

EMERGENCY RESPONSE PLAN

HOWARD COUNTY AGRICULTURAL SOCIETY

dba MIGHTY HOWARD COUNTY FAIR

314 WEST 7th STREET

CRESCO, IOWA 52136

Developed and First Adopted --- June 2004

Latest Review and Update --- November 2006

Prepared in cooperation with:

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Howard County Agricultural Society

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Definitions

Board – The members of the Howard County Agricultural Society.

Comm Center – The joint communication center located at the Cresco P.D. / Howard County Sheriff’s Office - Law Enforcement Center (LEC).

HCEMC – Howard County Emergency Management Coordinator.

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 Howard County 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.

CONTACT & RELATED INFORMATION

**911 Address of Howard County Fairgrounds
-- 314 West 7th Street, Cresco Iowa, 52136 --**

Emergency Phone – 911

When calling an emergency in, make sure you specify the location on the fairgrounds of the emergency, and any other features that will facilitate a quick response to the site.

Police/Sheriff Office 563-547-3535

**Chief of Police, Cresco – Mark Kissinger
Sheriff, Howard County – Mark Grinhaus**

**Howard County Emergency Management Coordinator
Darrell Knecht, 563-547-1165 or 641-220-0591**

**Regional Health Services 563-547-2101
Howard County Extension Office 563-547-3001**

**Fair Administration Office 563-547-3400
Expo Center 563-547-5231**

Fair Office Hours

7:00 a.m. to 11:00 p.m.

Featherlite Center Hours

11:00 a.m. to 9:00 p.m.

Expo Center Hours

Wednesday to Friday – 1:00 p.m. to 10:30 p.m.

Saturday– Noon to 10:30 p.m.

Sunday – Noon to 7:30 p.m. (Tear down after 7:30 p.m.)

HOWARD COUNTY AGRICULTURAL SOCIETY 2006 - 2007 BOARD OF DIRECTORS

<i>NAME</i>	<i>CITY</i>	<i>STATUS</i>
Darrel Andera	Cresco	Director
Tom Barnes	Cresco	Executive Secretary
Mark Bohle	Cresco	Director
Carol Burnikel	Cresco	Director
Kristi Burnikel	Cresco	Advisor
Wanda Byrnes	Cresco	Treasurer
George Clynych	Schley	1 st Vice President
Lyle Erding	Cresco	Director
Don Ferrie	Cresco	President
Jack Ferrie	Cresco	Director
Walt Gabelmann	Riceville	Director
Brad Holten	Cresco	2 nd Vice President
Brent Holten	Cresco	Advisor
Vince Hornberger	Cresco	Director
Jim Irvin	Riceville	Advisor
Don Koshatka	Protivin	Advisor
Todd Kowalke	Cresco	Director
Bill Mahr	Lime Springs	Advisor
Sharron Meyer	Cresco	Director
Vern Meyer	Cresco	Director
Dan Ollendick	Cresco	Advisor
Suzanne Ollendick	Lime Springs	Director
Dick Ollendieck	Cresco	Director
Les Opat	Lime Springs	Director
Dale Ptacek	Lime Springs	Director
Lon Scheidel	Schley	Director
Gary Sovereign	Cresco	Director
Joe Wacha	Cresco	Director
John Wacha, Jr.	Elma	Director
John Wacha III	Elma	Director
Kenni Waller	Schley	Director
Tim Walton	Cresco	Director
Les Zapotocny	Cresco	Director

I. PURPOSE

This plan provides guidance for the protection of people and property, recovery from any disaster and the resumption of business at the Mighty Howard County Fair.

II. ASSUMPTIONS

The Mighty Howard County Fair is generally held the last full week of June. The fair highlights the agriculture of Howard County as well as the creative talents of its people. The Fair is a weeklong event including 4-H, FFA and the general public. An estimated 5,000 to 7,000 people attend the fair on a daily basis.

III. AUTHORITY

The legal basis for the plan implemented by this plan comes from Iowa Code and local laws and ordinances. Legal basis is also drawn from §29C of Iowa Code and Administrative Code 605 7.3(1) regarding duties of Howard County Emergency Management.

IV. ASSUMPTIONS AND PLANNING FACTORS

- A. Threat or actuality of tornadoes, excessive wind, and other natural disasters can affect the county fair activities.
- B. Terrorism, bio-terrorism and agri-terrorism are also possibilities.
- C. Hazardous material spills or clouds could affect fair activities.
- D. Threats or actuality of civil disorder, public disorder or other human threats can affect the operation of fair business.
- E. Weapons of Mass Destruction (WMD) or their threat of use can affect fair activities.

V. ORGANIZATION/RESPONSIBILITIES

Howard County Agricultural Society is a legal non-profit organization, and is the base organization and responsible for emergency operations within the confines of this Emergency Operation Plan (EOP).

VI. CONCEPT OF OPERATION

- A. If a state of emergency arises in a building owned and operated by the Board, the Fair Secretary or designee may begin implementation of the Emergency Operations Plan. The Fair Secretary or designee has the authority to delegate responsibility to any building leader for the implementation of the EOP.

B. Operation Policies

1. It is recognized that the protection of life is the primary responsibility of Mighty Howard County Fair administration.
2. Fair officials shall call upon local law enforcement and fire department for assistance in time of disaster.
3. Howard County Emergency Management Coordinator will assist in the response and recovery during and following a disaster. Coordinator may, with the assistance of the Fair Secretary, ask for a disaster declaration from the Howard County Board of Supervisors when local resources have been or expect to be exhausted. A sample local proclamation is included on page 7.
4. Emergency Management Coordinator (HCEMC) shall, after local disaster proclamation has been signed, request release of state resources to Iowa Emergency Management. HCEMC may make request for Governor's Disaster Proclamation to make way for a Presidential Declaration to assist in recovery efforts.

VII. ADMINISTRATION AND LOGISTICS

- A. In time of a disaster, response will be coordinated through HCEMC with fair personnel, law enforcement, medical personnel and fire service.
- B. It is understood by fair authorities that responding agency(s) will take over response and recovery operations in coordination with fair authorities and Emergency Management. Responding agency(s) will retain authority until situation is under control.
- C. It is understood that in some disaster situations that fair property may become part of a crime scene and may be retained for evidence. If this is necessary, fair secretary or designee will request a receipt from the lead investigating authority for any item taken into evidence.

VIII. PLAN DEVELOPMENT, MAINTENANCE AND REVIEW

- A. This plan and any supporting appendixes and annexes will be updated annually and changes noted on the Plan Record of Changes Worksheet. (See page 6).
- B. Distribution of the plan should include, but is not limited to, the office of the fair secretary, building leaders, city police, county sheriff and county emergency management.

BOARD ADOPTION/APPROVAL

**HOWARD COUNTY AGRICULTURAL SOCIETY
dba HOWARD COUNTY FAIR
MULTI-HAZARD DISASTER PLAN
ADOPTION AND APPROVAL RESOLUTION**

Howard County Agricultural Society, a legal organization in the State of Iowa, County of Howard, hereby adopts and approves this multi-hazard disaster plan. This plan, developed and written according to guidance provided by Iowa Emergency Management, provides for the safety of staff, participants and attendees, and the protection of property in the event of a multi-hazard disaster.

Copies of this plan will be made available for public viewing according to existing open records laws. Copies will be available in the Office of Fair Secretary. Copies will be distributed to all building leaders, county emergency management, local law enforcement and others as superintendent designates.

Howard County Agricultural Society will adopt and approve changes to this document each year after initial adoption. All changes will be noted on Plan Change Worksheet.

This resolution was passed and approved this 1st day of June 2004.

Richard Ollendieck, Board President

Thomas Barnes, Board Secretary

LOCAL DISASTER DECLARATION

_____ has suffered from a _____
that occurred on _____ causing severe damage to public and private
property, disruption of utility service, and endangerment of health and safety of the citizens of
_____. Therefore, the _____
has declared a state of emergency authorized under Iowa State statute and will execute the
expenditure of emergency funds from all available sources, the invoking of mutual aid agreements,
and the applying to the State of Iowa for assistance.

Chairman, Howard County Supervisors/Mayor, City of Cresco _____

Date: _____

WITNESS my hand and the seal of my office this _____ day of _____, 2____.

County/City clerk _____

EMERGENCY RESPONSE GUIDE

Response to Any Emergency

Notify 911 (if necessary) and the event superintendent. Superintendent notifies Fair Secretary. Notify emergency management if necessary.

Notify CPR/first aid certified persons on the grounds of medical emergencies, if necessary. *Names of CPR/first aid certified persons are listed in Crisis Team Members section, page 18.*

Seal off high-risk area.

Take charge of area until incident is contained or relieved by law enforcement.

Assemble Crisis Team.

Preserve evidence if crime scene.

Refer media to Darrell Knecht, HCEMC (or designee).

Staff Responsibilities

Event supervisor or designee:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify Fair Secretary.
- Evacuate participants and audience if necessary.
- Refer media to Darrell Knecht, HCEMC (or designee).
- Implement post-crisis procedures.
- Keep detailed notes of crisis or emergency event and compile notes into a formal "Incident Report". The "Incident Report" shall be filed with the Fair Secretary, who shall distribute this report as directed by the Board of Directors of the Society.

Leaders/Staff:

- Verify information.
- Lock building doors if necessary, unless evacuation orders are issued.
- Warn participants and audience, if advised.
- Account for all participants.
- Stay with participants during an evacuation. Take participant roster.
- Refer media to Darrell Knecht, HCEMC (or designee).
- Keep detailed notes of crisis event.

Tornado

Tornado Watch has been issued for Chickasaw, Mitchell and/or Howard County

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel). Channel 3, 162.450.
- Bring all persons inside building(s) if deemed necessary.
- Be prepared to close windows and blinds.
- Review tornado drill procedures and location of safe areas. Tornado safe areas are listed in the evacuation appendix.
- Review "drop and tuck" procedures with participants prior to fair week.

Tornado Warning has been issued for Howard County

- Move participants and staff to safe areas.
- Remind event leaders to take participant rosters.
- Ensure that participants are in "tuck" positions.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

NATIONAL WEATHER SERVICE WEATHER DEFINITIONS

A severe thunderstorm must contain hail that is three-quarter inch in diameter or larger or straight line winds of 58 mph or stronger and/or a tornado. The National Weather Service issues severe thunderstorm and tornado watches and warnings for severe thunderstorms.

A severe thunderstorm watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger and/or straight line winds of 58 mph or stronger in the area.

A tornado watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger straight-line winds of 58 mph or stronger and/or possible tornadoes in your area.

A severe thunderstorm warning means a severe thunderstorm containing hail that is three-quarters of an inch diameter or larger and/or straight-line winds of 58 mph or stronger has been detected by radar or reported by storm spotters in the area.

A tornado warning means a tornado has been detected by radar or reported by storm spotters in the area. The severe storm may also contain hail that is three-quarters of an inch diameter or larger and/or straight-line winds of 58 mph or stronger.

Fire

In the event a fire, smoke from a fire or a gas odor has been detected:

- Pull fire alarm, if building is so equipped.
- Evacuate all persons to a safe distance outside of building.
- Event supervisor notifies Howard County Dispatch (call 911) and Fair Secretary.
- Event supervisor may move all persons to nearest safe building if weather is inclement or building is damaged.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Fire Chief or designee notifies fair staff of termination of emergency. Resume normal operations.

Hazardous Materials

Incident occurred on fairgrounds

- Call 911.
- Notify event superintendent.
- Event superintendent notifies Fair Secretary.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

Incident occurred near fairgrounds

- Fire or Police will notify Fair Secretary.
- Fair Secretary will notify event leaders, if necessary.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.

Assault/Fights

- Ensure the safety of participants and staff first.
- Call 911, if necessary. Contact law enforcement on fairgrounds.
- Notify CPR/first aid certified persons on the grounds of medical emergencies (*names of CPR/first aid certified persons are listed in Crisis Team Members section, page 18*).
- Notify Event Superintendent. Superintendent assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Superintendent notifies police if weapon was used, victim has physical injury causing substantial pain or impairment of physical condition, or assault involved sexual contact (*intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing*).
- If sexual assault if possible secure scene and keep victim, clothing and any other potential evidence intact. Do not allow victim to shower until told to by law enforcement.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threats

Upon receiving a message that a bomb has been planted on fairgrounds:

- Use bomb threat checklist.
- Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Fair Secretary.
- Fair Secretary orders evacuation of all persons inside building(s).
- Fair Secretary notifies police (call 911) and HCEMC (or designee).

Evacuation procedures:

- Fair Secretary warns participants and staff. Do not mention "Bomb Threat". Use standard fire procedures.
- Participants and staff must be evacuated to a safe distance outside of building(s). After consulting with Fair Secretary, supervisors may ask all persons to leave the fairgrounds if weather is inclement or building is damaged.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Fair Secretary notifies staff of termination of emergency. Resume normal operations.

Bomb Threat Checklist

Exact time of call: _____

Date: _____

Exact words of caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. Where are you calling from? _____
6. What is your address? _____
7. What is your name? _____
8. What will cause it to explode? _____
9. Did you place the bomb? _____
10. Why? _____

CALLER'S VOICE (circle):

- | | | | | |
|---------|---------|----------|-----------|---------|
| Calm | Slow | Crying | Slurred | Stutter |
| Loud | Broken | Giggling | Accent | |
| Sincere | Squeaky | Angry | Rapid | |
| Lisp | Deep | Normal | Disguised | |
| Excited | Nasal | Stressed | | |

If voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____

Telephone number call received at: _____

Intruder/Hostage

Intruder- An unauthorized person who enters fairgrounds

- Notify Event Superintendent.
- Ask another staff person to contact law enforcement.

If intruder refuses to leave:

- Notify security or police and Fair Secretary if intruder refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located on grounds/building, whether he/she is carrying a weapon or package, etc).
- Event Superintendent notifies Fair Secretary and may issue lock-down procedures (see Lock-Down Procedures section).

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Event Superintendent.
- Event Superintendent notifies Fair Secretary.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm all other persons if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Serious Injury or Death

If incident occurred on fairgrounds

- Call 911.
- Notify CPR/first aid certified persons on fairgrounds of medical emergencies (names of CPR/first aid certified persons are listed in Crisis Team Members section).
- If possible, isolate affected participant/staff member.
- Notify Event Superintendent.
- Event Superintendent notifies Fair Secretary.
- Activate crisis team. Designate staff person to accompany injured/ill person to hospital.
- Event superintendent notifies parent(s) or guardian(s) of affected person, if under 19.
- Direct witness(es) to crisis team.
- Refer media to Darrell Knecht, HCEMC (or designee).

If incident occurred outside of fairgrounds

- Activate crisis team if necessary.
- Notify leaders before normal operating hours.
- Announce availability of counseling services for those who need assistance.
- Refer media to Darrell Knecht, HCEMC (or designee).

Post-crisis intervention

- Meet with crisis team staff and New Directions staff to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort affected student's siblings and close friends and other "highly stressed" persons to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Follow-up with students and staff who received counseling.
- Designate staff person(s) to attend funeral.

Suicide/Attempt

Suicide Attempt on fairgrounds

- Verify information.
- Call 911, if person requires medical attention, has a weapon or needs to be restrained.
- Notify law enforcement, Fair Secretary, and HCEMC.
- Event Superintendent calls Fair Secretary and parent(s) or guardian(s) if suicidal person is student. Fair Secretary may schedule meeting with parents and psychologist/counselor to determine course of action.
- Calm suicidal person.
- Try to isolate suicidal person from other persons.
- Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
- Activate crisis team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death/Serious Injury

- Verify information.
- Activate crisis team.
- Notify law enforcement, Fair Secretary, and HCEMC.
- Notify staff in advance of next day following suicide or attempted suicide.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with counseling staff and event leaders to determine level of intervention for staff and students.
- Designate rooms as private counseling areas.
- Escort siblings and close friends and other "highly stressed" students to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Darrell Knecht, HCEMC (or designee).
- Follow-up with students and staff who received counseling.
- Resume normal routines as soon as possible.

Weapons

Staff or other person who is aware of a weapon brought on fairgrounds:

- Notify Fair Secretary immediately.
- Tell Fair Secretary name of suspected person who brought the weapon (if known), where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If staff member suspects that weapon is in a building, he/she should confidentially notify another adult. Staff member should leave building and prevent anyone else from entering.

Fair Secretary:

- Call law enforcement if a weapon is suspected, as viewed by a reasonable person, to be on the fairgrounds.
- Accompany suspect to private office to wait for police.
- Conduct search for weapon(s) with law enforcement.
- Keep detailed notes of all events and why search was conducted.
- If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

Emergency Alert Stations

Listen to the following radio stations for information regarding a potential or impending emergency:

FM --- KCZQ, 102.3 fm; KVIK, 104.7 fm

AM --- KOEL, 950 am

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 _____

Lost Child continued

- 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.

Crisis Team Members

Fair Crisis Team

<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobil/Pager</u>
Tom Barnes	Fair Secretary	563-547-3400	563-547-4996	641-330-0429
Don Ferrie	Fair President	563-547-2121	563-547-3889	
Darrell Knecht	HCEMA Coordinator	563-547-1165	641-393-2665	641-220-0591
Mark Kissinger	Cresco Police Chief	563-547-3434	563-547-2850	
Mark Grinhaus	Howard County Sheriff	563-547-3434	563-547-3630	
Larry Spalla	Director of Ambulance Services	563-547-2101	563-737-2311	
Neil Stapelkamp	Cresco Fire Chief	563-547-3800	563-547-2733	

CPR/First Aid Certified Persons on fairgrounds

Name Certification (circle):

_____ CPR FIRST AID

_____ CPR FIRST AID

_____ CPR FIRST AID

_____ CPR FIRST AID

_____ CPR FIRST AID

_____ CPR FIRST AID

Fair Crisis Coordinator				
<u>Name</u>	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobil/Pager</u>
Tom Barnes	Fair Secretary	563-547-3400	563-547-4996	641-330-0429
Alternate Coordinator (designee)				
Fair Crisis Spokesperson				
Darrell Knecht	HCEMA Coordinator	563-547-1165	641-393-2665	641-220-0591
Alternate Spokesperson (designee)				

Sheltering Procedures

Sheltering provides refuge for students, staff and public within the fairgrounds during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Safe areas may change depending on emergency.

- Primary safe area will be under the main grandstands and the restrooms on the south end of the stands, and the restrooms in the Expo Center.
- Fair Secretary or designee warns all persons to assemble in safe areas. Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by Fair Secretary or emergency responders.

Lock Down Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons in a fair building.

- Fair Secretary or designee will issue lock-down procedures by sending a messenger to each building.
- Direct all students, staff and visitors into safe area of building.
- Lock doors.
- Cover windows of buildings.
- Move all persons away from windows and doors.
- Allow no one outside of buildings until all-clear signal is given by Fair Secretary or law enforcement.

Evacuation/Relocation Centers

Evacuation

I. PURPOSE

To provide for the orderly and expeditious evacuation of all or any part of the Howard County Fairgrounds in the City of Cresco of Howard County if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

II. SITUATION

- A. The Howard County Hazard Identification identifies numerous hazards, which could result in the need to evacuate.

III. ASSUMPTIONS AND PLANNING FACTORS

- A. While some disaster events are slow moving providing ample reaction time, the worst-case assumption is that there will be little or no warning of the need to evacuate.
- B. The decision to evacuate could occur day or night, and there would be little control over the start time.
- C. Because most evacuations cannot be staged or stretched out, maximum traffic congestion should be expected. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation.
- D. There would not normally be time to obtain manpower support from the State. Local government resources could be severely stressed.
- E. Some people will refuse to evacuate.

IV. ORGANIZATION/RESPONSIBILITIES

All of the emergency functions detailed in this plan could play a role in successfully carrying out an evacuation at the fairgrounds. The overall responsibility for issuing evacuation orders rests with the chief elected executives of the Fair Board or their designee, Howard County Sheriff's Office or deputies; or Cresco Police officers. However, the on-scene command authority can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety.

Key organizational participants are:

- A. Law enforcement
- B. Howard County Fair Board

V. CONCEPT OF OPERATIONS

A. Command and Control

An Emergency Operations Center will normally have been activated because of the primary hazard event. Overall, executive direction and control of the incident and any ensuing evacuation will be conducted from the EOC as outlined in this plan. The Howard County Emergency Management Coordinator may on request assist with coordination of all evacuation support activities.

B. Transportation

1. Assembly Area
2. Special Needs and Health Care Transportation: There could be cases where elderly or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Howard County Emergency Management Coordinator, or their designee, may coordinate the use of government or volunteer vehicles to transport these individuals.

C. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. The following agencies may provide information in the emergency evacuation of the area:

1. Department of Transportation (DOT): will provide updated information on road conditions, usability to support evacuation or rerouting of traffic.
2. Local Law Enforcement: if an evacuation is initiated, the law agencies may assist in traffic control to allow vacation of fairground property in an orderly fashion.
4. Iowa State Patrol: the Iowa State Patrol may establish control points for traffic control, assist in maintaining order, and obtain medical help and direct emergency vehicles to the proper destination within and around the disaster area.
7. Iowa Department of Public Safety: will maintain a road conditions/closures hotline for services for public and emergency access. Also provided will be a teletype service for law enforcement agencies for road closure and detour information. Routes of travel may be identified.

VI. PLANNING FACTORS COVERED BY PLAN

1. Possible reasons for evacuations, but not limited to include, fire, tornado or severe winds, lightning, hail, accident or hazardous spill.
2. It may be necessary to evacuate only portions of the fairgrounds.
3. This plan is in effect throughout the year.
4. The largest crowds are generally on Friday nights for stock car races.
5. Fair Week brings in 30,000 people, an average of 6,000 per day.

VII. FACILITY INFORMATION

1. Main Grandstand holds 2,200, north extension holds 900 and south bleachers holds 600.
2. Average race night attendance 1,200
3. Expo Center holds 600
4. Sale Arena holds 250
5. 4-H Building holds 300
6. Featherlite Center holds 200
7. Historical Center holds 500
6. Campground will hold 80 units with electric and water.

HOWARD COUNTY AGRICULTURAL SOCIETY PREMISE EVACUATION PLAN

An evacuation of all or part of the facility may be ordered by Executive Board of the Howard County Agricultural Society, Howard County Sheriff or Deputy, or Cresco Police Chief or Officer. The evacuation may be for part or all of facility based on type of emergency, location of emergency and immediate risk to life.

If order is given, all activity in the affected part of the fairground facility must cease. Instructions will be given over public address as to the nature of the emergency and where exits are located. All exit gates (pedestrian/vehicle) must be opened fully.

Upon notification of need to evacuate the fairgrounds, the Fair Secretary will designate persons from the Board that will proceed to the following areas to notify the public of the need to evacuate, and to supervise the evacuation of the area assigned to the particular Board Member.

Areas of assignment to be:

Expo Center; grandstand complex; pit area and infield area; Carnival; food stands and other outside vendors; 4-H Building; livestock buildings and area; Ag Center; various display buildings; campground; parking and pedestrian areas.

All campground residents will be asked to exit through the north gate onto 6th Avenue West and exit the area via 6th Avenue West.

All traffic located in the north "pit" area of the racetrack should exit north and out the gate onto 6th Avenue West and exit the area via 6th Avenue West.

Vehicles located in the main parking areas of the fairgrounds may exit north onto 6th Avenue West or east onto 7th Street West and exit the area via 7th Street West; or west onto Donaldson Road, turning right and proceeding to 6th Avenue West and exit the area via 6th Avenue West.

Law enforcement (Howard County Sheriff/Cresco Police) should establish direction of travel based on the emergency and its immediacy. They should be located at each facility exit and will determine the direction flow of vehicles.

Promoters and/or sponsors of events at Howard County Fairgrounds must heed warnings given them by member(s) of the Howard County Agricultural Society executive board or law enforcement in regards to evacuation. This warning may also include warning of possible incoming danger such as severe weather. This stipulation applies to any and all hazards or emergencies regardless of possible profit or loss.

Evacuation of animals will be the responsibility of the animal's owner(s) and may be done at the direction of Fair Board personnel or law enforcement.

Media Procedures

All staff must refer media to Fair spokesperson.

Fair Board assumes responsibility for issuing public statements during an emergency.

Fair Secretary serves as spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Fair spokesperson: Thomas Barnes

Telephone Numbers (home, work, mobile) 563-547-4996; 563-547-2525; 641-330-0429

Public Information person acts as contact for emergency responders and assists fair spokesperson with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Public Information person: Darrell Knecht

Telephone Numbers (home, work, mobile) 563-547-1165; 641-393-2665; 641-2220-0591

Alternate Public Information person _____

Telephone Numbers (home, work, mobile) _____

During an emergency, adhere to the following procedures:

- Involved superintendent relays all factual information to Fair spokesman.
- Fair Spokesman may ask Public Information designee to prepare a written statement to media.
- Establish a media information center away from fair office.
- Update media regularly. Do not say "No comment".
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

POLICY STATEMENT IN REFERENCE TO DISABLED PERSONS

HOWARD COUNTY AGRICULTURAL SOCIETY CRESCO, IOWA

It is the desire of the Howard County Agricultural Society to comply with Chapter 104A of the Iowa Code and the Americans for Disability Act reference to public attendance at functions held on the Howard County Fairgrounds. To this end, the Howard County Agricultural Society has adopted the following policies:

1. **Handicapped parking.** Handicapped parking shall be available at several locations on the fairgrounds at clearly marked spaces, all of which shall be located as closely as possible to the area of activities relative to the function held.
2. **Motorized wheelchairs.** All motorized wheelchairs will be accepted and permitted on the fairgrounds proper, except where emanate risk of injury is apparent, such as the fairgrounds' speedway during racing events.
3. **Golf carts, ATVs and similar vehicles of conveyance.** Golf carts, ATVs and similar vehicles of conveyances shall be limited to fair personnel and staff. There shall be no public use of said vehicles on the fairgrounds, except as may be permitted reference to grandstand activities in which such vehicles are employed.
4. **Children on fair equipment and fair displays.** Children will not be permitted to sit or stand on unattended motorized vehicles, fair related displays of all types of equipment and vehicles. Staff and other personnel authorized to use golf carts or ATVs will be subject to sanctions if this rule is violated.
5. **Request for assistance.** Upon request for assistance by a disabled person to enter upon, go to and from the grandstand or other place of activity, if reasonably possible, authorized personnel will assist.
6. **Public policy.** The restriction reference golf carts, ATVs and similar vehicles is placed in our policy due to congestion which occurs in the traffic area of the fairgrounds and is intended for protection of the public and public safety and is not in any manner discriminatory not intended to be discriminatory against any person suffering physical or mental disabilities.

The policy is passed and adopted on this 5th day of February 2002.

Attested by:

By: **Richard Ollendieck, President, Howard County Agricultural Society**

By: **Thomas V. Barnes, Executive Secretary, Howard County Agricultural Society**

