



# Safe & Sound

## Collaborator's Handbook

THE MISSION	3
LAND ACKNOWLEDGEMENT	3
THE EVENT	3
COMMON QUESTIONS	3
EXPECTED ATTENDANCE	4
CAMPER'S PLEDGE	4
SECURITY	4
AUTHORITY	4
OPERATION HEADQUARTERS	4
ADMISSION TO EVENT	4
SECURITY & CAMPGROUND PROCEDURES	4
RESTRICTED ACTIVITIES & ITEMS	4
CULTURAL AND ENVIRONMENTAL IMPACT	5
ACCESSIBILITY	6
SAFE & SOUND RISK REDUCTION & EMERGENCY PLAN	7
HARM REDUCTION & HEALTH PROMOTION	7
ONSITE HARM REDUCTION PARTNERS RESOURCES - Educate Yourself about available Resources 2025.pdf	8
WILD Collaborative Harm Reduction Association	8
REES	8
HUU-AY-AHT HARM REDUCTION PROGRAM	8
COMMUNICATION & RADIO CODES	8
Type of Emergency	9
Level of Urgency	9
EMERGENCY PROCEDURES	9
Be Prepared	9
Crisis Response & Evacuation Procedures	9
CALLING AN EVACUATION ORDER	10
EMERGENCY EVACUATION PLAN & PROTOCOL	10
Emergency Kits	10
MEDICAL EMERGENCY - CODE BLUE	10
FIRE - CODE RED	10
LOST OR FOUND CHILD PROTOCOL - CODE AMBER	11
WHAT TO DO IF THERE IS A LOST CHILD	11
WHAT TO DO WHEN A CHILD IS FOUND	12
RECORD KEEPING & INCIDENT REPORTING FOR MISSING/FOUND CHILD	12
COMMUNICABLE DISEASE PLAN & PROCEDURE	12
DOCUMENTATION	12
Here is the Incident Report for all areas of care.	12
CONTACTS	13
SITE MAP	14
SCHEDULE	14

## THE MISSION

To hold an annual music festival at Pachena Bay that is a force of good for all that attend and live by. Pachena Bay Music Festival encourages a balanced approach to celebration and hopes to inspire wellness, education, and a deepened understanding of culture, the physical environment, and the vast array of wonders present at Pachena Bay and surrounding areas.

## LAND ACKNOWLEDGEMENT

We recognize the Huu-ay-aht First Nations' sovereignty and authority over their hahuułi [ha-houlthee] (territory), we honour their cultural heritage and tradition, and we give thanks to their Chiefs, their Council, and each of their members, with particularly deep gratitude to the beach keepers of Pachena Bay, for allowing us to spend time learning, being, and playing on their sacred land at Pachena Bay.

The festival expects you to support the Huu-ay-aht's request for ?iisaak [iisaak] (respect), ?uu?ałuk [uu-a-thluk] (taking care of), and Hišuk ma cáwak [hishuk ma tsa'wak] (everything is connected) during our visit. These values focus us on the importance of taking care of the environment, and recognizing the interconnectedness of all things, and are essential to promoting sustainability and preserving the natural world for future generations.

As guests in their territory, we are privileged to receive guidance from the Huu-ay-aht First Nations, and it is our duty to ensure that we leave the land and waters in an improved condition compared to when we arrived. Please be mindful to uphold this responsibility.

## THE EVENT

This is the fifth year of PBMF and the festival will be fairly similar to past renditions with our usual sprinkle of new environments, adventures, and entertainment that include educational and inspirational workshops, beach days full of games, more onsite food vendors, and three full stages of music in this unparalleled location.

With experience comes knowledge, and the teams that put the festival together are more assured about what guides us here as well as the standards we uphold for our mini community during our time at Pachena Bay. Please read, listen, be patient, and be a positive part of the co-creation.

Public Info and Camper's Handbook can be found on the website [Pachena Bay Music Festival Guide](#)

## COMMON QUESTIONS

Gates open at 10 am Friday, July 17, 2026.

The Festival ends, and everyone is packed up and gone by Monday 11 am July 20th

We have early entrance add-on tickets available beginning July 14th, 15th, or 16th.

Amplified music goes till 1:00 am Friday and Saturday night

Silent disco 1:00 am till sunrise Friday and Saturday night

Live Music Sunday until 12:00am.

General camping is tent camping only and is included in the weekend pass. Thursday evening at 8pm the gates to Downtown Zone will close to all vehicle traffic.

Silent disco headsets are rented separately. Only coordinators that have teams on duty will have a set available to them (and you need to let us know what you need asap) otherwise you need to RENT them through a link that we will provide you. Deposits of \$40 per headset are required.

## EXPECTED ATTENDANCE

We expect to be engaging and entertaining up to 1200 people during the event including guests, artists, volunteers, paid contractors, contributors, vendors, and ticketholders staying offsite, as well as residents of Anacala & Bamfield.

## CAMPER'S PLEDGE

Respect, trust, and consent are core values of Pachena Bay Music Festival. Cultural appropriation, disrespectful behaviours, and acting by ignorance will not be tolerated. We require everyone including guests, artists, volunteers, paid contractors, and vendors as well as residents of Anacala & Bamfield acknowledge that **by attending the event you are agreeing that you have read, understand and will follow the Camper's Pledge.** [PDF CAMPER'S PLEDGE - CODE OF CONDUCT.pdf](#)

## SECURITY

Security teams will be onsite 24 hrs per day for the duration of Pachena Bay Music Festival. From Thursday July 16, at 9am to Monday July 20, 2025 at 10am. Particular attention will be given to evenings/overnights and key areas that will require particular due care during the event including:

- Access - access to and out of the event
- General campground
- Beach
- Perimeter
- Parking
- Main Stage & Lock Up

## AUTHORITY

The event is held on property leased to Long Shot Events Inc. by the Huu-ay-aht Group of Business from July 13-22, 2026.

## OPERATION HEADQUARTERS

Headquarters for the event is located beside the Forest Stage at operations tent and is the main arena for festival staff including security and steps away from First Aid central.

## ADMISSION TO EVENT

Admission to the event is open to the general public and includes all ages. Entry to the site is conditional. Proof of ticket is required to enter the event site. Intoxicated individuals will not be permitted to enter. At the producer's discretion, bag searches can be conducted and any items that could cause harm to the common good will be confiscated.

## SECURITY & CAMPGROUND PROCEDURES

Everyone that will be attending is accounted for in our systems tracking. Individuals causing harm to the common good will be asked to modify their behavior, and removed from the site if non-compliant. The health authority, health unit, Alberni-Clayoquot Regional District, RCMP, Fire, and Emergency Services have all been notified that we will be hosting the event. All of which have been invited and some of which will be onsite during the weekend.

## RESTRICTED ACTIVITIES & ITEMS

To ensure the common good some common sense must be used! Restricted activities will result in order - correction, warning, ejection, ban, refer to arrest/authorities:

- Smoking in general areas
- Alcohol in general areas
- Minors in possession of alcohol
- Impaired guests
- Illicit drug use or possession
- Disrespect to the community or site (including self)
- Intimidation, Harassment, Bullying, or Assaulitive (verbal, physical, sexual) behaviours
- Damage to the community or site (including self)
- Theft or vandalism to the community or site property/ies (including self)
- Creating any type of fire risk
- Cultural appropriation, disrespectful behaviours, and acting in willful ignorance
- Possession of weapons
- Entering private/restricted areas without permission/authority

## Cigarettes, Alcohol & Drugs On Site

Smoking (including tobacco, cannabis, or vaping) and substance use (including alcohol) are not permitted in public areas. As per campground rules, alcohol and smoking are allowed only in private campsites. Please help us keep the main event areas safe and enjoyable for everyone. RCMP patrols this campground regularly.

<https://pachenabaycampground.ca/campground-rates-reservations-rules#rules>

## Weapons

Hopefully we don't need to remind you of this but there is zero tolerance for weapons of any kind.

## Lost, Confiscated, Or Damaged Items

The festival will not take responsibility to care for your items. Any lost items that have been found will be kept at the Box Office during the festival and donated or repurposed after the event is over.

## CULTURAL AND ENVIRONMENTAL IMPACT

Consider your point of perspective in relation to others and the environment. We all have different lived experiences and understandings and we hope that in gathering that we can co-create an arena in which we can all successfully thrive. Please take time to be informed about our expectations as well as the restricted items at our events.

### Culture

Respect for those allowing us to be guests to the community of Anacala is essential and we are grateful to be allowed to host events by the traditional and modern keepers of the land and the water. We encourage you to engage, ask questions, and most importantly listen.

### Personal Behaviour

Hate speech & hate behaviour are not acceptable at the event (or anywhere!). We embrace humans in all of their forms, abilities, cultures, identities including gender, language, origins, etc, and their affiliations. Communications, actions, gestures, symbols, or images representing hate (demeaning, insulting, belittling, humiliating, perpetuating and/or reinforcing pejorative ideas) will not be tolerated.

Please, if you see something, say something. Be brave and trust that inner feeling that says something is wrong here. Find security, first aid, harm reduction or any of our festival team members to aid in solutions and ultimately let the producers know when further action is required.

### Diversity

Humans are diverse in our makeup and when we gather together it is of utmost importance to create a feeling of belonging, in fact that is part of why we do what we do. Physical access to inherently safe spaces is critical for us to do our work and are all heavily considered in our site and operations plans. We are proud to intentionally host diverse lineups of both international and local performers and artists that are Indigenous, female, 2SLGBTQQIA+ and cultural minorities in our regions.

### Action & Education

We believe that by entering a communal space, we have a responsibility to uphold the values of that space. This year we are committed to creating a supportive, non-threatening environment that encourages open-mind-edness, respect, a willingness to learn from others, as well as physical and mental safety starting at the team level. We are creating better policy and procedures, participating in training, investing in communications systems, making room to share our voices and to listen, creating meaningful campaigns for the public, engaging the greater community in deeper and more meaningful ways, and ensuring that we invest in our team members with effective and thorough onboarding.

### MOOP (Matter Out of Place)

Please leave any MOOP items at home as we are guests in a sensitive environment. These include glitter, synthetic feathers & other costume items that may shed micro-garbage, glass, and non-biodegradable soaps & lotions. No single use items are allowed - please bring recyclable

containers and dishwares. Vendors will be equipped to support this. The legendary Trash Bandits will be onsite to help you fulfill your obligation to leave no trace and bring out what you brought in.

#### Travel & Parking

Please consider carpooling (and offering rides) as much as possible to lower our carbon footprint as well as help us navigate parking. The majority of parking will be done away from the main camping site with travel provided there and back by shuttle. There will be limited parking available within the campsite and only available to those with onsite car passes. Once you are in your site there will be limited options for in and out as the festival happens - speak with the Camper's Helpers so you know your options. Please read the [Getting Here Guide](#) for more info.

#### Water

There are bathrooms & showers onsite - please do not use water fill up stations as a personal clean up area and use the water wisely and with intention.

#### Wildlife

Wolves, cougars, small animals, birds, various marine life as well as our famous bear and whale visits are part of the natural landscape of Pachena Bay. Please keep your food and garbage minimized and contained.. If you experience wildlife please be respectful and stay safe and maintain a safe distance. Visit the Parks Canada website for more info [Top tips to respect wildlife and stay safe - Travel tips and ideas.](#) & [Fisheries & Oceans Laws for Watching Marine Wildlife.](#)

#### The Beach

The beach is operated by Parks Canada and below the high tide line at Pachena Bay is a protected marine ecosystem. It's a park and its public domain, with that ALL provincial park rules apply and must be respected and followed. Do not walk up the Pachena river to the village of Anacala as it's private land and you will be ejected from the festival.

#### Fires

Communal fire pits might be provided (and controlled) by the event, but this is weather dependent. Propane fire pits, bbqs, and camp stoves are allowed as per BC Wildfire Act [A Guide to Campfires and Outdoor Stoves](#)

#### Glass

No glass is allowed onsite including mirrors, beverage containers, decorative items in order to protect visitors to the site during and after the event. Please transfer your items to reusable containers.

### ACCESSIBILITY

Our event is open to all and we strive to provide the opportunity for you to join us. We would like to note that this is not a particularly accessible venue in that it takes place on the wild west coast; rugged terrain, roots, rocks, sand, mud, etc are all something to be expected. That being said, there are clear pathways between family/quiet camping and the main stage area. We are hoping to do some accessibility mapping and videos this year to support these efforts. Please contact us at [admin@pachenabaymusicfestival.com](mailto:admin@pachenabaymusicfestival.com) to help us ensure that you have your best event.

#### Site

Entrances - all entrances will have camper's helpers to advise you on best options.

Seating - Seating at our events is self actioned. Please bring what you need. If you require specific support please contact us.

Washrooms - Accessible washrooms will be onsite and clearly marked on both the exterior and in our site maps.

Quiet Camping - Quiet camping has a variety of supports including opportunities to plug in equipment, accessible washrooms, and areas for parking.

Chill Zone - We have a chill zones available for those looking for a calm moment.

## Assistance

Support workers are eligible for a free ticket. Please contact us at [admin@pachenabaymusicfestival.com](mailto:admin@pachenabaymusicfestival.com)

## Support Animals

Support animals are allowed as per [provincial regulations](#). Unfortunately, we are unable to accommodate companion, therapy or emotional support animals other than those that have been registered through our ticketing system and vetted by our team. If given permission, please remember to take good care and clean up after your guest. Get in touch directly with [admin@pachenabaymusicfestival.com](mailto:admin@pachenabaymusicfestival.com) for more info.

## SAFE & SOUND RISK REDUCTION & EMERGENCY PLAN

Ensuring that our guests are Safe and Sound is of the utmost importance to us. We have a series of protocols put in place to handle any situation that may arise. We hire the best security teams available and they will be onsite throughout the event. We work closely with the RCMP, Fire, and Ambulance Departments, and Government agencies ensuring our systems meet all recommendations, policy, and procedures required. Our event is fully insured. This plan includes Harm Reduction, Lost or Found Child, Communicable Disease Plan, and Medical, Fire, Extreme Weather Emergency. All existing campground rules apply <https://pachenabaycampground.ca/policies/>

## HARM REDUCTION & HEALTH PROMOTION

The producers are committed to harm reduction (minimizing harm as it relates to substance use and sexual activity) and it plays a central role in the overall planning of our events. All persons will be provided access to information, education and a place to seek refuge within our capacity including illicit substances, harassment, sexual misconduct, or abuse. We strive to support you in feeling empowered, safe, and confident in your decision making around your wellbeing. Areas of support are:

### Safe Consumption

Drug Safety information will be available at the event in the Harm Reduction Zone. If you are considering "illicit substances" please consider using the "Vancouver Island Drug Checking Project out of UVIC" before the event [Vancouver Island Drug Checking Project](#). Fingers crossed they will be back onsite with us in 2026!

### Consent & Respect

We campaign and support growing the culture of consent. Starting with humility and respect, practice your listening skills, get clarity, ask questions, embrace shifts in knowledge and power dynamics, and practice getting a little out of your comfort zone! Consent requires awareness and information to enable informed choices. Make sure you are communicating clearly and respectfully, paying attention to nonverbal cues — silence is not consent. Ultimately remembering consent is: Freely given, reversible, informed, enthusiastic, specific, ongoing, and mandatory!

### Awareness

We all seek balance in our aloneness and togetherness and sometimes we find ourselves outside the pack. We ask you to use your situational awareness and your instincts to support safety while we gather in this remote location. Watch out for your fellow campers, help someone in need, or find a Camper's Helper to assist!

### Hydration

Water, water everywhere. Get it in your body! We have a few water filling stations available throughout the festival and we advise you to bring non glass containers to fill up.

### Food

One of the biggest issues at this event is hungry humans. Please feed yourself! If you find yourself without sustenance we will have snacks available at Harm Reduction.

### First Aid

Both contracted and volunteer First Aid will be onsite for the duration of the event July 16-20, 2026 with emergency transport vehicles and necessary supplies to stabilize and transport. As part of our emergency plan we also incorporate 911 for heli-evacuation and/or boat if required. Please wear proper

clothing and footwear and plan on many fabulous layers to your outfits and extra to change into to support less incidents. [Minimum First Aid Requirement prescribed by ActSafe](#).

#### Sanctuary Zone

Located in the Harm Reduction Zone and is monitored by our Harm Reduction team.

#### Sobriety Support

We are committed to providing opportunities to engage in sober activities and conversations throughout the festival.

#### Getting Home Safe

Please plan for a well organized trip home. Consider having a well rested, sober driver and copilot designated for your drive out.

#### Reporting

We value and respect you and your right to privacy. We give you as much control as possible over the processes and actions that are taken on your behalf. All complaints, incidents, or disclosures will be collected via the [Incident Report Form](#) and that information will be held confidential and secured. You can also report sexual violence through our third party partner [REES](#) via the online system. Any incident or request will be brought to the Harm Reduction/First Aid team, and the festival producers and due course will be conducted.

### ONSITE HARM REDUCTION PARTNERS

 RESOURCES - Educate Yourself about available Resources 2025.pdf

#### WILD Collaborative Harm Reduction Association

We are a peer-led and peer-run harm reduction team on Vancouver Island that will be helping to keep people safe this summer. They work to shift the way communities talk about and engage in harm reduction measures and harm reduction philosophies through anti-stigma education, event based services, and systems change initiatives. Wild's vision is to create informed conversations and behaviors around safer substance consumption and harm reduction initiatives grounded in evidence-based, non-judgmental, and trauma-informed best practices.

#### REES

Pachena Bay Music Festival has partnered with REES (Respect, Educate, Empower Survivors) to provide online reporting for unwanted sexualized behaviours. REES allows festival-goers, performers, staff and volunteers to Create a Record of the incident and share it with festival organizers. REES also provides information about community-based resources such as sexual assault centres, healthcare, and other support services. REES can be accessed online at any time, year-round. Go to <https://www.reescommunity.com/festivals/> and select Pachena Bay Music Festival from the drop-down list.

#### HUU-AY-AHT HARM REDUCTION PROGRAM

This initiative aims to integrate traditional knowledge, community engagement, and modern harm reduction practices to foster a culture of wellness and respect. A primary component of this initiative is the engagement of cultural safety plans from the Huu-ay-aht First Nations (HFN), who will provide, guide, and teach culturally appropriate ways of engaging harm reduction practices within the festival framework.

### COMMUNICATION & RADIO CODES

#### BASIC CALL LANGUAGE

CALL the Team or person's name x 2 and then say your own. ie. Ops, Ops, Transport  
REPLY is Go for and your name. ie. Go for Transport

#### CHANNELS

Channel 1 - Festival Operations - call on this channel and then move over to specific channel

Channel 2 - First Aid / Harm Reduction / Security - when dealing with any areas from this realm never use names on the radio (just relevant information)

Channel 3 - Camping / Traffic / Parking

Channel 4 - Artist Relations, Box Office, Backstage, ArtistTransport

Channel 5 - Discussion Used for longer discussions, when in person or cell is not available. After

initial contact is made, say “please switch to discussion channel 5”. Wait 5 seconds to ensure there is not another conversation happening. Remember to switch back to your channel after the discussion is complete.

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## RADIO CODES

### Type of Emergency

*Code Black (Evacuation)* - Radio Silence. Stop. DO NOT CALL THIS CODE. This code will only be called by the Producer or the security team. Standby for direction.

*Code Amber (Missing Child)* - Missing child. DO NOT CALL THIS CODE. This code will only be called by the Producer or the security team. Stay off the radio and wait for instruction.

*Code Red (Fire or other Extreme Weather Emergency)* - Confirmed Fire or other Extreme Weather Emergency. Give location, details eg. size of fire, spread rate, nature of fire (gas, structure)

*Code Mayday/White*: Crew in immediate danger.

*Code Blue*: Medical Emergency

### Level of Urgency

1: Non Emergency requiring assistance.

2: Medical Emergency, needing some prioritization

3: Serious Emergency requiring immediate assistance.

**Radio silence is required during any code until provided the all-clear.**

Please refer to [RADIO COMMUNICATION PROTOCOLS](#) for more info.

## EMERGENCY PROCEDURES

In the event of a widespread emergency such as an earthquake or a tsunami you should follow protocol and adjust accordingly. We are working with ActSafe, the community, first responders, and other festivals in the province to develop a more robust Extreme Weather Protocol so stay tuned for this.

Currently we follow the Bamfield Community Emergency and Disaster Plan which can be reviewed here

<https://www.acrd.bc.ca/dms/documents/emergency-planning/2019bamfieldemergencyplan.pdf>

The community's Provincial Emergency Plan has three command centers set up in town that will become active in the event of a community wide emergency. The command centers for Bamfield are the fire hall on the east side, the fire hall on the west side, and the House of Huu-ay-aht in Anacala/Pachena. Festival Operations will communicate with Emergency Services at these command centers and await further community directives.

### Be Prepared

Incidents can be prevented or lessened by being prepared.

- Team Training & Awareness - Know the plan
- Assign and publicize designated disaster leadership
- Clearly mark safety equipment
- Designate muster stations
- Ensure first aid attendants & volunteers have up-to-date training & supplies are fully stocked
- Assess any onsite risks

### Crisis Response & Evacuation Procedures

If the site needs to be evacuated:

- Remain calm.
- Ensure you are safe.
- Ensure others are safe
- Contact security and/or first aid immediately
- Security and/or First Aid will take charge of the situation. Assist only if requested.
- Find the closest exit to muster station at the Box Office.
- Provide assistance to others in reaching assembly areas.

- Do not go to the site of an emergency unless you are specifically requested to do so.
- Walk - do not run.

## CALLING AN EVACUATION ORDER

1. The Producer will notify Security and Operations that an evacuation is necessary.
2. Producer or Operations calls Radio Code Black.
3. All radios turn to Channel 2 (Security).
4. Await further instruction.

*Radio silence is required during any code until provided the all-clear.*

## EMERGENCY EVACUATION PLAN & PROTOCOL

1. Get to safety
  - a. Move to higher ground if there is a warning signal sounded (continuous Fire Hall alarm)
  - b. Get a head count as soon as possible
2. Establish communication - this is a full radio BLACK OUT, so you are just ensuring your systems are working.
3. Address any first aid needs
4. Establish order and operations
5. Establish shelter while awaiting instruction

*Muster Point for the event is the Box Office located 100m in from the main campground turnoff.*

## Emergency Kits

Emergency Kits will be onsite & cached that include:

- Copy Collaborators Handbook that includes the Emergency Plan
- Non-Perishable Emergency Food
- Emergency Water (4L Per Person, Per Day recommended)
- Emergency Blankets
- Batteries
- First Aid Kit And Medications
- Toiletries
- Garbage Bags
- Seasonal Clothing
- Whistle
- Radio
- Flashlight
- Phone Chargers
- Battery Bank

## MEDICAL EMERGENCY - CODE BLUE

The Operations Manager, Security, and First Aid will be onsite the entirety of the event and have high level training to respond to medical emergencies onsite. They will secure and stabilize individuals, provide treatment, and judge whether a higher level of care is required.

In the event of a medical emergency the order of contact is:

1. Onsite First Aid/Security/Harm Reduction Channel 2
2. Bamfield Health Clinic nurse: 250-720-6430, After hours: 250-728-3312, VHF: Ch 82
3. 911/Ambulance: 1 800 461 9911 Remote Loc
4. The Bamfield Coast Guard Station: 250 728 3322 VHF Ch 16
5. Tofino Coast Guard Radio: 250 726 7312 VHF Ch 22A VHF Ch 16
6. Royal Canadian Marine Search & Rescue - Joint Rescue Coordination Centre 1-800-567-5111 VHF Channel 16 (156.8 MHz) Call/Text \*16 or #727

## FIRE - CODE RED

Fire suppression equipment will be onsite throughout the campground and specifically at Operations Headquarters, the General Store, the Campground Office, and the Box Office.

In the event of a fire emergency the order of contact is:

1. Festival team
2. Major fires call 911
3. BC Wildfire Service 1 800 663-5555 toll-free or \*5555 on a cell phone.
4. Coastal Fire Centre (Parksville) 250 951-4222
5. Parks Canada (250) 728-3244
6. Bamfield Volunteer Fire Station is 7 kms away (250) 728-3433 (this is a volunteer unit and while notified of the event and having reviewed our plan may have limited support available.)

**Muster Stations:** for the event is the Box Office located 100m in from the main campground turnoff.

#### **LOST OR FOUND CHILD PROTOCOL - CODE AMBER**

This procedure applies to children 12 and under or vulnerable adults that are identified as such. Any other missing persons will be addressed by security.

All parents with children attending the event will fill out a contact form (online through the store at purchase) and be given an identifying wristband with parents contact information written on it. Guests at the event should be informed of the procedure in the introduction to the event and/or at the gates by signage.

Lost Child coordination will be done by operations lead Sean Kerrigan or producer Benjamin Howells OR security on shift at that time to ensure there is one informed point of contact.

#### **WHAT TO DO IF THERE IS A LOST CHILD**

If you find a child that appears to be lost, or are approached by guests asking for your help to find a child please use the following procedures:

1. Reassure the parent/guardian and wait with them for the Operations Lead, who is also our Lost Children's Officer, to come to your location. It is advisable to remain in the location the child went missing, in case the child returns to that location. Stay with the parent until directed otherwise.
2. Collect the following information:

- Who is missing? Include name, age, height, hair colour, eye colour distinguishing marks (and there location), wristband information.
- What clothes the child was wearing?
- Where was the child last seen?
- What direction the child was going in?
- Your location?
- To provide a recent photo of the child.
- The name of the parent/guardian
- Contact number of the parent/guardian

3. Report a Lost Child - Immediately radio the following details to the Lost Child Officer on Channel 2. All staff, volunteers etc that have radios on the same channel will hear this message.

The Operations Manager—is to relay this message to all other channels or send bulk/group SMS, including security staff and first aid and ask for people to respond and confirm that they have heard the message.

Announcements should be made over the PA system and the Stage Manager is responsible for ensuring that this is done.

4. Conduct the Search - If there are more than 2 adults with the child, then one should remain at the location where the child was last seen, the other(s) should join the search, reporting back regularly as agreed with the Lost Children's Officer.

People will be assigned in groups of two and assigned zones to search in a grid pattern. As we are located on the beach and forest please pay particular attention to these high risk zones. Zones will be tracked on the Operations Headquarters site map.

Search teams will report back by radio. Await further instructions at the zone. If the child is found, stay with the child and comfort them at the site. 2 people must be with the child at all times.

If a child has not been found within 10-15 minutes then the RCMP and Coast Guard should also be informed.

If the child is found the Lost Children's Officer is to be informed immediately and the lost child taken to the Operations Headquarters where the parent/guardian will collect them. The Operations Manager or Lost Children's Officer should radio to all channels to confirm that the child has been found.

5. Harm reduction should be engaged to address any trauma responses
6. All individuals involved in such events will proceed to Operations Headquarters to debrief.

## WHAT TO DO WHEN A CHILD IS FOUND

1. Collect information - If a child is found, staff/volunteers etc are to inform the Lost Children's Officer with the information supporting the identification of the child.
  - Who is found? (name, age, height, hair colour, eye colour distinguishing marks, and wristband information)
    - What clothes the child is wearing?
    - Where was the child last found?
    - Your location?
2. Stay with the child - at the point where he/she was found and engage a second adult to stay with you. The Lost Children's Officer will come to you. The Lost Children's Officer will stay at that location for 5 minutes to allow the parent/guardian to return, before taking the child to the Operations Headquarters.
3. Make announcements - The Stage Manager will make announcements over the PA system. Parents/guardians should be directed to the Operations Headquarters to wait for a child.
4. Identification - Parents/guardians need to show ID before a child is handed over. The Lost Children's Officer must be 100% accurate that the person is in fact a parent/caregiver before the child is passed over to them.
5. If the child's parent/guardian is not found in 20 minutes the onsite security are to be informed.
6. Harm reduction should be engaged to address any trauma responses.
7. All individuals involved in such events will proceed to Operations Headquarters to debrief.

## RECORD KEEPING & INCIDENT REPORTING FOR MISSING/FOUND CHILD

In case of a report of a lost child, or a found child, a detailed record should be kept in a dedicated folder, detailing:

- Time child was lost/found
- Description of activities undertaken to try and reunite parent/carer with child
- Time that child was reunited with parent/carer;
- Details of person who found child (if relevant);
- Name and Description of parent/carer and evidence of ID shown to reclaim child

## COMMUNICABLE DISEASE PLAN & PROCEDURE

PACHENA BAY MUSIC FESTIVAL is committed to providing a safe and healthy environment for our festival community.

PACHENA BAY MUSIC FESTIVAL will monitor public health information and be responsive to any further directives from the local medical health officer or provincial health officer. Any changes to prevention measures will be communicated to those affected through the Festival website.

The full Plan can be found here: [!\[\]\(eaac180de418db4eae4b4cefebda75e8\_img.jpg\) LSE COMMUNICABLE DISEASE PLAN & PROCEDURE 2024.pdf](#)

Health Region Website Links: [Island Health](#)

## DOCUMENTATION

Here is the [Incident Report](#) for all areas of care.

## CONTACTS

Please add these contacts to your phones: This list is in order based on the chain of command for emergencies. Campground Manager will be onsite and available for campground related assistance. More info will be added for the festival weeks.

### NEW INFO FROM COAST GUARD 2025

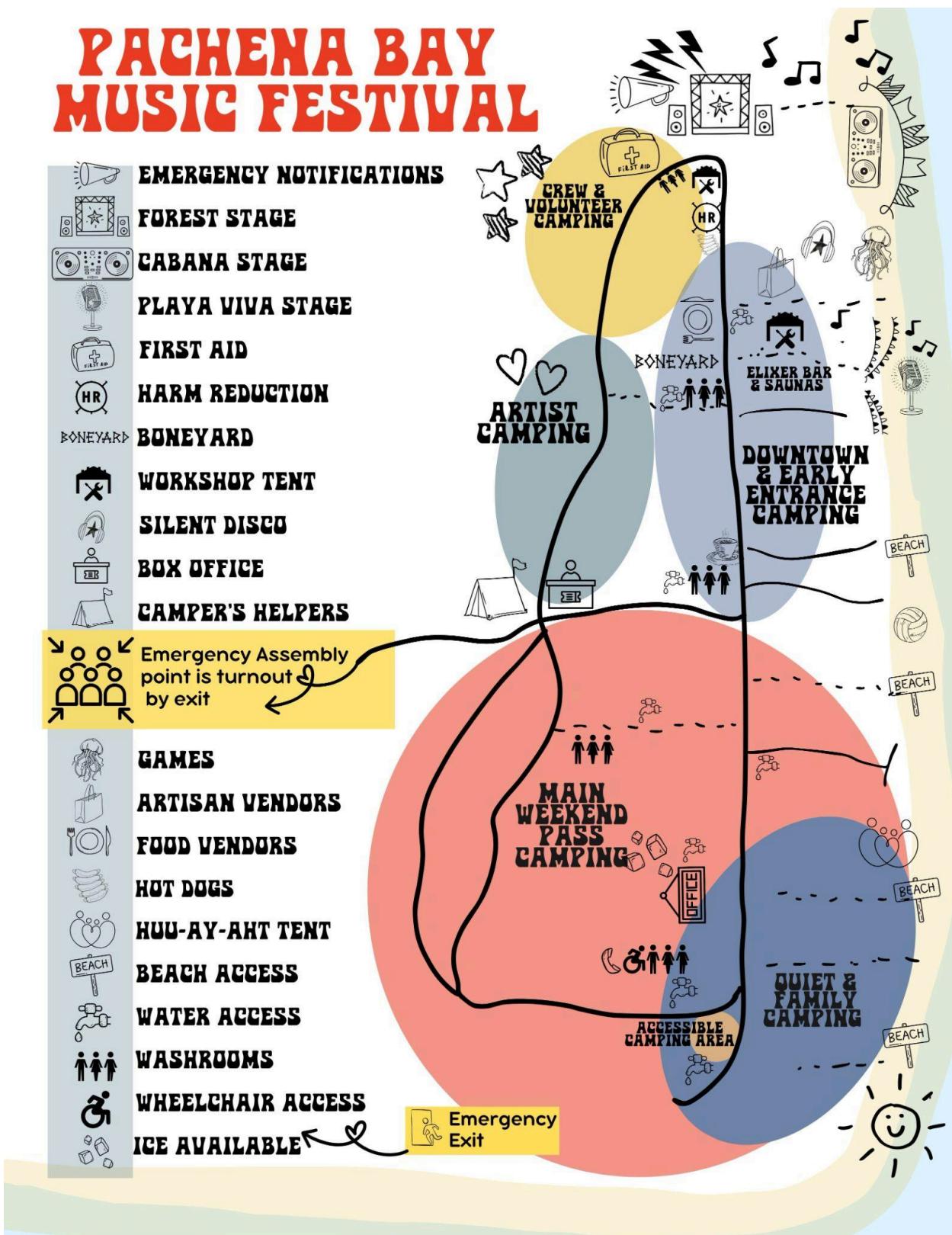
It is generally not recommended to contact the Bamfield Station directly if there is an emergency. 911 dispatch should be contacted – they will determine if a marine response is advisable and co-ordinate appropriate assets through the Joint Rescue Coordination Centre (JRCC) or land-based SAR. Alternately, JRCC for marine/ air emergencies can be contact by cell phone at #727.

For emergencies, Coast Guard radio can be contacted on VHF CH 16 and, if using a cell phone, at \*16.

If you wish to advise Coast Guard Radio of operations on the water, you can report this to the NAVWARN desk: 250-624-0313

Ben Howells	Owner, Producer, Operations Lead	(250) 650-5447
Kat Howells	Owner, Festival Curator & Admin	(250)218-8508
Dallas Stevenson	CAO & COS	(250) 897-2964
Vig Schulman	Creative Director, Stage Management, Artist Liaison	(250) 898-1056
Sean Kerrigan	Operations Lead	(250) 702-5681
Kaitlyn Nohr	Wild Harm Reduction - call in support	(250) 514-6841
Jess Baulkham	Wild Harm Reduction Onsite Lead	(780) 916-2053
Ryan Carlow	First Aid	1 672 324 1870
Michael Nelson	Camping Team Lead	(250) 221-1491
Sarah Johnson	Campground Management	778-421-2663 Ext.7
Bamfield Local	Parks Canada	(250) 728-3244
Ambulance		911
Bamfield Health Centre		250-720-6430 After hours 250-728-3312
The Bamfield Coast Guard Station		911
Coast Guard		VHF CH 1, cell phone *16
Royal Canadian Marine Search & Rescue - Joint Rescue Coordination Centre	JRCC for marine/ air emergencies	By cell phone at #727
Officer in charge weekend		(to be added week of)
BC Wildfire Service		1 800 663-5555 toll-free or *5555 cell
Coastal Fire Centre		250 951-4222

# PACHENA BAY MUSIC FESTIVAL



## SCHEDULE

To be added in April 2026.