

EMERGENCY ACTION PLANS

During fair events, a considerable number of patrons, volunteers and employees are located throughout the grounds. If an emergency situation arises, a written plan should detail how to manage the crisis and alert those on the fairgrounds.

This emergency action plan should be communicated with all employees and volunteers, and be kept current.

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WRITTEN PLAN

The emergency action plan should detail the response procedures for various emergency situations that may arise at the fair. These may include severe weather, fire, personal threats, missing persons, loose livestock and medical or security emergencies.

For each emergency, the plan should detail:

- Key individuals and their specific responsibilities.
- Employee/volunteer response procedures.
- Emergency contact information.
- Other fair-specific relevant information, such as how to use the public address system and the locations of electrical shutoffs, fire hydrants and other important items.

The plan should be coordinated with the sheriff's office and county emergency manager to ensure that procedures align with one another. The plan and procedures should be communicated to all employees and volunteers and updated periodically.

In addition to the written plan, agricultural societies should consider posting easy-to-use emergency procedure flip charts in conspicuous areas that are readily available for employee/volunteer use. These flip charts would allow a quick reference for each category of emergency and provide step-by-step response procedures.

Building Identification

An important element of any emergency action plan is emergency response. To aid in the timely arrival of first responders, buildings and locations should be clearly and visibly labeled. This not only helps direct and assists first responders, but also helps with directing fairgoers.



EVACUATION AND SHELTERS

Evacuation and sheltering procedures should be included in the written emergency action plan. Special consideration should be given to formulating these procedures. Although it is essential in an emergency to alert fairground patrons in a timely manner, it may not always be best to give specific evacuation directions.

Take for example, a tornado event. Unless there is a designated shelter with adequate occupancy and design located within reach of fairgoers, a warning and orderly evacuation may be sufficient.

Care must be exercised so as not to put others in more danger by directing patrons to specific locations that may not be adequately protected. If

protections do exist, emergency shelters should be clearly designated, and fairgoers should be encouraged to use them.

Agricultural society employees, volunteers and law enforcement should be trained about the locations of sheltering areas and emergency procedures.

Agricultural societies should consult with their county emergency manager and legal counsel before drafting evacuation or sheltering procedures.