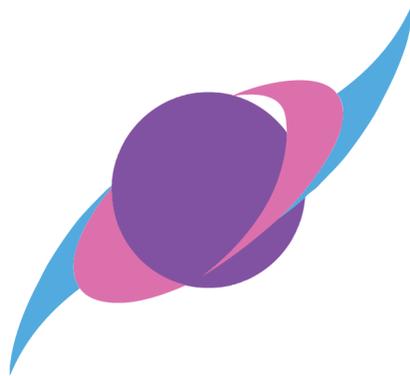


Trans Stellar Disaster Preparedness Plan



TRANS
STELLAR
FILM FESTIVAL

Created May 1, 2020

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Section 1. Preface

1.1. Purpose

The purpose of this document is to provide Trans Stellar Film Festival with an emergency preparedness plan.

1.2. Scope

This document shows the plans and activities necessary to maintain the operation of the film festival and ensure the safety of attendees.

1.3. Audience

The primary audience for this document are Trans Stellar Film Festival board members, other volunteer leadership, venue management, and any other stakeholders who want to familiarize themselves with this plan.

1.4. Referenced Documents

The following documents were used when developing this emergency plan and are referenced where appropriate:

- Cinema Detroit. 2020. "Emergency Preparedness Plan." Detroit, February 23.
- Department of Homeland Security. 2020. "Ready Business." *Preparedness Planning for Your Business*. Washington, D.C.: FEMA, April 7. Accessed May 1, 2020. www.ready.gov/business.
- Department of Homeland Security. 2020. "Ready Business." *Active Shooter*. Washington, D.C.: FEMA, April 22. Accessed May 1, 2020. www.ready.gov/active-shooter.
- Trans Stellar Film Festival Board of Directors. 2017. "Trans Stellar Film Festival Bylaws." April 25.

Section 2. Overview

Trans Stellar must implement a Disaster Preparedness Plan to ensure the safety of all attendees (viewers, organizers, and volunteers) during an event that renders our resources unavailable. To accomplish this goal, it is necessary to examine all potential emergencies that may adversely affect the festival and our guests.

This document provides procedures to recover the festival following a disruption. The following objectives are established for the plan:

- A. Maximize the safety of festival attendees.

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- B. Provide contingency operations via an established plan that consists of the following steps:
 - 1. Detection and Activation: assess the emergency, then activate the plan.
 - 2. Notification: alert attendees and filmmakers of the emergency and Trans Stellar Film Festival's course of action.
 - 3. Recovery: mend any damage and resume operations if possible.
- C. Ensure coordination with the theatre managers hosting the festival.

As Trans Stellar Film Festival does not own the theatre, the venue's Emergency Preparedness Plan is incorporated and referenced throughout this document.

2.1. Plan Assumptions

The rationale of this plan is predicated on the following critical assumptions:

- 1. The facilities where the festival will be hosted are located in Detroit, Michigan. All references "personnel" being unavailable or "facilities" being inaccessible refers to Trans Stellar Film Festival volunteers and the Detroit facilities where they perform their duties.
- 2. Key personnel, identified by Trans Stellar Film Festivals organizers, will be trained in their emergency response and recovery roles; they will be available to activate the plan.
- 3. Volunteers will have been sufficiently cross-trained to be able to perform critical tasks in the event of a disaster.
- 4. Preventive controls (e.g., generators, environmental controls, sprinkler systems, fire extinguishers, fire department assistance) are functioning at the time of the disaster and remain available following the disaster.
- 5. Potential causes of disruption addressed by this plan include:
 - Environmental emergencies (such as floods, tornados, or blizzards)
 - Mass power outages
 - Man-made disasters
- 6. This plan does not supersede or replace disaster recovery or business continuity plans that are more comprehensive. For example, it does not address:
 - City infrastructure providing attendees access to the festival
 - Building evacuation plans for theatres housing Trans Stellar Film Festival

Section 3. Mitigation

3.1. Festival Description

Trans Stellar Film Festival provides Michigan with the only LGBT+ focused annual film festival in the state. The festival and related activities provide minority filmmakers with the opportunity to exhibit their films, particularly LGBT+ and Queer filmmakers. Trans Stellar awards filmmakers monetary prizes each year to further the development and promotion of media arts created by disenfranchised minorities, thus fulfilling the purpose of the organization.

The two-day festival provides a safe space for attendees to create community, talk with filmmakers, and discuss the impact of the art presented. Additionally, the bi-annual “Film in a Fortnight” challenge provides newly minted artists the opportunity to create a short film and be featured at the festival, with one caveat: it all must be shot on a cell phone.

3.2. Trans Stellar Film Festival Priorities

During disaster recovery, the following have been prioritized as most important, in descending order:

1. Safety of attendees
2. Safety of premises
3. Equipment recovery
4. Film showings

3.3. Location of Operations

One factor affecting this plan is the location of the theatre hosting the event. The festival has been hosted at Cinema Detroit for the first four years and will be for the foreseen future. Please refer to the *Cinema Detroit Emergency Preparedness Plan*.

3.4. Documentation Procedures

It is the responsibility of the President of the Trans Stellar Film Festival Board to maintain this documentation bi-annually, with approval of the board, and ensure it is accessible to all stakeholders.

3.5. Planning

While a disaster may impact the Trans Stellar Film Festival organizers, it should not impede planning and virtual meetings and electronic communications are approved in the organizational bylaws (see Sections 12.3. Special and Emergency Meetings, 12.4.1. Quorum, and 12.4.3. Electronic Votes of *Trans Stellar Film Festival Bylaws*).

Section 4. Disaster

4.1. Environmental Emergencies

This section covers disasters likely to occur in Detroit, MI, such as floods, tornadoes, fire, mass power outages, and severe weather. Please refer to *Cinema Detroit Emergency Preparedness Plan*, as Trans Stellar Film Festival organizers will follow a venue's procedures during an emergency.

Trans Stellar Film festival does not host public events at venues without clearly marked maps and evacuation plans. Before each screening, attendees are instructed on the evacuation and shelter-in-place procedures and locations.

4.2. Man-made Disasters

This section refers to disasters such as poverty and acts of terrorism.

Trans Stellar Film Festival aims to be inclusive of people regardless of income. To ensure everyone has equal access to participation, filmmakers may request, for any reason of economic hardship, free submissions of their films by email. Moreover, as of 2019, festival attendees may pay-what-you-can to attend the festival.

Organizers follow the Department of Homeland Security's guidelines regarding Active Shooters or other Mass Attacks in Crowded & Public Spaces: RUN, HIDE, FIGHT. The venue's evacuation and shelter-in-place policies will fulfill these guidelines for all attendees (see *Cinema Detroit Emergency Preparedness Plan*).

Section 5. Emergency Contacts

This section is to be used to contact Trans Stellar Film Festival organizers and emergency resources during a disaster.

5.1. Trans Stellar Film Festival Points of Contact

In the event of an emergency, the organizers may need to be contacted. Please refer to the following list to resolve issues.

Primary Disaster Manager: Lauren Corneliussen, President of the Board — 810.844.0133

Secondary Disaster Manager: Hawthorn Stabler, Treasurer of the Board — 810.844.4401

5.2. Detroit Emergency Points of Contact

The following numbers should be used during a disaster, as needed:

DIAL 9-1-1 in an EMERGENCY

Wayne State University Police and Campus Safety — 313.577.2222

Neighborhood Police Officer, John Pinchum — 313.643.0897

Detroit Police Department Precinct 3 — 313.596.1909

Detroit Fire Department — 313.596.2920