

POLK COUNTY FAIR

INCIDENT MANAGEMENT PLAN

Purpose: To provide a reference and guide to the resources and agencies available in the event of a natural or manmade disaster, which may occur during the annual County Fair or during any other event, held at the facility. The incident management plan is designed to identify the procedures in place for different types of incidents and identify the principle agencies that would be called on in the event of an emergency.

Structure: Police, fire, ambulance and internal Fair staff including management, security, maintenance and other support personnel will utilize Nation Incident Management System/Incident Command System (NIMS/ ICS).

Lead Agency: The lead agency will be incident driven and clarified within the unified command structure.

COMMUNICATION PLAN

STAFF RADIOS

Channel 7 is the designated emergency frequency channel and is to be used only by key management/supervisory fair staff.

PHONE

The Fair office will designate one office staff person to call 911 and state the nature of the emergency and direct them to the closest access gate.

Office phones are to be cleared for all out going emergency calls. Emergency lines will be designated based on use. In normal operations (non-fair times) there are two (2) operational phone lines in the main office. 503-623-3048 and 503-623-0080. During the County Fair an additional line is added in the 4-H Building 503-623-8378

EMERGENCY SERVICES

Fire or medical coordinated emergencies will use Polk Fire Frequency

Law enforcement controlled situation use PC SO OPS

Common medical frequency is Polk Fire Frequency

EMERGENCY COMMUNICATIONS

Two-way radio transmissions and cell phones cannot be used if the incident is bomb related unless approved by bomb technicians.

In the event radios and cell phones cannot be used, the Security Director will initiate a method of communication through courier

EVACUATION PLAN

Purpose: In the event of hazardous waste spill on Hwy 99 or within the confines of the fairgrounds, airplane crash, large fire or other calamity which requires a complete evacuation of the grounds the following procedures are in place.

EGRESS FOR EVACUATION

South gate by the Museum will be the exit gate. All traffic exiting this gate must go in the proper direction per the Sheriff's Department

North entry gate will be designated for emergency vehicle and bus lanes only.

Nesmith park entry will be for emergency vehicles only.

Those people in Nesmith Park and arena area will exit to the East of the arena and through the field, across the bridge at Joslins or to Morrow Road and onto Rickreall Road. See Map on page 8.

Those people in the field to the east of the arena will exit through the field to the east.

The Supervisor in charge of admissions will be responsible for exiting of the parking lots

Polk County Sheriff's Department will divert traffic from 99W to Rickreall Rd. and Orrs Corner.

INGRESS FOR EMERGENCY VEHICLES

Emergency vehicles will access the fairgrounds at the North entry gates, off of Hwy 99

Emergency vehicles can also access the fairgrounds through Nesmith Park, just west of the entry gates.

BUS EVACUATION

Wheels Community Transportation – Weekdays 503- 585-5187

After 9:30pm on weekdays, 5:00pm on Saturday and Sunday call either 503-871-7165 or Mary Reneke 503-871-5632. Refer to Polk county resource manual for further assistance.

Wheels buses will be directed into the fairgrounds through the North entry gates or Nesmith Park entry to assist in evacuation of the public

Buses will take passengers to La Creole Middle School and return to the fairgrounds for additional passengers. Red Cross will be notified for family information center.

A request for the Sheriff to activate S.A.L.T and / or SAR to be on hand at La Creole Middle School to assist evacuated fair goers and exhibitors. CERT may also be called to assist via the Independence Police Department who has direct authority of CERT in Polk County.

Pay phones may or may not be available for evacuated public needing to call for rides at La Creole Middle School.

Designated office staff will work with incident command to notify the press where evacuated public is being taken for pick up by relatives or friends

DESIGNATED EMERGENCY TEMPORARY SITES

Sites have been identified to house management functions, emergency personnel, equipment and/or to handle large gatherings for the purpose of medical assistance or mass arrest.

Identified sites which are structurally threatened, blocked or destroyed can not be used. The Incident Commander will have the final say in any particular emergency if a site is to be changed. Communication of the change will be given over emergency radio channels.

INCIDENT COMMAND CENTER

The Polk County Museum is designated as the temporary command center, until mobile command can arrive.

Incident Command Structure: The incident will drive the structure, however responding emergency service agencies, Fair Security, Fair Maintenance, and a representative from Fair Management will generally comprise the Command Team.

A box of supplies for the ICC will be in the Fair Office and brought to the ICC.

Only one phone is available. Incident command personnel should bring cellular phones and hand held radios.

A member of the Fair management team will be assigned to meet face to face with the emergency personnel incident commander. This person must be easily identifiable by emergency responders.

STAGING FOR EMERGENCY VEHICLES

In the event multiple emergency vehicles are necessary, a staging area will be designated.

PRESS INFORMATION

The Fair Board room, located in the back of the main office will be used for press communications. Security will be needed to assist with securing the room.

The designated Public information officer will be determined by the incident and appointed by the command structure.

TRIAGE

During the Fair, paramedics are located in the First Aid Booth at the front of the fairgrounds. An ambulance with extra medical supplies and personnel is parked by the arena.

In the event of mass illness (ie: food poisoning, hazardous fumes) or multiple injuries incident command will identify an area that the injured will be taken.

MASS ARREST HOLDING AREA

Incident Command will identify areas.

FACILITY SECURITY

Fairgrounds security will take the lead to secure all facilities

Main Building, Arts & Crafts, and 4-H Building

During Fair, security will take all precautions possible, without endangering themselves, to guard exhibits until the building is emptied and locked. Vendors are not to remove merchandise.

During other events, public is to be evacuated and building locked.

Livestock Barns

Public is to be evacuated

If no risk is posed to their staying, designated Barn Superintendents and FFA advisors will remain to calm animals or move animals if necessary. Evacuated animals should be taken to the practice arena.

Under **NO** circumstance should any human life be risked to save exhibits and/or livestock.

Entertainment Stage

Area is to be evacuated of all entertainers and support staff. The area is to be secured with equipment in place. (No entertainer or production buses/trucks are to load and be driven off the fairgrounds.)

Outside exhibits

Vendors are not to remove merchandise. Public is to be evacuated.

BBQ Booth, Dairy Booth, Bingo Booth, Playground and Horticulture building

FAIRGROUNDS STAFF/FAIR BOARD RESPONSIBILITIES

MANAGER

Responsible for or delegates:

- Spokesperson between Incident command and the press regarding Fair facilities (Fair Board Chairman or Vice Chairman will be assigned this duty)

- Communicates with County Administration

- Makes appropriate notifications

- Acts as liaison with carnival and vendors

- Supervises and directs office staff, entertainment staff and other temporary staff as needed.

FAIR BOARD

Acts as support as requested by Fair Manager

SECURITY AND GROUNDS CREW

- Assist with evacuation
- Secure incident scene if localized
- Secure exhibit areas & buildings
- Secure Incident Command, Triage & Press locations
- Other as requested by Incident Command
- Monitor radio for assistance needed elsewhere

MAINTENANCE AND GROUNDS CREW

- Shut off gas, power and water as requested by Incident Command
- Man fire extinguishers as requested and/or needed
- Monitor radio for assistance needed elsewhere
- Other as requested by Incident Command and/or Manager

OFFICE

- Dial 911** for fire and other emergency equipment needed
- Make necessary PA announcements
- Keep office phones clear for emergency use only
- Other as requested by Incident Command and/or Manager

SUPERINTENDENTS

- Assist with evacuation of your area
- Secure exhibit area

Specialized Resources

Please refer to:

Polk County Resource Manual