

# **EMERGENCY RESPONSE PLAN**

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

Developed May 2010

Updated in June 2017

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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 Fairgrounds.

**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 Fairgrounds, 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 Fairgrounds. Critical incidents are generally defined as those emergencies that threaten life or property, or those which impact a significant portion of the fairgrounds (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 – Albert Martin (319) 560-5675

Fair Crisis Leaders – Dan Abel -319-693-3038

Susan Clarke- 319-329-3271

Sheriff Linn County – 319-398-3911

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

Fair Grounds (phone number) 319-929-FAIR (3247)

Fair Office located in Lynn Dunn Memorial Building Hours- (during the fair) 8 am – 5pm

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

On Site First Aid (during the fair located in the portable trailer)

Center Point Ambulance - 911

## BOARD OF DIRECTORS

Albert Martin - President

Susan Clarke

Lori Osterkamp -Vice President

Kathy Clemens

Kevin Banasik - Treasurer

Tim Clemens

Kim Harford – Secretary

Jennifer Dunn

Heidi Steffen - Marketing Manager

Steve Enabnit

Yon Abel

Justin Martin

Bud Blackford

Stephen Martin

Kris Blackford

Mary Michels

## PLAN UPDATES LOG & WORKSHEET RECORD OF PLAN CHANGES

<b>Date of Change</b>	<b>Notes of Updates</b>	<b>Date of Board Approval</b>
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
May 29, 2012	Updated Table of Contest, Made personal changes to 5,6,7,21, 27, 28	May 29, 2012
June 3, 2013	Made personnel changes to 5, 6, 7, and 21. Replace “HCEMC” with correct “LCEMC on 9, 17, 18, and 24.	June 3, 2013
June 17, 2014	Made personnel changes to 5, 6, 7, and 21.	June 17, 2014
June 9, 2015	Made personnel changes to 5, 6, 7, and 21.	June 9, 2015
May 2016	Made personnel changes to 5, 6, 7, and 21; added Active Shooter	May 10, 2016

## LINN COUNTY FAIR EVENT CHAIRMAN

Ag Education Events \_\_\_\_\_ Allison Zumbach, Deb Zumbach  
Amateur Grilling Contest \_\_\_\_\_ Mary Michels, Jim Meisheid  
Antique Tractors Display \_\_\_\_\_ Stephen Martin, John Butler  
BBQ \_\_\_\_\_ Susan Clarke  
Bar Committee \_\_\_\_\_ Susan Clarke, Chair, Deb Zumbach, Kim  
Harford, Lori Osterkamp, & Steve Enabnit  
Beer Gardens/Tent \_\_\_\_\_ Steve Enabnit, Charlie Bach, Louie Zumbach  
Buildings & Grounds \_\_\_\_\_ Bud Blackford, Chair, Stephen Martin,  
Bill Sloan, Steve Enabnit, Albert Martin, Kathy Clemens, Justin Martin & Kim  
Harford  
Camping \_\_\_\_\_ Bill Sloan, Todd Hunt  
Carnival \_\_\_\_\_ Lori Osterkamp, Heidi Steffen, Louie Zumbach  
Chuck wagon Races \_\_\_\_\_ Bill Sloan  
Church Service \_\_\_\_\_ Susan Clarke  
Cock-A-Doodle Zoo \_\_\_\_\_ Tim Clemens, Chair Kathy Clemens, Bud  
Blackford, Carrie Robertson  
Community Appreciation Day \_\_\_\_\_ Kathy Clemens, Carrie Robertson  
Corporate Corner \_\_\_\_\_ Deb Zumbach  
Events Coordinator \_\_\_\_\_ Deb Zumbach  
Fair Store \_\_\_\_\_ Antia Haughebury, Jane Gephart,  
Fireworks \_\_\_\_\_ Steve Martin  
First Aid \_\_\_\_\_ Susan Clarke  
Free Entertainment Tent \_\_\_\_\_ Dave Paris  
Friday Concert \_\_\_\_\_ Louie Zumbach, Charlie Bach,  
Mike Clemens, Justin Martin, Steve Enabnit, Kim Harford  
Garden Art \_\_\_\_\_ Sara Ries  
Gardens \_\_\_\_\_ Kris Blackford, Jean Dunn, Hannah  
Dunlap  
Gates/Parking \_\_\_\_\_ Albert Martin, Logan Graham  
Ground Entertainment \_\_\_\_\_ Lori Osterkamp  
Harness Races \_\_\_\_\_ Bill Sloan, David McDonald,  
Justin Martin  
Little Mr./Miss \_\_\_\_\_ Allison Zumbach, Taylor Zumbach  
Livestock Auction \_\_\_\_\_ Bud Blackford  
Mini Monster Trucks \_\_\_\_\_ Deb Zumbach  
One Day Contests \_\_\_\_\_ Sara Ries, Molly Hogan, Anita  
Haugenbury & Carrie Robertson

Open Static \_\_\_\_\_ Kris Blackford, Susan Clarke & Jean Dunn

Porto Potties \_\_\_\_\_ Louie Zumbach

Queen Contest \_\_\_\_\_ Kathy Clemens & Jennifer Dunn

Quilt Block Challenge \_\_\_\_\_ Kris Blackford & Jean Dunn

Science Tent \_\_\_\_\_ Dan Abel, Morgan Berns, David McDonald, Heidi Steffen

Security \_\_\_\_\_ Kim Harford, Chair, Scott Slagel, Yon Abel

Shuttle Service \_\_\_\_\_ Jennifer Dunn

Thursday Night Concert \_\_\_\_\_ Lori Osterkamp, Kim Harford, Yon Abel, Louie Zumbach

Tickets \_\_\_\_\_ Kevin Banasik

Track Setup \_\_\_\_\_ Louie Zumbach, Mike Clemens, Albert Martin, Steve Martin, Justin Martin, Bill Sloan, Kim Harford, Kyle Sloan, Josh Rich, Charlie Bach & Mike Eilers

Truck and Tractor Pull \_\_\_\_\_ Ryan Sieck, Aaron Balderston, Kyle Sloan, Mike Eilers

Vendors \_\_\_\_\_ Lori Osterkamp

VIP Friday Night \_\_\_\_\_ Jennifer Dunn

Volunteering \_\_\_\_\_ Jennifer Dunn, Logan Graham

Youth Day \_\_\_\_\_ Susan Clarke

Wednesday Night Event \_\_\_\_\_ Jennifer Dunn, Mike Eilers, Kim Harford

## **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 nonprofit 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 LCEMC 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 be 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 11<sup>th</sup> 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 Chairmen 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.

Call 911 (if building is not equipped with fire alarm)

Contact Event Chairman

Event Chairman contacts 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 Chairmen.

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 Chairmen, 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 Event Chairman

Event Chairman notifies Fair Crisis Team Leader

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).

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.

Contact 911

Contact Event Chairman (if necessary)

Event Chairman contacts 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:

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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 25).

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, LCEMC (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, LCEMC (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.

Contact Event Chairman

Event Chairman contacts Fair Crisis Team Leader

Law enforcement, Fair Crisis Team Leader, or Event Chairman calls 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.

Call 911

Contact Event Chairman

Event Chairman contacts Fair Crisis Team Leader

Fair Crisis Team Leader activates crisis team.

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, LCEMC. (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:

Contact 911 (if necessary)

Contact Event Chairman

Event Chairman contacts 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.

## ACTIVE SHOOTER

Active Shooters are very unpredictable and create chaos and panic at the location, thus making it difficult to establish one specific plan of action. You may be aware of certain guidelines when making your decisions; any action you take must be your own decision. Also, be aware of your surroundings, environment and options before an emergency occurs. Ask yourself, “What if?” questions and develop a plan.

Develop a survivor Mindset

- If confronted do not aggravate the suspect.
- Remain calm.
- Create time and distance

### **ACTIONS**

Make a decision, trusting your instincts, to take action to protect yourself to survive the situation. You generally will have three options

- Run (evacuate) Can you safely escape?
- Hide Is there a good place to hide out or secure-in-place?
- Fight Will you take out the shooter? NOT ADVISED

#### **Run (Evacuate)**

- If you can and you deem it safe to get out and get to a safe place. You will have to rely partially on instinct.
- Leave belongings behind, but take your cell phone if it is handy.
- Call 9-1-1 as soon as you are safe (see Calling for Help Checklist below).
- If possible, notify team crisis leader.

#### **Hide (Secure-in-place)**

- Find a hidden location.
- Find protection behind furniture if possible.
- Find a room that locks if you can.
- If possible, close and lock the outside door to the room.
- Blockade the door with furniture or heavy objects.
- Close the blinds, turn off the lights, remain quite, silence cell phones, spread out away from other individuals and move away from doors or windows. Do not peek out to see what may be happening

#### **Fight**

- Again...SUGGESTED NOT TO DO
- Make plan with others in the room about what you will do if the shooter enters.
- Make a total commitment to action and act as a team with others.
- Do whatever is necessary to survive the situation.
- If possible and safe to do so, report the location of the assailant.

## **IF OUTSIDE WHEN A SHOOTING OCCURS**

- Drop to the ground immediately, face down as flat as possible. If within 15-20 feet of a safe place or cover, duck and run to it.
- Move or crawl away from gunfire, trying to utilize any obstructions between you and the gunfire. Remember many objects may conceal you from sight, but may be not be bulletproof.
- When you reach a place of relative safety, stay down and do not move. Do not peek or raise your head in an effort to see what may be happening.
- Wait and listen for directions from Public Safety and Law Enforcement Personnel.

## **SUBJECT IN CLOSE PROXIMITY**

- An individual must use his or her own discretion about when he or she must engage a shooter for survival.
- Generally, one can lie motionless and pretend to be unconscious or confront the individual.
- Make a plan as to how you will survive the situation.
- Make a total commitment to action and act as a team with others if possible.
- Do whatever is necessary to survive the situation.

## **HELPING OUT**

- Warn others
- Help others
- Keep others away from danger area
- Help the injured
- Help others stay calm

## **CALLING FOR HELP**

- If safe to do so call the appropriate authorities. DO NOT assume that someone else has reported the incident.
- Call 9-1-1            Call crisis team leader
- Be persistent; phones may be jammed due to high call volume from other staff and visitors.
- Calmly identify yourself and your exact location.
- Remain calm and answer the dispatcher's questions.
- The dispatcher is trained to obtain the necessary and required information for an appropriate emergency response.
- If safe to do so, stop and take time to get a good description of the criminal.
  - Note height, weight, sex, race, approximate age, clothing, method and direction of travel and his or her name, if known.
  - If the suspect is entering a vehicle, note the license plate number, make, model, color and outstanding characteristics.
- All of this take only a few seconds and is of utmost help to the responding officers.

## **WHEN LAW ENFORCEMENT ARRIVES**

- When law enforcement reached you, do not run at them or make sudden movements.
- The priority of the first responders will be to identify the shooter. Law enforcement will need to ensure that you are not the shooter.
- Do not scream, yell, point or wave your arms.
- Do not hold anything in your hands that could be mistaken for a weapon (this includes cell phones).
- Be quite and compliant.
- Show the officers your empty hands and follow their instructions.
- Give the number of shooters.
- Give the location and physical description of the shooter/s.
- Give the number and types of weapons.
- When it is safe to do so, you will be given instruction as to how to safely exit your location.

## **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 Sheriff's 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>
Albert Martin	President	_____	_____	(319) 560-5675
<b><u>Fair Crisis Team Leader(s)</u></b>				
Dan Abel	Associate Member	_____	_____	693-3038
Susan Clarke	Board Member	_____	_____	329-3271
<b><u>Security Chairman</u></b>				
Kim Harford	Board Member	_____	_____	981-6245
<b><u>Grounds Keeper</u></b>				
Ron Pflughaupt	Grounds Keeper	_____	_____	270-5116
<b><u>Crisis Team Members (designee)</u></b>				
Steve Enabnit	Board Member	_____	_____	389-6601
Kim Harford	Board Member	_____	_____	981-6245
Lori Osterkamp	Board Member	_____	_____	560-8297
Stephen Martin	Board Member	_____	438-6640	560-3702
Logan Graham	Association Member	_____	_____	573-8952

## FAIR CRISIS SPOKESPERSON

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

Jennifer Dunn	Board Member	_____	none	929-0300
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### Law Enforcement

Linn County Sheriff Dispatch	398-3911
Fire	911

### Ambulance

Mike Teachau	Center Point Ambulance	Office- 319-849-3865
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## CPR/FIRST AID CERTIFIED PERSONS ON FAIRGROUNDS DURING THE FAIR

<u>Name</u>	<u>Certification:</u>
Dan Abel	CPR and FIRST AID
Yon Abel	CPR, FIRST AID & AED
Leann Bowman	CPR
Susan Clarke	CPR and FIRST AID
Jean Dunn	CPR
Logan Graham	CPR/AED/FIRST AID

Lori Osterkamp  
Taylor Zumbach

**CPR/First AID/Bloodborne Pathogens  
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.

### **RESPONSE CODES**

Code Red-Fire

Code Blue-Medical Emergency

Code Green-Bomb/Bomb Threat

Code Orange-Fight/Assault

Code Black-Hazardous Material/Chemical Spill

Code Purple-Intruder

Code Yellow-Hostage

## **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 LCEMC 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 48 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 chairmen, which are determined by the current event that is in progress during the crisis at each location listed below unless otherwise noted.**

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

**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, Vendors 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: Jennifer Dunn  
Telephone Numbers (mobile: 929-0300)

### **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 fairground's track during racing events.

**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.

## **MOTORIZED VEHICLES**

### **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.

### **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 11<sup>th</sup> 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

It is the mission of the Linn County Fair Association and the Linn County Extension to ensure the safety of all Exhibitors, visitors and Livestock. The first concern of both the organizations is to make sure all people are safe and evacuated first. When the LCF Association and the ISUEO determine that the conditions are safe enough for all people in an evacuation situation, the next major concern is the evacuation of all animals on the Fairgrounds. Below will be the process that everybody **MUST** follow:

1. **Cattle Barn**= All trailers will enter through Gate 4, then proceed west up the main drive to load out at the west end of the Cattle Barn and then exit out of Gate 1.
2. **Cow/Calf Barn/Dairy**= All trailers will enter through Gate 4 and Proceed up towards the Gate 2 entrance and load out at the east end of the buildings and exit out Gate 2.
3. **Small Animal Building**= Come in Gate 3 (Conservation Building) entrance and proceed around the indoor arena to the south side and proceed to the west end of the building and exit out Gate 1.
4. **Sheep/Swine Barn**= Enter through Gate 3, go on the South side of the indoor arena and line up on the west side of the Sheep/Swine barn and arena. Load out at the loading chute.  
\*\*Transportation of hogs will be arranged by the Swine Committee to the packers\*\*
5. **Indoor Arena**= Enter through Gate 3. Load out on the East end of the Arena through the overhead door and Exit out of Gate 3.
6. **Horse Arena**=Enter, Load and exit out Gate 4.

We **MUST** stress that if a situation arises *People are the most important* and next is the animals. If this were to happen, the next most important thing to be evacuated is the Livestock and **NOT tack and supplies**. All tack/supplies will be dealt with last, as time allows. **NO tack/supplies will be allowed to load out during the evacuation until all People and Livestock have been dealt with** and will only be permitted and determined by the LCF Board and the ISUEO Livestock Advisory Committee.

### ANIMAL QUARANTINE PLAN

The Linn County Fair (TLCF) Animal Quarantine Plan will be implemented as deemed necessary for the partial or complete quarantine of any animal involved at TLCF as determined by either local, State or federal officials.

One of three stages will be chosen to quarantine and actions will follow in accordance to stage directions.

Stage 1: Animal or animals rejected by vet at check in.

Animal or animals will not be allowed to go beyond check in point and exhibitors will have exactly 30 minutes to get rejected animal or animals off of grounds.

Stage 2: Animal Dies on grounds.

If an animal dies on the grounds during fair an “all barn” quarantine will go in to effect

Immediately and the animal will be covered (tarped) and removed to an isolated area for the vet inspection. The fair vet will be called and they will then determine cause of death. If cause is determined to be natural (heat, stress, overeating/etc.) then quarantine will be lifted and the Linn County Extension, Linn County Fair board, and the exhibitor will work on disposal of the dead animal.

Stage 3: Animal Dies on grounds and not of natural causes.

If animals dies on grounds during fair an “all barn” quarantine will go in to effect

Immediately and the animal will be covered (tarped) and removed to an isolated area for the vet inspection. The fair vet will be called and they will then determine cause of death. If cause is determined to be of unnatural or a disease outbreak an “all barn” quarantine will go into effect. At this point no animals will be allowed to leave the grounds and all further actions will be determined by the local and state vets (if need be), Linn County Extension, and Linn County Fair board.