

# Union County Fair Emergency Plan

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## Forward

The Emergency Plan implemented in this document is hereby established in an effort to safeguard lives and property in the event an emergency or other incident that may occur during the annual Union County Fair event.

## Definitions of Emergencies

- A. Emergency - A sudden, generally unexpected occurrence or set of circumstances demanding immediate action to protect life and/or property.
- B. Disaster Emergency - An emergency, which requires the use of resources, personnel, equipment, facilities, and/or operational procedures beyond those normally available.

## Types of Emergencies

- C. Potential emergency incidents during the Union County Fair may include one or more of the following:
  - 1. Natural Incidents (Severe storms, tornadoes, fires)
  - 2. Medical Emergency Incidents (Animal or Human Contagious Disease)
  - 3. Industrial or Transportation (Hazardous Materials incidents)
  - 4. Civil Disorder Incidents (Domestic conflict, Public terrorism, Wild Animal situations)
  - 5. Environmental (Structural collapse, Water or Electrical failure)

## Organizational Structure and Responsibilities for Emergencies

- A. Organization structure and position responsibilities

The organizational structure and line of authority for this emergency plan shall be as follows:

  - 1. The Union County Fair Board – Ultimately is responsible for the overall event and functions related to it. The Chairperson or the Chairperson’s designee, after consultation with the Board, and other officials deemed appropriate, may declare an emergency to cause the grounds to be evacuated or secured.
  - 2. To enact such a declaration, the Chairperson or his/her designee shall make a Declaration Announcement to all people on the fair ground, or in a defined affected area, by public address and word of mouth. In the absence of the Chairperson, the most senior Board member present shall assume the responsibilities of the Chairperson.
  - 3. Before the beginning of the Union County Fair, the Fair Board shall designate a shelter of protection from likely natural incidents and, if secured during the hours of the Fair, will provide a key for the designated shelter to a security agent or other person who will be on the grounds at all times. If the Fair Office is open for business, the key may be kept available in the Fair Office.

4. The Chairperson or the most senior member of the Fair Board will serve as initial Incident Command person in all emergency incidents or situations. Incident Command may be passed to the appropriate emergency response agency upon their arrival. At that time the original IC will become a part of the emergency response agency's unified command team. The Incident Commander will maintain communications with the Union County Law Enforcement dispatcher and appropriate security and public safety personnel.
5. The Incident Commander shall coordinate all efforts of the security staff and emergency personnel.
6. During a weather "WATCH" or observed/developing potential threatening weather, the Chairperson or Event Coordinator shall obtain weather advisories from the Emergency Management Coordinator, National Weather Service or other valid resource. Watch information shall be conveyed to those that need to know.
7. When a weather "WARNING" for the immediate vicinity is disseminated by the Emergency Coordinator, National Weather Service, local Spotter Commander or other valid source, the event shall be immediately postponed or cancelled. Fair attendees shall be advised where and when to take cover.
8. Board Members will assist the efforts of the Chairperson or Event Coordinator during emergency incidents.
9. Miscellaneous Assistance and Additional Resource Persons will be called depending upon special needs. (Law Enforcement, Fire, Ambulance, other City, and/or County public staff).
10. Law Enforcement will assist in maintaining the safety and welfare of all persons on the grounds during the event. They will function under the direction of their authority and will keep the Fair Incident Commander informed of all situations.
11. Fair Security Staff will assist in maintaining the safety and welfare of all persons on the grounds during the event. Fair Security staff will function under the direction of the Chairperson, his/her designee and the Incident Commander and shall assist in crowd direction and control to expedite a safe, prompt evacuation to shelter(s) or from the grounds.
12. Fire and Medical Emergency Personnel will assist in maintaining the safety and welfare of all people on the grounds during the event. They will

function under the direction of their departmental protocols and Fair Incident Commander during all emergency situations.

13. The Event Coordinator shall assume all liability and consequences of behavior if he/she refuses to postpone/cancel the event during a declared emergency.

### **Emergency Functions**

#### **A. Incident Command Center**

The incident command center for all emergencies will normally be the Union County Fair Office on the event grounds, unless otherwise directed by the Chairperson or the arriving emergency response agency. Communications with Union County Law Enforcement Center shall be maintained at this location

#### **B. Communications**

In the event an emergency is declared, the Chairperson or his/her designee shall promptly notify the Union County LEC by calling 911 and notifying all security personnel. Such notification shall take place prior to the announcement to the general public if possible.

#### **C. Emergency Public Information**

At the direction or with the approval of the Chairperson, a designated Public Information Officer (PIO) shall promptly notify the applicable news media of the emergency to assist in public notification. The PIO shall answer all follow-up inquiries from the news media regarding the situation.

#### **D. Fire, Law Enforcement and Emergency Medical Services**

All Fire, Search and Rescue, Law Enforcement and Emergency Medical Services shall be dispatched by the Union County Law Enforcement Center (911 Center). Union County Fair personnel and board members shall assist emergency responders, to whatever extent possible, in all emergency activities.

#### **E. Miscellaneous Functions**

When a Disaster has been declared, the Union County Emergency Coordinator shall coordinate all damage assessment, appropriate local government or public service agency and State/Federal assistance.

### **Lost Child and Information**

- A. The designated lost child recovery center will be the Union County Fair Office.
- B. The designated information center will be the Union County Fair Office