	Back Stage	1600-2300	Overnight	1830-0000
	Gate 1	1700-2200		0000-0700
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
	Overnight2	0000-0700		

June 22 2025 (Sunday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Back Stage 2	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
Overnight2	0000-0700			
June 2 2025 (Monday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
	Overnight2	0000-0700		

June2 2025 (Tuesday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Back Stage 2	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent			
	Patrol			
	Overnight			
Overnight 2				

June 25 2025 (Wednesday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Back Stage 2	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
Overnight2	0000-0700			
June 26 2025 (Thursday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
	Overnight2	0000-0700		

June27 2025 (Friday)	Supervisor	1630-0000	Gate 3 Beer Overnight	1800-0000 1830-0000 0000-0700
	Back Stage	1600-2300		
	Back Stage 2	1600-2300		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent			
	Patrol			
	Overnight			
Overnight 2				

June 28 2025 (Saturday)	Supervisor	1630-0000	Gate 3	1800-0000
	Back Stage	1600-2300	Beer	1830-0000
	Back Stage 2	1600-2300	Overnight	0000-0700
	Gate 1	1700-2200		
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
Overnight	0000-0700			
Overnight2	0000-0700			
June 29 2025 (Sunday)	Supervisor	1630-0000	Gate 3	1800-0000
	Back Stage	1600-2300	Beer	1830-0000
	Gate 1	1700-2200	Overnight	0000-0700
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			
	Beer Tent	1800-2300		
	Patrol	1800-0000		
	Overnight	0000-0700		
Overnight2	0000-0700			
June 30 2025 (Monday) Teardown	Supervisor	1630-0000	Gate 3	1800-0000
	Back Stage	1600-2300		
	Gate 1	1700-2200	Overnight	0000-0700
	Gate 1	1700-2200		
	Gate 2	1700-2200		
	Gate 3			
	Gate 4			
	Gate 5			

	Overnight	0000-0700		
	Overnight2	0000-0700		
July 1 2025 CANADA DAY	Gate 1	1300-0000	Gate 3	1300-0000
	Gate 2	1300-0000	Overnight	000-0700
	Overnight	0000-0700		
	Overnight	0000-0700		
Teardown				

2025-07-02		Guard 1 – 2000-0800	Guard 2 – 2000-0800
		Guard 3 – 2000-0800	
2025-07-03		Guard 1 – 2000-0800	Guard 2 – 2000-0800
		Guard 3 – 2000-0800	
2025-07-04		Guard 1 – 2000-0800	Guard 2 – 2000-0800
		Guard 3 – 2000-0800	