

EMERGENCY RESPONSE PLAN

Linn County Fair
201 Central City Road
Central City, Iowa 52214

Developed May 2010

Updated on January 2011

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DEFINITIONS

Board – The Directors of the Linn County Fair Association

Communication Center – The joint communication center located at the Gate Building on the Linn County Fair grounds.

LCFMC – Linn 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.

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

Event Chairman- Responsibility is to report to the Fair Crisis Team Leader(s) and take instructions as directed by Fair Crisis Team Leader(s) or Members.

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

Fair Crisis Team Leader(s) – Responsibility is to provide guidance, instruction, direction, and leadership in event of a crisis situation at the Linn County Fair grounds, using the Emergency Response Plan as a guide line as how to handle each situation.

Fair Crisis Team – The Fair Crisis Team has been established as an administrative decision-making group to respond to critical incidents that may occur at the Linn County Fair grounds. Critical incidents are generally defined as those emergencies that threaten life or property, or those which impact a significant portion of the fair grounds (including, but not limited to, fires, civil disturbances, and weather disasters). The Fair Crisis Team's purpose is to assist with decision-making, communications flow and operational response capability.

Fair Crisis Team Members- Their responsibility is to pass along information from the Fair Crisis Team Leader(s). All members of the Fair Crisis Team will have a copy of the fair's Emergency Response Plan. The plan identifies and describes both general and specific responsibilities of the various Fair Crisis Team members when they have been activated to deal with a critical incident. The Emergency Response Plan is reviewed, tested, and updated at least annually.

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

Natural – weather related incidents such as severe storms, tornadoes, etc.

Technological – includes such as fire, explosion, and building collapse.

Transportation – Motor vehicle accidents.

Medical Emergencies – Personal health or accident related.

Industrial – Hazardous materials incidents on or off site.

Civil Disorder – Domestic situations.

Miscellaneous Emergencies

Sponsor – Any organization or business which shall utilize all or a portion of the fairgrounds 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

Linn County Fair Grounds
201 Central City Road, Central City, IA 52214

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

Fair Board President – Jennifer Dunn-929-0300

Fair Crisis Leaders – Dan Abel -210-5103

Susan Clarke- 329-3271

Sheriff Linn County – 319-892-6000

Linn County Emergency Management Coordinator (LCEMC)
Michael E. Goldberg – 319-892-6500

Fair Grounds (phone number) 319-292-3247

Fair Office located in Gate Building Hours- (during the fair) 8 am – 9 pm

Fair Grounds Hours- (during the fair) 7 am – 12 am

On Site First Aid (during the fair)

Eric Hansen – 319-241-0090 (Help Hands Volunteers)

Jennie Kellison – 319-329-9719 (Help Hands Volunteers)

NE Linn Ambulance

Office- 319-438-1772

Cell – 319-929-9172

BOARD OF DIRECTORS

Jennifer Dunn – President

Susan Clarke

Louis Zumbach – Vice-president

Kathy Clemens

Deb Zumbach – Treasurer

Mike Clemens

Susan Abel – Secretary

Tim Clemens

Heidi Steffen

Steve Enabnit

Glenys Fox

Lori Arnold

Bud Blackford

Angie Kisling

Kris Blackford

Stephen Martin

Joel Rochleau

Bill Sloan

PLAN UPDATES LOG & WORKSHEET RECORD OF PLAN CHANGES

Date of Change	Notes of Updates	Date of Board Approval
May 15, 2010	Initial Drafting	June 15, 2010
January 11, 2011	Made personal changes to pages 5,6,7,10, 21,26, 27, 28	January 11,2011

Linn County Fair Event Chairmen

Antique Tractors _____	Stephen Martin
BBQ _____	Louie Zumbach
Beer Garden/Tent _____	Steve Enabnit
Building & Grounds _____	Bud Blackford
Carnival _____	Heidi Steffen, Jennifer Dunn
Chuckwagon Races _____	Bill Sloan
Church _____	Susan Clarke
Cock-A-Doodle-Zoo _____	Kathy Clemens, Bud Blackford
Draft Horse Pull _____	Dan Abel, David McDonald
Events Committee _____	Heidi Steffen
Fireworks _____	Stephen Martin
Free Entertainment Tent _____	Heidi Clemens, Angie Kisling
Friday Night Concert _____	Louie Zumbach, Dan Abel, Mike Clemens
Garden Art _____	Sue Abel
Stunt Car Races _____	Louie Zumbach
Harness Races _____	Glenys Fox, Bill Sloan
Heritage Day _____	Kathy Clemens
Kiddie Calf Show _____	Kathy Clemens
Livestock Auction _____	Bud Blackford
Log Hoggers _____	Steve Enabnit
Non-Fair Events _____	Jennifer Dunn
Open Dairy _____	Tim Costello
Open Goat _____	Barbie Waltz
Open Rabbit _____	John Grimm
Open Sheep _____	Jennifer Dunn
Open Static _____	Kris Blackford
Parking _____	Louie Zumbach, Mark Novak
Public Relations _____	Heidi Steffen
Queen Contest _____	Kathy Clemens, Kris Blackford Susan Clarke, Jean Dunn
Security _____	Dan Abel
Shuttle Service _____	Tim Clemens
Thursday Night Concert _____	Jennifer Dunn, Heidi Steffen
Truck & Tractor Pull _____	Bill Sloan
Vendors _____	Lori Arnold
Wednesday Night Concert _____	Heidi Clemens, Mark Novak, Deb Zumbach
Youth Day _____	Susan Clarke

LINN COUNTY FAIR MISSION STATEMENT

The mission of The Linn County Fair Association is to provide opportunities for 4-Her's, FFA members and the youth of Linn County to showcase their accomplishments and talents in a safe family atmosphere while providing activities, entertainment and learning opportunities to the diverse citizens of Linn County and guests from surrounding areas.

Plan Purpose

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

Assumptions

The Linn County Fair is generally held the week following the fourth of July. The fair highlights the agriculture of Linn County as well as the creative talents of its people. The Fair is a 6-day event including 4-H, FFA, and the general public. An estimated 5,000 to 20,000 people attend the fair on a daily basis.

Authority

The legal basis for the implementation of 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 the Linn County Emergency Management.

Assumptions and Planning Factors

Threat or actuality of tornadoes, excessive wind, and other natural disasters can affect the county fair activities.

Terrorism, bio-terrorism and agro-terrorism are also possibilities.

Hazardous materials spills or clouds could affect fair activities.

Threats or actuality of civil disorder, public disorder or other human threats can affect the operation of fair business.

Weapons of Mass Destruction (WMD) or their threat of use can affect fair activities.

Organization/Responsibilities

Linn County Fair is a 501c3 non profit organization, and is the base organization and responsible for emergency operations within the confines of this Emergency Operation Plan (EOP).

Concept of Operation

If a state of emergency arises in a building owned and operated by the Board, the Fair Crisis Team Leader or designee may begin implementation of the EOP. The Fair Crisis Team Leader or designee has the authority to delegate responsibility to any building leader for the implementation of the EOP.

OPERATION POLICIES

It is recognized that the protection of life is the primary responsibility of the Linn County Fair administration.

Fair Officials shall call upon local law enforcement and fire department for the assistance in time of disaster.

Linn County Emergency Management Coordinator will assist in the response and recovery during and following a disaster. Coordinator may, with the assistance of the Fair Crisis Team Leader, ask for a disaster declaration from the Linn County Board of Supervisors when a local resource have been or expect to be exhausted. A sample local proclamation is included in page 7.

Linn County Emergency Management Coordinator (LCEMC) shall, after local disaster proclamation has been signed, request release of state resources to the Iowa Emergency Management. LCEMC may make a request for Governor's Disaster Proclamation to make way for a Presidential Declaration to assist in recovery efforts.

Administration and Logistics

In time of a disaster, response will be coordinated through HCEMC with fair personnel, law enforcement, medical personnel and fire service.

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.

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 Crisis Team Leader or designee will request a receipt from the lead investigating authority for any item taken into evidence.

Plan Development, Maintenance and Review

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).

Distribution of the plan should include, but is not limited to, the office of the Fair Crisis Team Leader, building leaders, city police, county sheriff and county emergency management.

BOARD ADOPTION/APPROVAL

**Linn County Fair
Multi-hazard Disaster Plan**

Adoption and Approval Resolution

Linn County Fair Association, a legal organization in the State of Iowa, County of Linn, 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 available in the Office of the Fair Crisis Team Leader. Copies will be distributed to all building leaders, county emergency management, local law enforcement and others as Event Chairman designates.

Linn County Fair Board 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 on the 11th day of January 2011.

Jennifer Dunn, Linn County Board President

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.

Linn County Emergency Manager Coordinator

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 Chairman.

Event Chairman notifies Fair Crisis Team Leader. 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 19.

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 Fair Crisis Spokesperson, LCEMC (or designee).

STAFF RESPONSIBILITIES

Event Chairman or designee:

Verify information.

Call 911 (if necessary).

Seal off high-risk area.

Convene crisis team and implement crisis response procedures.

Notify Fair Crisis Team Leader.

Evacuate participants and audience if necessary.

Refer media to Fair Crisis Spokesperson, LCEMC (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 Crisis Team Leader, who shall distribute this report as directed by the Board of Directors of the Association.

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 Fair Crisis Spokesperson, LCEMC (or designee).

Keep detailed notes of crisis event.

TORNADO

Tornado WATCH has been issued for Linn County

Monitor NOAA Weather Stations (National Weather Service, Weather Channel). *Frequency 162.475*

Bring all persons inside building(s) if deemed necessary.
Be prepared to close windows and doors.
Review tornado drill procedures and location of safe areas.
Review "drop and tuck" procedures with participants prior to fair week.

Tornado WARNING has been issued for Linn County

Move participants and staff to safe areas.
Remind Event Chairmans 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 Chairman notifies Linn County Dispatch (call 911) and Fair Crisis Team Leader.

Event Chairman 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 Chairman.

Event Chairman notifies Fair Crisis Team Leader.

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 Crisis Team Leader.

Fair Crisis Team Leader will notify Event Chairmans, 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 19).

Notify Fair Crisis Team Leader assembles Crisis Team Members.

Seal off area where assault took place.

Defuse situation, if possible.

Fair Crisis Team Leader 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 Crisis Team Leader.

Fair Crisis Team Leader orders evacuation of all persons inside building(s).

Fair Crisis Team Leader notifies police (call 911) and LCEMC (or designee).

Evacuation procedures:

Fair Crisis Team Leader 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 Crisis Team Leader, Crisis team members 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 Crisis Team Leader notifies staff of termination of emergency. Resume normal operations.

BOMB THREAT CHECKLIST

Exact time of call: _____

Date: _____

Exact words of caller:

Questions to Ask:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- Where are you calling from?
- What is your address?
- What is your name?
- What will cause it to explode?
- Did you place the bomb?
- Why?

Caller's voice

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

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 Chairman.

Ask another staff person to contact law enforcement.

If intruder refuses to leave:

Notify security or police and Fair Crisis Team Leader 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 Chairman notifies Fair Crisis Team Leader 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 Chairman.

Event Chairman notifies Fair Crisis Team Leader.

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 page 21).

If possible, isolate affected participant/staff member.

Notify Event Chairman.

Event Chairman notifies Fair Crisis Team Leader.

Activate crisis team. Designate staff person to accompany injured/ill person to hospital.

Fair Crisis Team Leader notifies parent(s) or guardian(s) of affected person, if under 19.

Direct witness(es) to crisis team.

Refer media to Fair Crisis Spokesperson, 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 Fair Crisis Spokesperson, HCEMC (or designee).

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 Crisis Team Leader, and HCEMC.

Event Chairman calls Fair Crisis Team Leader and parent(s) or guardian(s) if suicidal person is minor. Fair Crisis Team Leader 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 Crisis Team Leader, 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 Fair Crisis Team Leader 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 Fair Crisis Spokesperson, HCEMC (or designee).

Follow-up with students and staff who received counseling.

Resume normal routines as soon as possible.

TRAIN DERAILMENT

Notify 911 (if necessary) and the Event Chairman.

Event Chairman notifies Fair Crisis Team Leader. 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 19.

Seal off high-risk area. Take charge of area until incident is contained or relieved by law enforcement.

Move the Communication Center from the Gate Building to the Block Building or other designated area.

Assemble Crisis Team. Preserve evidence if crime scene. Refer media to Fair Crisis Spokesperson, LCEMC (or designee).

WEAPONS

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

Notify Fair Crisis Team Leader immediately.

Tell Fair Crisis Team Leader the 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 Crisis Team Leader:

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 ---WMT 96.5fm

AM ---WMT 600am, KMRY 1450

LOST CHILD MESSAGES AND PROCEDURES

Child is brought to fair office located in the Gate Building:

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 over the PA systems located in the Block Building and grandstand, plus over the fair walkie talkies.

P.A. ANNOUNCEMENT

Your Attention Please... We have a child at the Fair Office located in the Gate Building 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 a 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

How long search had been conducted before reporting to office

If search time has been longer than (1/2 hour) contact Linn County Sheriffs Department 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 missing child report will be, or has been, filed with the PD and the police will want to interview them for more information.

FAIR CRISIS TEAM MEMBERS

	<u>Position</u>	<u>Work Phone</u>	<u>Home Phone</u>	<u>Mobile/Pager</u>
Jennifer Dunn	President	_____	_____	929-0300

Fair Crisis Team Leader(s)

Dan Abel	_____	_____	_____	210-5103
Susan Clarke	_____	_____	_____	329-3271

Security Chairman

Dan Abel	_____	_____	_____	210-5103
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Grounds Keeper

Don Henle	_____	_____	_____	558-7110
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Crisis Team Members (designee)

Steve Enabnit	_____	_____	_____	389-6601
Jean Dunn	_____	_____	377-6079	721-6524
Lori Arnold	_____	_____	_____	560-8297
Kevin Banasik	_____	_____	_____	721-2007
Stephen Martin	_____	_____	438-6640	560-3702

Fair Crisis Spokesperson

Heidi Steffen	Marketing Manager	739-3114	none	350-5569
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Alternate Crisis Spokesperson (designee)

Susan Abel	Fair Secretary	_____	none	491-5903
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Law Enforcement

Linn County Sheriff Office	892-6000
Fire	911

Ambulance

Kyle Miller	NE Linn Ambulance	Office- 438-1772	Cell – 929-9172
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CPR/FIRST AID CERTIFIED PERSONS ON FAIRGROUNDS DURING FAIR

<u>Name</u>	<u>Certification:</u>
Helping Hands	CPR and FIRST AID
Susan Clarke	CPR and FIRST AID
Dan Abel	CPR and FIRST AID
Jean Dunn	CPR and FIRST AID
Stephen Martin	CPR

SHELTERING PROCEDURES

Fair Crisis Team Leader or designee warns all persons to assemble in safe areas. Safe areas will change depending on emergency.

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 Crisis Team Leader 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 Crisis Team Leader or designee will issue lock-down procedures by sending a messenger to each building.

Close ALL gates.

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 Crisis Team Leader or law enforcement.

EVACUATION/RELOCATION CENTERS

EVACUATION

I. PURPOSE

To provide for the orderly and expeditious evacuation of all or any part of the Linn County Fairgrounds in Linn 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

The Linn 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 Fair Crisis Team Leader or their designee, Linn County Sheriff's Office or deputy. 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. Fair Crisis Team Leader and Crisis Team

V. CONCEPT OF OPERATIONS

A. Command and Control

An Emergency Operations Center(EOC) will normally have been activated by LCEM 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 Linn County Emergency Management Coordinator may on request assist with coordination of all evacuation support activities.

B. Transportation

To be determined by EOC

Assembly Area

To be determined by EOC

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 Linn 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:

Department of Transportation (DOT): will provide updated information on road conditions, usability to support evacuation or rerouting of traffic.

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.

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.

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.

V. PLANNING FACTORS COVERED BY PLAN

Possible reasons for evacuations, but not limited to include, fire, tornado or severe winds, lightning, hail, accident or hazardous spill.

It may be necessary to evacuate only portions of the fairgrounds.

This plan is in effect throughout the year.

The largest crowds are generally on Thursday through Sunday nights for grandstand events during the fair..

Fair Week brings in 30,000 people, an average of 6,000 per day.

VI. FACILITY INFORMATION

Grandstand area holds **1500**

Average grandstand attendance – **800-1000**

Morton Building holds **600**

Garden Building holds **100**

Indoor Arena holds 1750

Campground will hold 8 units with electric and water.

Linn County Fair Premise Evacuation Plan

An evacuation of all or part of the facility may be ordered by Fair Crisis Team Leader, Linn County Sheriff or Deputy. 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, Fair Crisis Team Leader will designate persons from the Fair Crisis Team 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 assigned individuals.

Areas of assignment during a crisis will be the event chairmans, which is determined by the current event that is in progress during the crisis at each location listed below unless otherwise noted.

Grandstand
Beer Tent
Expo Tent
Free Entertainment Tent
Carnival, outdoor vendors, and Indoor Vendor Building
Garden Building and Morton Building
Livestock barns and arenas
Indoor Arena
Camping area- Don Henle

Law enforcement (Linn County Sheriff) 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 Linn County Fairgrounds must heed warnings given them by member(s) of the Fair Crisis Team 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 Crisis Team members or law enforcement.

MEDIA PROCEDURES

All staff must refer media to **Fair Crisis Spokesperson**. Fair Crisis Spokesperson assumes responsibility for issuing public statements during an emergency

Fair Crisis Spokesperson: Heidi Steffen
Telephone Numbers (work: 739-3114, cell: 350-5569)

Fair Crisis Spokesperson acts as contact for emergency responders and with coordinating media communications. If Fair Crisis Spokesperson is unavailable, the alternate assumes responsibilities.

Alternate Crisis Spokesperson: Susan Abel
Telephone Numbers (mobile:491-5903)

During an emergency, adhere to the following procedures:

Involved Event Chairman relays all factual information to Fair Crisis spokesperson.
Fair Crisis Spokesman may 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 visitors and staff first.
Briefly describe the fair'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

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

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.

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' track during racing events.

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.

Children on fair equipment

Golf carts, ATVs and similar vehicles of conveyances shall be limited to use by children that are 16 years old or older. Individuals between the ages of 16 to 18 using such vehicles must be under supervision or direct instructions of a staff member.

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.

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 11th day of January 2011.

Attested by:

By: Jennifer Dunn, President, Linn County Fair Association

NON-EMERGENCY SITUATIONS THAT REQUIRE POLICY AND PROCEDURES

OPEN ALCOHOL CONTAINERS

No open alcohol containers are allowed on the fairgrounds except in designated areas.

Signs stating: “No Open Alcohol Allowed on Grounds except in designated areas” will be displayed at all fair entrances.

Designated areas include: beer tent, wine tent, grandstand and pit areas.

Any open alcohol container found on the fairgrounds outside of the designated areas will be emptied immediately.

Repeat offenders may be escorted off the grounds.

ANIMAL(S) INJURY/DEATH

Immediately notify the event chairman if an animal is injured or found dead.

The event chairman will inform the Fair Crisis Team Leader. In case of animal death, the Fair Crisis Team Leader will give the owner a copy of the current Linn County statute on disposal of dead animals.

It is the animal owner’s responsibility to remove the animal as soon as possible and in a decent and humane manner. If it cannot be done immediately, a tarp or similar material must be put over the animal to prevent the public from seeing the carcass.