

Winneshiek County  
Fair Association  
Emergency Plan

2003

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## **Winneshiek County Fair Association Emergency Plan**

### **Forward**

The Emergency Plan detailed in this document is hereby established in an effort to safeguard lives and properties in the event an emergency or incident occurs during the annual Winneshiek County Fair events or other scheduled events on the grounds.

### **Approval**

Following a review of this plan and upon a resolution and vote this plan is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 2003

(Typed List Board members and signature lines)

## **Definitions**

**Board** – The members of the Winneshiek County Fair Association Board.

**Comm Center** – The joint communication center located at the Decorah P.D. / Winneshiek County Sheriff's Office - Law Enforcement Center (LEC).

**Emergency** - A sudden, generally unexpected occurrence or set of circumstances demanding immediate action to protect life and/or property.

**Emergency Declaration** – The notification of the public, attendees, and workers at any event where at, for public safety, a special action must be taken.

**Emergency Management** – The Winneshiek Co. Emergency Management Agency located at the LEC, and/or the on-scene Coordinator.

**Evacuation** – The orderly movement of people from an endangered location.

**Extraordinary Emergency** - An emergency, which requires the use of resources, personnel, equipment, facilities, and operational procedures beyond those normally and immediately available.

**Potential Types of Emergencies** - Potential emergency incidents during the County Fair, or other events, could include one or more of the following:

1. Natural – (weather related incidents such as severe storms, tornadoes, etc)
2. Technological – (incidents such as fire, explosion, building collapse)
3. Transportation – (motor vehicle accidents)
4. Medical Emergencies – (personal health or accident related)
5. Industrial – (Hazardous materials incidents on or off site)
6. Civil Disorder – (Domestic situations)
7. Miscellaneous Emergencies

**Sponsor** – Any organization or business which shall utilize all or a portion of the fair grounds for any period of time where the public may be in attendance for an event not under the direct control of the Board.

## **I. Organizational Structure and Emergency Responsibilities**

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

**Winneshiek County Fair Association Board** – Ultimately responsible for all events and functions held on the fair grounds or related to it.

**Event Sponsor** – Responsible individual and/or agency hosting an event not related to or held during fair time shall be responsible for the time and area related to the sponsored event.

### **A. Weather related incidents –**

1. Prior to any event, a **Board** representative, and/or the **Event Sponsor**, shall obtain weather advisories from the National Weather Service to determine current and future weather conditions.
2. In the event that weather conditions warrant, during the event, monitoring of the regional NOAA NWS weather radio shall be adequate as long as the radio has been programmed to receive alerts and warnings from surrounding counties and a representative has been designated to monitor for alerts, watches, and warnings.
3. The **Board** or the **Event Sponsor** shall consult with local law enforcement and/or other appropriate officials to determine the need for an emergency declaration should threatening weather conditions develop and evacuation would be necessary.

### **B. Medical Emergencies – Non Evacuation**

1. When any medical emergency shall arise, immediate notification shall be given to the LEC Comm Center giving the nature of the incident, the location of the injured individual(s), the best route for EMS to gain access. This should be done even if others state they have called for EMS. If using a cell phone, the **Board/Sponsor** representative should remain on the line and move to the location of the incident to provide further updates to the Comm Center for notification of responding EMS units.
2. **Board/Sponsor** representatives should attempt to provide guidance and assistance to responding EMS units, to keep spectators at a distance, and assure that EMS units transporting victims are not blocked from egress.

**C. Other emergencies which could require evacuation –**

1. In the event of an incident such as an off-site Hazmat release, it may be necessary to evacuate the grounds in a rapid manner along specific routes for public safety.
2. Should such conditions occur a notification shall be delivered from the LEC Comm Center and/or a member of law enforcement with specific directions to be given to the public now in attendance.

**D. Emergency Declarations -**

1. Following receipt of a notification of an actual, or pending incident which could threaten the safety or health of any attending public, participants, or workers, the **Board** representative at fair time; or the **Event Sponsor**, (if not a fair event), and any public officials, deemed appropriate, shall declare an emergency.
2. Following such a declaration, the **Board, Event Sponsor**, their designee, or a public official shall make an announcement to all people in the immediate area noting the nature of the emergency and expected response.
3. In the absence of any **Board** Representative(s), the appropriate public official responding shall assume the responsibilities of the **Board** representative regarding all public safety matters.

**E. Emergency Response Actions -**

1. The Fair Board Association will maintain a communications link on the grounds to/and with the Decorah/Winneshiek Law Enforcement Center (LEC) Communications Center. This may be accomplished by the use of a permanently installed phone or cell phone for the duration of the event; the number of which shall be given to the Comm Center for their use. The Board shall designate a “Command Center” location for responding agencies.
2. The senior Fair Board Representative will serve as initial Incident Command person in all emergency incidents or situations. Incident Command will be passed immediately to the appropriate emergency response agency upon their arrival on scene. At that time the Board representative will become a part of the emergency response agency’s Incident Command Advisory team.

3. The Board shall coordinate all efforts of the Fair security staff and/or Fair emergency medical personnel and make these individuals available to the responding emergency agency.
4. Board Members - Will assist the efforts of the responding agency Incident Commander during emergency incidents.
5. Fair Staff Security 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 the Board Representative or his/her designee. Shall assist in crowd control to expedite a safe, prompt exit from the grounds in normal or emergency times.
6. Fair Staff Emergency Medical 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 protocols and will keep the Fair Incident Command informed of all situations. Shall staff a designated location identified by the Board and dispense emergency medical care as necessary. Will maintain communications with the Board office and the LEC Comm Center.
7. Miscellaneous Assistance and Additional Resource Persons – Will be called dependent upon special needs. (Law Enforcement, Fire, Ambulance, other City, and/or County staff).

#### F. **Emergency Functions**

1. Incident Command Center – The Incident Command Center for all emergencies will normally be the Winneshiek County Fair Office on the event grounds, unless otherwise directed by the **Event Sponsor** when a single building or area is being used, or the arriving emergency response agency. Communications with LEC Comm Center shall be maintained at this location. Telephone service shall be available.
2. Communications – In the event an emergency is declared, **Board** or **Event Sponsor** shall promptly notify the LEC Comm Center (911) and all security personnel. Such notification shall take place before the announcement to the crowd. The caller shall request that the LEC Comm Center, or Emergency Management, shall promptly notify news media asking the local radio stations to announce the evacuation of the grounds and requesting incoming public to avoid the grounds.

3. Direction and Control – (evacuation procedures)
  - a. The **Board** or **Event Sponsor**, or their designee, in making an announcement to the crowd shall explain:
    - The nature of the problem and the proper evacuation procedures to follow. (See attachments for sample message and directions).
    - Minors – without adult supervision, and others seeking assistance or transportation, shall be directed to the Fair Office.
4. Emergency Public Information –
  - a. If the event, is weather related, and with the approval of local law enforcement incident command that is coordinating evacuation procedures, the **Board** or the **Event Sponsor** may provide additional information to the broadcast news media. No unnecessary telephone calls should be made from any fixed Winneshiek County Fair telephone to allow for incoming emergency calls.
  - b. The **Board** or the **Event Sponsor**, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regards to Fair or Event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.
5. Fire, Law Enforcement and Emergency Medical Services – All Fire, Law Enforcement and Emergency Medical Services shall be requested through the LEC Comm Center. The LEC Comm Center dispatcher shall notify the necessary response agencies. Winneshiek County Fair Board members and other personnel shall assist, to whatever extent possible, in such emergency activities.
6. Miscellaneous Functions – All utility services, debris clearance, and damage assessment shall be coordinated with the appropriate local government or public service agency.

## II. Other Non-Accident or Family Emergencies

- A. Lost Child – A lost child is not uncommon, but consideration must always be given to the possibility of criminal involvement in such cases. (see attachments)
  1. The designated “lost-child” recovery center will be the Winneshiek County Fair Office.
  2. If a “lost-child” is brought to the Fair Office by a third party, an immediate announcement should be made over the public address system.

3. If a “lost-child” notice is given by a parent, guardian, or other responsible individual, an immediate announcement should be made over the public address system.
  - Time of the lost child notice should be recorded, along with the description provided by the reporter.
  - The reporter should be requested to remain at the Fair Office while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the Office if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
  - If the search for the “lost child” is not successful, after a specified time a call should be made to LEC Comm Center to notify authorities.

B. Designated “meet me” location will be the Winneshiek County Fair Office.

C. Designated information center will be the Winneshiek County Fair Office. Individuals needing to contact family members regarding any emergency should have a telephone number to call if communications by personal cell phones are not available.

## WEATHER EMERGENCY EVACUATION NOTIFICATION

*(Following notification and conference with the LEC Communication Center for assistance from Law Enforcement or other agencies the following announcement should be made)*

Your attention please!...

Your attention please!...

The **(FAIR BOARD) (EVENT SPONSOR)** has received a severe weather

alert from the National Weather Service that a \_\_\_\_\_  
*(LIST NATURE OF STORM ALERT)*

is expected to reach these grounds within the next \_\_\_\_\_  
*(LIST THE EXPECTED ARRIVAL TIME)*

For your safety all activities are hereby cancelled until \_\_\_\_\_  
*(LIST EXPECTED ALL-CLEAR TIME)*

All public attendees, participants are expected to SAFELY evacuate these grounds

within the next \_\_\_\_\_. EXHIBITORS SHOULD  
*(LIST EVACUATION TIME LIMITS)*

SECURE THEIR LIVESTOCK IN THEIR ASSIGNED LOCATION AND LEAVE

THE GROUNDS IMMEDIATELY. **THERE ARE NO SECURE SHELTERS ON**

**THESE GROUNDS. IT IS FOR YOUR SAFETY THAT WE ARE ASKING YOU**

**TO PLEASE LEAVE SAFELY AT THIS TIME.**

IF YOU DO NOT HAVE TRANSPORTATION PLEASE REPORT TO  
THE FAIR OFFICE.

Repeat message at least one more time.

## LOST CHILD MESSAGES AND PROCEDURES

### CHILD IS BROUGHT TO FAIR OFFICE:

- Attempt to obtain name of child, parent’s name if possible.
- If unable to obtain the child’s or parent’s name, use a description of the child in your PA announcement.

Your Attention Please...

We have a child at the Fair Office that is looking for (his) (her) (parents) (family).

The child’s name is \_\_\_\_\_ or

The child is about \_\_\_\_\_ years old and is wearing \_\_\_\_\_

If you are looking for this child, please come to the Fair Office.

### PARENT, GUARDIAN, FAMILY MEMBER IS LOOKING FOR CHILD:

- Note the present time - \_\_\_\_\_
- Family member’s name \_\_\_\_\_
- Family member’s address \_\_\_\_\_
- Child’s name \_\_\_\_\_
- Child’s description/clothing \_\_\_\_\_

- Time the child was noted missing - \_\_\_\_\_

- Make Announcement:

Your Attention Please...

We have a missing child by the name of \_\_\_\_\_. (Child’s name) if you hear me, your (parent) (family member) is here at the Office. (Child’s name) is \_\_\_\_\_ years old, is wearing \_\_\_\_\_. If you see this child, assist (him) (her) to the Fair Office or come and let us know where the child is presently located.

- Time difference: \_\_\_\_\_  
(How long search had been conducted before reporting to office)
- If search time has been longer than (1/2 hour) contact the LEC Comm Center and advise them that a search is just beginning for the child. Give them all available information and inform them you notify them if the child is, or is not, found
- Request that the family member reporting the lost child remain at the Fair Office while others look for the child, or if they insist on leaving, advise them that a mission child report will be, or has been, filed with the PD and the police will want to interview them for more information.