

# EMERGENCY PLAN

## FOR THE \_\_\_\_\_ FAIR

### CLASSIFICATION OF EMERGENCIES

Typically, emergencies are events that reach a magnitude requiring direct intervention by Fair Board personnel, or by trained emergency personnel from police, fire, or medical services. There are a number of calamities, labeled emergencies, which may be reasonably contained by trained personnel exercising their normal work responsibilities. We, of the \_\_\_\_\_ Agricultural Society, at \_\_\_\_\_, (the \_\_\_\_\_ fairgrounds), must have trained professionals available during the fair, or as deemed necessary at events staged throughout the year at the fairgrounds.

For the purpose of this plan, emergencies have been classified into the four categories:

- **Code Blue:** Medical Emergency
- **Code Red:** Non-Medical Emergency
- **Code Green:** Animal Related Emergency
- **Code Yellow:** Lost or Missing Children

#### **Code Blue** Description

- Any emergency which requires immediate medical attention

#### **Code Red** Description

- Bomb threat
- Fire / explosion
- Swarming / fight / sexual assault
- Theft / hold up
- Motor vehicle accident
- Electrical storm / heavy rain / tornado
- Power Failure

#### **Code Green** Description

- Injury of an animal
- Runaway livestock
- Inappropriate treatment of an animal

#### **Code Yellow** Description

- Lost or missing children

It should be noted that depending upon the severity of the incident and the extent to which progression is made, a "Code Red" emergency may become a Code Blue" emergency. For example, a teen swarming may develop into a fight in which the victim requires medical attention.

### **DEALING WITH AN EMERGENCY**

The \_\_\_\_\_ Agricultural Society President, acting as the contact person will announce by means of the handheld radios that a specific emergency situation is in progress. This will be announced as Code Blue, Red, Green or Yellow.

The \_\_\_\_\_ Agricultural Society Secretary, acting as the pivotal control person, will assist an Emergency Team Committee at the fairgrounds office, or at a designated site.

The Emergency Team Committee could include representatives from the following agencies:

- Municipal Fire Department
- Municipal or Provincial Police Services
- Emergency Medical Services and or St. John's Ambulance
- Public Works Department or Facilities Management
- Veterinarian's Office
- Amusement Industry
- Armed Forces
- The President of the Society shall be an ex-officio member of the Committee.

The Emergency Team Committee will communicate with designated emergency "specialists" at various locations throughout the fairgrounds. Such "specialists" are to be designated by the control person prior to the fair starting for the following areas:

- 4-H Show Ring
- Heavy Horse Ring / Pull Area
- Exhibit Hall
- Children's Activity Area
- Entertainment Venues
- Mid-way / Amusement Area
- Antique Tractor Area
- Admission Street Gates
- Office Area

### **PRIORITY**

The Control Person will communicate to the Emergency Team Committee members and then to the designated emergency "specialist". Individuals are not to take any action in any situation without first communicating with the Control Person (or his/her delegate). If the Control Person has assigned a delegate, Emergency Team Committee Members and designated emergency "specialists" will be so advised.

## **NOTIFICATION**

A handheld radio system is the best tool for spreading information throughout the fairgrounds. While the public address system can be a useful tool in making announcements, it can also attract many un-necessary curious patrons to an emergency. It is imperative that when our designated emergency "specialists" announce a code emergency, they be listened to and people co-operate with them!

## **MOVING TRAFFIC OFF OF THE \_\_\_\_\_ FAIRGROUNDS**

In an attempt to avoid bottlenecks and congestion, large trucks and trailers should be directed to specifically use one entrance. Generally, cattle trailer traffic will be routed in and out of the fairgrounds through the \_\_\_\_\_ gate and horse trailer traffic will be routed in and out the fairgrounds through the \_\_\_\_\_ gate.

In preparation for the fair, signage designating such routes should be installed.

General parking shall be directed to park in the \_\_\_\_\_ lot.

An emergency route needs to be established throughout the grounds to allow easy access for emergency vehicles.

## **EMERGENCY IDENTIFICATION**

Emblazoned vests, which clearly identify the wearer as a person to whom fair-goers should listen to, are to be obtained for use from the Office. These vests would be provided to Emergency Team members and designated emergency "specialists".

In some cases, personal protective equipment such as safety glasses, ear plugs, gloves, hard hat and safety boots may be required.

## **PORTABLE RADIOS**

Hand held units, will be obtained and stored at the fair office for emergency use.

## **"SPOTTERS"**

A network of "spotters" is to be arranged prior to fair time. A list, consisting of the names, addresses and contact numbers of these "spotters" will be prepared prior to the fair. Such people would be called to advise of weather conditions at their respective locations. The "spotters" will reside in at least a 25-kilometre radius of the fairgrounds. "Spotters" can also be put on the list from beyond that radius. These spotters are also asked to monitor weather reports in the designated area.

## **PRE-FAIR PREPARATION**

Note:

When submitting information to emergency services, it is important to include a labeled map of the grounds.

### **POLICE**

The local Municipal or Provincial Police Department shall receive written notice of all fair events along with the respective times and locations of each event. A list of key Executive Members and contact numbers will also be provided

### **MEDICAL SERVICES**

A certified, accomplished and reputable provider of emergency first aid should be hired for the entire fair. An event listing should be forwarded to the provider as well as information about the location, which will become the base of operations for the provider at the fairgrounds.

The local EMS ambulance provider must also be notified about the dates / times of the fair related events.

### **HEALTH SERVICES**

A notice should be forwarded to the **District Health Unit** which itemizes the dates/times of all fair events. The Unit should be encouraged to visit the grounds prior to the fair and perform any on-site investigations of food vendors, all of whom will have had to obtain health unit approval prior to arriving at the fair.

Water samples must also be taken prior to the fair and submitted for testing. Samples should be taken at a number of locations on the fairgrounds.

### **FIRE SERVICES**

A notice should be sent to the Municipal Fire Chief which states the dates/times of all fair events. Firefighters are to be advised of propane, fuel storage and/or any hazardous chemicals which are located on site.

In some cases, Fire Department Personnel may also be assistance with traffic control and in the provision of first-aid services.

### **HAZARDOUS MATERIALS STORAGE**

The location of all hazardous materials stored at on the fairgrounds must be pinpointed on a grounds map and be kept on display at the Fair Office. The data sheet for the hazardous materials must be attached to the grounds layout plan.

The plan and list of hazardous materials must also be provided to the Municipality Fire Department.

Note: For the purpose of this plan, hazardous materials include propane tanks etc.

## **COMMUNICATION SERVICES**

The \_\_\_\_\_ Agricultural Society should order \_\_\_ hands-free microphones and \_\_\_\_ holsters. These radios will allow for effective and immediate contact between various locations on the grounds and the office.

Issuance of the portable, hand-held radios shall be coordinated by the Secretary and a record kept of who has which radio shall be maintained. The distribution of these radios shall be controlled by using a "sign in / out" sheet. Some radios will be exchanged for fully-charged radios throughout the fair and these transactions must be documented every time on the "sign in / out" sheet. The radios must be returned at the end of each shift to allow time for proper battery charging. Language on-air is to be civil and free of profanity.

The Fair Office should have a cell phone available within the office, as well as the use of the "land line" phone.

## **INSPECTIONS**

Prior to the fair, society members shall complete an inspection of the grounds at which time potential hazards will be noted for correction. (See Appendix A: Inspection Form)

An inventory of required ground information signs shall be completed at the same time.

In order to ensure that all electrical safety precautions are in place, an inspection should be carried out in advance of the fair by an electrical inspector.

In order to ensure that all fire safety precautions are in place, an inspection should be carried out in advance of the fair by the Fire Department.

A full inspection is to be carried out prior to the fair by staff from the local Health Unit. The inspector is to inspect each food booth / trailer at which food products are sold.

## **911 EMERGENCIES**

### NOTE

When calling 911, the exact emergency service (s) required must be specified by the caller.

Notification of an emergency can be received at the Office in various forms: verbal on site, two-way radio, or written.

When notification has been received, the control person or his/her delegate will immediately announce the code using the portable radio system. This is to be done three times.

For Example: "Code Blue at the \_\_\_\_\_" (location)  
"Code Blue at the \_\_\_\_\_"  
"Code Blue at the \_\_\_\_\_"

All Board, or Emergency Team members, carrying radios will acknowledge such transmissions and respond accordingly.

As the control person, the President of the Society, shall be designated to co-ordinate information and lead the emergency team members in their actions. The control person is the #1 contact in the decision-making process and in the dissemination of information to the emergency team. The President may designate somebody to be control person in his /her absence. No one is to make decisions without communicating first with the control person.

Under certain circumstances, gate staff and/or admissions trailer personnel will be directed to halt admissions until the code had been cleared. Pending the location and type of emergency, gate staff will also clear the entrances for public emergency vehicles.

### **IMMEDIATE ACTION**

**IDENTIFY - INITIATE - ISOLATE**

The first board or emergency team member arriving on scene will immediately survey the scene and then report to the control person which outside agency is required e.g. - police/fire.

In the event of a medical emergency (Code Blue), the need for the provincial ambulance will be determined by the medical services provider and communicated to the control person.

All requests for outside agencies are to be directed through the 911 service. DIAL 911 - request either police/fire/ambulance. A 911 REQUEST MUST SPECIFICALLY ASK FOR EACH, OR EVERY, TYPE OF SERVICE!

**MUNICIPAL ADDRESS:** \_\_\_\_\_ **Fair Fairgrounds**  
\_\_\_\_\_ Street Civic Address  
\_\_\_\_\_ Village / Town or City

**GEOGRAPHIC LOCATION:** Closest intersection to a major road  
The Fairgrounds are located off of \_\_\_\_\_ Street.

**CALL BACK NUMBER:** ( \_\_ ) \_\_\_ - \_\_\_\_

The emergency services operator may require additional information from the contact so it is important not to hang up until directed to do so.

Once the emergency has been identified and the request for outside assistance has been initiated (if requested), Board or Emergency Team Members should then concentrate on keeping the area clear of unwanted spectators until released by the authorities.



## **INCLEMENT WEATHER**

In the case of severe rain and wind, consideration should be given to the movement of patrons into safer facilities. The decision to move people indoors will come from the President, or designated control person, at the fairgrounds.

The same consideration should be given in the event of an electrical storm. Tent structures should **never** be used as shelters whereas tent poles attract electricity.

Extensive amounts of rain require that the following additional safety precautions be taken:

- Shutting down of amusement rides. This decision will be in concert with Midway staff.
- Cancellation of events such as live shows, livestock shows, horse shows/draws.

## **ANIMAL CONTROL**

In the event of emergency, it will be necessary to

- i. Contain the animals
- ii. Shelter the animals from weather extremes
- iii. Maintain careful documentation of owner's identity
- iv. Separate different herds, production phases

It will need to be decided if the livestock is to be loaded back into the trailers. The President, or designated control person, will communicate this to those on sites with livestock. It should be communicated, in advance, to those people who have livestock at the fairgrounds that in the event of an emergency, they will be asked to load their animals into their trailers. A sample Animal Identification Tracking Form is attached as Appendix B.

Should it be necessary to load livestock under emergency situations, the parking/security personnel will step in to assist and direct the lineup of drivers wishing to load their animals. The designated gates shall be used for the removal of trailers with animals.

## **TRACK AND RING CONDITIONS**

In the event of inclement weather, the Committee Chairperson of each event shall have the final decision if the track/ring is suitable to use for the event. The Emergency Safety Committee will review all venues and inspected them before the public will be allowed to enter these designated areas.



## RUN-AWAY ANIMAL

In the event of a run-away animal, a "Code Green" will be announced by the safety person of the designated area or event. Once announced, the following procedures will be put into place:

- 1) Spectators in other events will be moved behind the safety barriers. (e.g. in enclosed ball diamond or in the arena)
- 2) Temporary gates will be closed at the entrance gates and into the children's area
- 3) Previously chosen participants in the designated area will attempt a retrieval of the animal
- 4) In extreme cases, professional help shall be contacted by the Emergency Safety Committee (or designate)

## ILLNESS OR DEATH OF ANIMAL

Upon being alerted by a judge, spectator or other attendee of a problematic animal, the Committee Chairperson and/or Emergency Safety Committee Member, shall request the owner to remove the animal from the show ring or in case of disease from the arena grounds.

Should it be deemed that the animal maybe contagious, the said animal is to be quarantined in the area around its conveyance. When the animal is contained, the Emergency Safety Member shall request a response team from the Vet. Clinic to evaluate the animal.

Upon a death of an animal, the animal is to be covered with a tarp to conceal it from public view, and to minimize any liquids from the animal escaping into the ground.

The animal will then be quickly removed by the animal's owner. Should it be deemed necessary a tow truck with a flat bed capability will be secured to remove the animal quickly. This will be completed at the animal owner's expense)

The deadstock shall be delivered to a collector, or to a common container, where deadstock from multiple farms are temporarily stored for pick-up and will be put in common containers for collection.

## **LOST CHILDREN**

In the event of a child being lost during the fair, the procedure should be to bring the child a designated area. At this point an announcement would be made on an available P.A. system and handheld radios to alert grounds staff/volunteers and to alert the parent/guardian to come to the designated area to pick up the child. Please note that the child should remain in the office until the parent/guardian arrives. A toy could be given to the child to calm him/her. In the event the parent/guardian does not show up in a short period of time, the police should be notified. A lost or missing child is identified as a Code Yellow.

## **WHAT TO DO IN THE EVENT OF .....**

### **AN ASSAULT/FIGHT**

- Call the Office.
- Do not get involved with the participants.
- Do not touch the participants.

### **ROBBERY/ROBBERY ATTEMPT**

- Call the Office.
- Calm the victim.
- Ask for pertinent details (see Suspect Identity Chart: Appendix C)

### **SEXUAL ASSAULT**

- Call the Office.
- Calm the victim.
- Request Office Staff to call Police.

### **FOOD POISONING**

- Notify the Control Person
- Call "911" and request an ambulance
- Call Regional Health Centre at (\_\_\_\_) \_\_-\_\_
- Notify the District Health Unit at (\_\_\_\_) \_\_-\_\_

## **WHO TO CALL IN THE EVENT OF .....**

### **DEATH or INJURY**

- Police, Fire or Ambulance - dial 911

### **ANIMAL INJURY**

- Ontario SPCA – \_\_\_\_\_ Branch
- Municipality of \_\_\_\_\_
- \_\_\_\_\_ Veterinary Services

### **FIRE**

- Fire, Police, Ambulance - dial 911

### **FLOOD**

- Conservation Authority
- Ministry of Natural Resources
- Municipal Engineer and / or Road Superintendent

### **EVACUATION OF PEOPLE**

- Police - dial 911
- County Social Services

#### DISPOSAL OF EXPLOSIVES

- OPP – dial 911  
Fire, ambulance - call "911"

#### TRANSPORTATION OF DANGEROUS GOODS

- Police, fire - dial 911
- Ambulance - dial 911
- Health Unit
- Ministry of Labour
- Ministry of Environment

#### DISCHARGE OF LARGE AMOUNTS OF CONTAMINANTS INTO THE ATMOSPHERE

- Ontario Ministry of Environment

#### PESTICIDES

- Ministry of Environment
- Police - dial 911

#### CHEMICAL SPILLS

- Area Office
- Police - call 911

#### CIVILIAN AIR CRASH

- Air Traffic Control Supervisor at Toronto International Airport 416-676-3011
- Police, Fire or Ambulance - dial 911

#### MILITARY AIRCRAFT CRASH

- Land Force Central Area Training Center

#### CHEMICAL TRANSPORT ACCIDENTS

- CANUTEC 613-996-6666 (24 hrs)
- Police - dial 911

## APPENDIX A: INSPECTION FORM

\_\_\_\_\_ **Agricultural Society Safety Committee**

### **Property Inspection/Evaluation Form**

The following area/facilities must be inspected and evaluated both prior to and during the fair to ensure the safety and well being of patrons and staff.

#### **Ratings**

- 1 - Exceeds expectations/ no problems noted
- 2 - Meets minimum requirements/satisfactory condition
- 3 - Requires attention/concerns noted
- 4 - Not applicable

#### **Notation**

Should any area be assigned a rating of "3", the concern and recommended corrective action would be documented at the bottom of this form.

#### **Pre-Fair**

1. Grounds to be checked for:

- a) Ground hog holes
- b) Protruding rocks
- c) Poison Ivy

2. Grounds/buildings to be checked for:

- a) Bee/wasp nests

3. Fences to be checked for:

- a) Broken areas
- b) Protruding nails

4. Yard light/dusk to dawn lights to be illuminated.

- Emergency lights to be operational
- Interior lights to be illuminated.

5. Fire Extinguishers to be checked and inspected as per the Ontario Fire Code.

6. Electrical boxes to be locked.

7. Seating facilities to be checked for:
- a) Loose boards
  - b) Raised nails
  - c) Anything deemed dangerous, or unsafe

8. Medical/Handicapped Parking Signs to be erected.  
No parking signs to be strategically placed.

**Fair Operation**

9. Arena Exhibition Area:
- a) All aisles to be cleared of all obstructions.
  - b) Concessions must remain in the assigned space and not encroach into the public aisles.
  - c) Concessionaires/vendors must not obstruct electrical panels, or fire extinguishers.
  - d) Ramp positioned correctly and a covering placed on handle ends

10. Grounds:
- a) All fire lanes/traffic corridors to be free of clutter/vehicles.
  - b) Electrical cables/water hoses to be covered in crossing heavily traveled areas.

**Comments**

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Inspection completed by: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX B: ANIMAL IDENTIFICATION

\_\_\_\_\_ **Agricultural Society Safety Committee**

**Animal Identification by Owner**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Showing: \_\_\_\_\_

Stabling location: \_\_\_\_\_

Type of Animal: \_\_\_\_\_

Breed: \_\_\_\_\_

Number of Animals: \_\_\_\_\_

Relative age or point of production cycle: \_\_\_\_\_

Show Identification or Tag Number: \_\_\_\_\_

Time loaded on Truck: \_\_\_\_\_

Hauler's Name: \_\_\_\_\_

Hauler's Phone Number \_\_\_\_\_

Truck / Trailer Plate Number: \_\_\_\_\_

Veterinarian's Name: \_\_\_\_\_

Veterinarian's Phone Number: \_\_\_\_\_

Name of Person Completing Form: \_\_\_\_\_

Temporary Shelter Location: \_\_\_\_\_

Details: \_\_\_\_\_

APPENDIX C: SUSPECT IDENTITY CHART

\_\_\_\_\_ **Agricultural Society Safety Committee**

**Suspect Identity Chart**

Physical Appearance

Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Body build (slight, heavy, posture, proportions, etc.) \_\_\_\_\_

Race or nationality (if known) \_\_\_\_\_

Face (shape, bone structure, complexion) \_\_\_\_\_

Eyes (narrow, wide-set, deep-set, colour) \_\_\_\_\_

Nose (long, short, broad, narrow etc.) \_\_\_\_\_

Chin (square, dimpled, pointed, etc.) \_\_\_\_\_

Beard or mustache \_\_\_\_\_

Other identifying characteristics (scars, moles, etc.) \_\_\_\_\_

Hair (color, style, texture) \_\_\_\_\_

Ears (noticeable shape, size prominently sticking out) \_\_\_\_\_

Identifying marks (scars, tattoos, birthmarks, etc.) \_\_\_\_\_

Identifying actions (mannerisms, walking style, speech patterns, left or right handed)

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Clothing:

Hat \_\_\_\_\_ Coat/Jacket \_\_\_\_\_ Shoes \_\_\_\_\_

Shirt \_\_\_\_\_ Pants \_\_\_\_\_ Socks \_\_\_\_\_

Vehicle:

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Colour \_\_\_\_\_ Dents/Marks \_\_\_\_\_ License No. \_\_\_\_\_