

EMERGENCY ACTION PLAN

Vermilion County Fair and Expo

17528 N 1180 East Rd, Oakwood, IL 61858

- Table of Contents 1
- Mission Statement, Purpose & Policy..... 2
- Definitions..... 4
- Contact Information 5
- Fire 6
- First Aid 7
- Mass Casualty Incidents..... 9
- Extreme Weather Events..... 11
- Evacuation Plan 18
- Missing Persons / Lost Children 20
- Domestic Disputes / Child Custody 22
- Child Abduction 24
- Bomb Threats 25
- Weapons..... 27
- Disorderly Individuals / Protesters 29
- Fights / Gang Activity 31
- Lock Down Procedures..... 32
- Policy Statement In Reference To Disabled Persons 33
- Open Alcohol Containers 34
- Emergency Veterinary Services..... 35
- Infectious Disease Outbreak Among Livestock 36
- Power Failure 38
- Water Supply Interruption Plan..... 39
- Appendix1 - Fair Map
- Appendix 2 - Incident Report
- Appendix 3 - Bomb Threat Checklist

VERMILION COUNTY FAIR - Introduction

Mission - The Vermilion County Fair and Expo works to provide opportunities for the people of Vermilion County to showcase their accomplishments and talents in a safe, family friendly atmosphere while providing educational opportunities, activities, and entertainment to the citizens of Vermilion County and guests from surrounding areas.

Purpose - The purpose of the Vermilion County Fair Emergency Action Plan is to provide volunteers and staff at the Vermilion County Fair with guidelines and information to follow in the event of an emergency situation. This manual is intended to act as a guide, and personnel are encouraged and expected to supplement this guide with their best judgment when confronted with an emergency situation. This guide is not intended as a replacement for proper training and effective communication.

Policy - It is recognized that the protection of life is the primary responsibility of the Vermilion County Fair administration. It is the policy of the Vermilion County Fair Board and its members, the staff and volunteers of the Vermilion County Fair to attempt to reduce the potential injury and loss of life and limit any property damage in an emergency. To facilitate this, certain persons will be assigned specific responsibilities which are intended to augment and assist emergency service first responders and other personnel in their work. In all cases, staff and volunteers will provide all requested support, information or resources to first responders as requested during emergencies.

Each member of the Fair Board, fair staff and volunteers will be provided an opportunity to review this Emergency Management Plan and are expected to be familiar with its contents. Any questions regarding the manual or concerning responsibilities outlined therein should be directed to the Fair Board Chairman or his/her designee.

Assumptions and Planning Factors - Threat or actuality of tornadoes, severe storms, and other natural disasters can affect the county fair activities. Fire, medical emergencies, and mass casualty incidents are factors which may affect the operations of the fair on a day to day basis, and should be included in any comprehensive emergency plan.

Criminal activity, threats or actuality of civil disorder, public disorder or other human threats can affect the operation of fair business, as well. More remote possibilities which may affect fair operations include:

Terrorism, bio-terrorism and agro-terrorism

Hazardous materials spills or clouds

Weapons of Mass Destruction (WMD) or their threat of use

DEFINITIONS

Board - The Vermilion County Fair Board

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 at large, attendees, volunteers, and workers at any event where, for public safety, special actions must be taken.

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

Large Scale Emergency - An emergency situation which requires the use of resources, personnel, equipment, facilities, and operational procedures beyond those normally and immediately available.

ILEAS - Illinois Law Enforcement Alarm System

MABAS - Mutual Aid Box Alarm System; A system by which Fire/EMS obtains mutual aid during emergencies.

President of the Board - The designated person to whom the Safety / Security Coordinator reports and is ultimately responsible for the overall operations of the Vermilion County Fair

Safety / Security Liaison - The designated person whose responsibility is to provide guidance, instruction, direction and leadership in the event of a crisis situation at the Vermilion County Fairgrounds, using the Emergency Action Plan as guidelines as to how to handle each situation.

Safety / Security Team Members - Those designated persons whose responsibility is to pass along information from the Fair Crisis Team Leader to the appropriate persons. All members will have a copy of the Fair's Emergency Action Plan and be responsible for having read and understand its contents.

CONTACT INFORMATION

In Case of Emergency Dial 911

Public Safety Building (PSB) Non-Emergency Line - 217-442-0155

Kody Gettleman (Safety Coordinator) - 217-504-6682

Lawrence Long (Security Coordinator) - 217-304-0259

Justin Richison (Fair Board President) - 217-304-5089

Luke Sturm (Fair Board 2nd Vice President) - 217-799-4174

FIRE

In the event that there is a fire in your building or area, building superintendents shall do the following:

1. Pull fire alarm, if building is so equipped.
2. Evacuate people from the building or area to a safe distance.
3. Send someone to CALL 911.
4. Send someone to contact the Fair Office with the following:
 - a. Name of building or area on fire
 - b. Location of fire at building or area.
 - c. Nature of the fire (trash, electrical, structure)
 - d. Are there any people in the building?
 - e. Are there any injuries?
5. If the fire is small and you are able, extinguish or contain fire using portable extinguisher, garden hose, etc.
6. Safety Coordinator, Security Coordinator or Fair Board President will meet fire trucks at main gate and direct to fire location.
7. No one may reenter building(s) until entire building(s) is declared safe by Fire personnel.
8. Fire Chief or designee notifies fair staff of termination of emergency.
9. Resume normal operations.
10. Refer all follow-up questions to the Fair President.
 - If a person catches on fire:
 1. Stop the person IMMEDIATELY!
 2. Direct person to STOP, DROP, AND ROLL!
 3. Use fire extinguisher

MEDICAL EMERGENCIES AND FIRST AID

In the event that a fair attendee, exhibitor, member of the staff or any individual on the fair grounds required medical treatment or first aid, the following is a general guide to steps to be taken:

DO NOT ATTEMPT TO MOVE THE INJURED PERSON UNLESS THEY ARE IN IMMEDIATE DANGER!

1. Notify the First Aid Tent so that EMS can be directed to the location of the incident.
2. Notify the Safety/Security Coordinator with the following information:
 - a. Number of people injured
 - b. Type and location of person's injuries.
 - c. Name of building or area where the need for service is located.
 - d. Type of medical emergency.
 - e. Whether or not the victim is conscious or unconscious.
 - f. Type of injury, cut, fall, sprain, chest pain, burn, etc.
 - g. How the injury or accident occurred, if known.
 - h. Location of the nearest entrance to where the victim is located.
3. If you are asked to call for an ambulance, call 911 and tell them the information given to you.
4. Keep the victim calm and, if possible, lay the victim down and make them comfortable.
5. If the victim is bleeding severely from a major cut, attempt to apply direct pressure on the wound area to stop the bleeding. If this is not successful, elevate the wound above the level of the heart in conjunction with continued direct pressure. If this is not successful, apply pressure on the appropriate pressure point in conjunction with elevation and direct pressure. Apply a tourniquet only as a last resort if all other methods fail.
6. The Safety/Security Coordinator or fair president will meet the ambulance crew at the main gate so that the ambulance may be taken quickly to the victim.
7. The Safety/Security Coordinator will guide fire or ambulance out of grounds or assign someone for same.
8. The Safety/Security Coordinator will maintain crowd control or assign someone for same, if necessary.

9. In all cases of injury on the fairgrounds, a fair incident report must be completed.

MASS CASUALTY INCIDENT

During the course of Fair operations, many types of incidents may occur which could result in the generation of many victims. These victims may be injured by some mechanical means, such as a carnival ride failure, by exposure to toxic substances, such as a chemical leak, by fire or explosion, by mass shooting or by other natural or manmade causes.

Whatever the mechanism by which the casualties are generated, specific steps to react to this type of incident need to be established in order to speed aid to the victims and assist in the evacuation of victims from the fairgrounds to locations where additional treatment can be provided.

In the event of a mass casualty incident, the following steps should be taken:

1. Notify police and fire of the incident and the identification of the mass casualty incident. Among the information to be provided is:
 - a. Type of incident generating the casualties
 - b. Approximate number of casualties involved and severity of injuries
 - c. Location on the fairgrounds where the incident is located
 - d. Avenues of ingress and egress of emergency vehicles
2. Establish a central point where victims who are ambulatory or can be moved safely can be taken for triage. This should be a location separated from the incident as much as practical given the limitations of the area where the incident has occurred.
3. Nature of the incident itself. (i.e. A hazardous materials spill or a fire will necessitate removal from the area almost immediately, where a carnival ride failure which has ended and no longer poses risk of injury to others may not require evacuation at all).
4. This location should also be in close proximity to avenues of access and egress for emergency vehicles to facilitate the arrival of first responders and evacuation of victims.
5. All available first aid equipment should be gathered from throughout the fairgrounds and brought to the location of the incident.

6. IF THERE IS ANY QUESTION AS TO WHETHER A VICTIM CAN BE MOVED SAFELY, ABSENT CRITERIA WHICH MANDATES IMMEDIATE REMOVAL, THE VICTIMS SHOULD BE LEFT IN PLACE AND FIRST AID ADMINISTERED IN PLACE.
7. Cordon off the area to on-lookers. This can be done by Fair volunteers until the arrival of first responders. Only first responders, those with first aid skills, and authorized Fair personnel should be allowed access.
8. Establish an area to which persons seeking information regarding victims can be directed to. This will keep highly emotional persons from the scene of the incident and will also allow first responders to evaluate and treat victims free from distractions and interference. A member of the Fair Board will staff this area to distribute information as it is gathered.
9. If the nature of the incident is such that the effects of the incident could expand to the remainder of the fairgrounds, evacuation procedures should be implemented.

EXTREME WEATHER EVENTS

Fair President, Fair Manager and all Fair Board Directors on duty should be aware of the weather for the current day in the morning, continue to monitor the weather, and be aware of extreme weather conditions procedures.

1. Staff Responsibilities: Safety / Security Coordinator on Duty
Check weather channel/internet for any type of weather watch in effect.
2. Notify all superintendents that a weather watch is in effect and that if it is upgraded to a warning, activity will be suspended and all guests should seek shelter or evacuate.
3. Retrieve Emergency Equipment and First Aid Kit in case a weather emergency occurs.

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.

Weather Warnings:

1. Thunderstorm or Tornado Warning
Immediately locate staff at key locations at facility to direct guests to shelter locations.
2. Have all guests and staff move to emergency locations.
3. Ensure all doors and windows are closed.
1. In a Vehicle:
Get out of the car immediately and seek shelter indoors.
2. Never try to out drive a tornado in a vehicle (tornadoes can change direction quickly and can lift up a car and toss it through the air).
3. If there is no time to get indoors, get out of the car and lie in a ditch or low laying area away from the vehicle. Lay face down and use your arms to protect your head and neck.

Severe Weather Plan

This Severe Weather Plan identifies protective actions to take during severe weather by the Vermilion County Fair Board. Staff assigned to the Fair President or designee will be responsible for monitoring weather for each day of the Fair. Staff will check prior to the start of each day and will provide information to Fair Board members and Safety / Security Coordinator. If severe weather is anticipated for the time frame of the Fair, the Fair Board President will meet with Fair Board Vice Presidents and make decision to cancel or postpone activities.

Tornado/Severe Thunderstorm Watch

In the event of a tornado or severe thunderstorm watch, the staff assigned to the Fair Office will notify each building superintendent or event director of the watch.

Building superintendents and event directors will do the following:

1. Check your immediate building or area to ensure equipment is properly stored and not exposed to high winds that may propel the items if caught by winds.
2. Notify the assistant superintendents to be ready to move persons in the building to safer areas.
3. Remain alert to worsening conditions.
4. Remain alert for emergency instructions.

Severe Weather *Watch* Announcement

If a Tornado/Severe Thunderstorm Watch is issued for this area, the following announcement will be made by a Fair Board member:

"Ladies and Gentlemen, your attention please. A Tornado / Severe Thunderstorm Watch has been issued for Vermilion County, including the fairgrounds. Today's events may be postponed based upon the development of conditions. Please listen for further announcements and weather updates."

Severe Thunderstorm Warning

In the event of a severe thunderstorm warning or unanticipated weather occurrence, the staff assigned to the Fair Office will notify each building superintendents and event directors of the warning.

Building superintendents and event directors will do the following:

1. Check your immediate building or area to ensure that equipment is properly stored and not exposed to high winds that may propel the items if caught by winds.
2. Check to be sure all doors, windows and outside vents are secured.
3. Check to be sure livestock in your building or area are properly secured.

4. Notify your assistant superintendents to be ready to move persons in the building to safer areas.
5. Remain alert to worsening conditions.
6. If you are in a tent structure, evacuate the tent area to a solid structure or building.
7. Do not allow anyone to remain under a tent during a severe thunderstorm.
8. You should remain in the solid structure unless told to move to safer area or evacuate the fairgrounds.
9. Remain alert for emergency instructions.

Severe Weather *Warning* Announcement:

If a Severe Thunderstorm Warning is issued for this area and the weather system is **not anticipated to impact the fairgrounds for at least 40 minutes**, the following announcement will be made using the public address system by Fair Board member:

"Ladies and Gentlemen, attention please. A Severe Thunderstorm Warning has been issued for Vermilion County, including the fairgrounds. Today's events will be postponed until further notice. We recommend that you please leave the fairgrounds. Please move calmly but quickly. Thank you."

If a Severe Thunderstorm Warning is issued for this area and the weather system **will impact the fairgrounds in less than 40 minutes**, the following announcement will be made using the public address system by Fair Board member:

"Ladies and Gentlemen, attention please. A Severe Thunderstorm Warning has been issued for Vermilion County, including the fairgrounds . Today's events will be postponed until further notice. For your protection and safety, you are asked to evacuate tents and any open buildings and go to the nearest solid structure."

Reminder: Severe thunderstorms have the capability of producing large hail, damaging winds and heavy lightning activity. Also, severe thunderstorms have the capability to spawn tornado activity as well.

Tornado Warning

In the event of a tornado warning, the staff assigned to the Fair Office will notify each building superintendents and event directors of the warning. Building superintendents and event directors will do the following:

1. Check your immediate building or area to ensure equipment is properly stored and not exposed to high winds that may propel the items if caught by winds.
2. Check to be sure that all doors, windows and outside vents are secured.
3. Check to be sure that livestock in your building or area are properly secured.
4. Notify building or event director to be ready to move persons in the building to safer areas
5. Remain alert to worsening conditions.
6. If you are in a tent structure, evacuate the tent area to a solid structure or building.
7. Do not remain under a tent during a tornado warning.
8. You should remain in the building unless told to move to safer areas.
9. Remain alert for emergency instructions.

Tornado Warning Announcement:

If a Tornado Warning is issued for this area and the weather system is **not anticipated to impact the fairgrounds for at least 40 minutes**, the following announcement will be made using the public address system by Fair Board member:

"Ladies and Gentlemen, attention please. A Tornado Warning has been issued for Vermilion County, including the fairgrounds . Today's events will be postponed until further notice. We recommend that you please evacuate the fairgrounds immediately. Please move calmly but quickly. Thank you."

If a Tornado Warning is issued for this area and the weather system **will impact the fairgrounds in less than 40 minutes**, the following announcement will be made using the public address system by a Fair Board member:

"Ladies and Gentlemen, attention please. A Tornado Warning has been issued for Vermilion County, including the fairgrounds . Today's events will be postponed until further notice. For your protection and safety, you are asked to evacuate tents and any open buildings and go to the nearest solid structure. Please move calmly but quickly, our volunteers and staff will direct you to the designated shelter areas. Thank you."

Post Procedures

1. After the hazardous conditions are over, make the following announcement:

"May I have your attention: The fairgrounds have been advised that the tornado warning is now over. The fairgrounds area is out of danger. We thank you for your attention and cooperation during this brief situation."

2. If, after the storm has passed, if a person or persons are injured, report injuries to the first aid and Safety / Security Coordinator. If the team is off duty, contact the Fair Office so that Fire/EMS personnel may be requested.

3. If after the storm, there is damage to a building, report immediately to Fair President. Keep people and livestock away from any downed power lines and/or damaged buildings. Fair personnel will secure dangerous area until the arrival of Fire/EMS, Law Enforcement and utilities personnel.

4. If after the storm, there is injury to animals, notify the Fair President, who will contact the veterinarian on call.

Post-Procedure Checklist

1. Notify building superintendents and event directors of all clear.
2. Record the time the all-clear was issued and people exited the emergency shelters.
3. Note the time that guests were warned about weather watch.
4. Note type of weather watch (Tornado, severe thunderstorm, etc.) issued.
5. Note the time guests were asked to seek shelter.
6. Emergency equipment and First Aid Kits inventoried and returned to appropriate locations.

7. Complete incident reports for any injuries or incidents that occurred during extreme weather conditions.

EVACUATION

I. PURPOSE

To provide for the orderly and expeditious evacuation of all or any part of the Vermilion County Fairgrounds if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

EMERGENCY EVACUATION WILL BE CATEGORIZED IN ONE OF FOUR LEVELS.

LEVEL I - An anticipated emergency, with at least 12 hours advance notice (such as potential flooding). It is anticipated that the entire grounds can be safely evacuated including patrons, vendors, exhibitors and animals, utilizing the regular fair ground exits.

LEVEL II - An anticipated emergency, with at least 4 hours advanced notice (such as potential flooding or increased severe storm activity with a proven history of excessive damage and/or injuries). Upon declaration, all gates will be opened to allow for recreational vehicle and livestock trailers to depart. Vendors will be encouraged to remove items within that time frame so long as this removal does not interfere with the evacuation of other individuals, but large items such as carnival equipment, hot tubs and other large display items may have to remain until the all clear is given.

LEVEL III - An immediate vicinity catastrophe could force the evacuation of the fair grounds, such as a local chemical spill or approaching severe weather. Level III is for an emergency that does not meet the parameters or time frames of a Level I or Level II. The location of the emergency would dictate the exit plan, thus the gates utilized would need to be announced.

LEVEL IV - Catastrophic event on the grounds forcing the closure of the fair. Evacuation plans would depend on the nature and severity of the event. When determining whether evacuation is appropriate, the need to retain clear routes for the arrival of emergency vehicles and the efficient evacuation of the injured should be given priority over general evacuation of attendees. Parking crews will be advised to hold exiting vehicles of the public until the major contingent of emergency equipment have arrived. 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.

When evacuation is determined to be necessary, the following announcement shall be made over the Public Address system:

"Ladies and gentlemen, your attention please. Due to an on-going emergency situation, it is necessary to evacuate the fairgrounds at this time. Please make your way to your vehicle and proceed in an orderly fashion from the fairgrounds. All scheduled events have been cancelled."

If there is no need for an influx of emergency vehicles to enter the fairgrounds at this point, all exits should be opened to allow maximum outbound traffic from the fairgrounds. All incoming traffic should be turned away to avoid congestion. Traffic control should be established to facilitate the most orderly flow from the area as possible.

MISSING PERSON / LOST CHILDREN

1. Notify staff at Fair Office when a child is missing and immediately take the parent/guardian to the main Fair Office. Request that the family member reporting the lost child remain at the Fair Office while others look for the child.
2. If someone is attempting to report an adult missing, attempt to determine if special circumstances exist which may put the missing individual at risk, (disability, medical condition, other impairment).
3. If the person reporting the missing individual insists on leaving the Fair Office, advise them that a missing child report will be, or has been, filed with the Sheriff's Department and a deputy will want to interview them for more information.
4. Determine from the parent/guardian at the Fair Office how long the child has been missing. If search time has been longer than 15 minutes, contact the Vermilion 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.
5. The staff at Fair Office will record as much of the important information regarding the child as can be gathered (name, age, address, telephone number).
6. Announce over the two-way radios; "Attention Fair Board Members – Code ADAM (person/child)". Include the location where the person was last seen and a physical description. Make announcement two times. (If we have the child and the parent is missing, we will announce over the P.A. system).
7. All available Fair Board members and staff will begin looking in the immediate area the child was last seen, branching out from that area. Upon the arrival of the Sheriff's Department, they will take charge of the incident and will coordinate the continued search.
8. Radios are to remain free of transmissions until the missing person/child has been found. No unnecessary radio traffic.
9. If the missing person/child has not been found within 30 minutes of the start of the search by the Fair staff, the grounds will be locked down, which means no cars are allowed to leave the fairgrounds. Paging over the P.A. system will begin at that time.

10. The person finding the missing person/child will take them to the Fair Office. The missing person/child should NOT be turned over to anyone until paperwork is completed and the proper identification has been made.
11. When the person/child is found, announce "Cancel Code ADAM" two (2) times.

Found Child

1. Notify staff at Fair Office when a child who has become lost/separated from their parent/guardian is located and immediately take the child to the main Fair Office.
2. The staff at Fair Office will record as much of the important information regarding the child as can be gathered (name, age, address, telephone number).
3. Announce over the P.A. system that a child has been found & where the parent/guardian will find the child. Make announcement two (2) times.
4. The child should NOT be turned over to anyone until paperwork is completed and the proper identification has been made.
5. When the parent/guardian is found, announce that the lost parent/guardian has been found.

DOMESTICS / CHILD CUSTODY

As in any public event, a wide variety of people attend the Fair each year. While the vast majority of those who attend are well mannered and well behaved, attendees sometimes bring their personal problems from home and become involved in disputes at the fair.

Domestic Disputes

Domestic disputes are often volatile and have the potential to be very dangerous not only to those involved but to anyone attempting to intervene.

If staff members come upon a domestic dispute or are made aware of one occurring, they should do the following:

1. During fair hours, notify the Safety/Security Coordinator, who will contact on-site sheriff's deputies. After hours, contact the Fair Office for notification of Sheriff's personnel.
2. Give the location of the dispute and the number of parties involved.
3. Note the physical descriptions and clothing of the parties involved.
4. Attempt to calm the situation *verbally*. Do not take sides, but attempt to have the parties discontinue the dispute until police arrive. If confronted by the parties, back away and wait for police to arrive.
5. Do NOT attempt to physically intervene. Note any actions taken by either party which should be brought to the attention of police when they arrive.

Child Custody

Another area where potential conflict could arise at the fair is child custody situations. Sometimes child custody transfers are arranged to occur at the fair so that the non-custodial parent may spend the day with their child, but more often a chance encounter triggers a child custody dispute.

If staff members come upon a child custody dispute or are made aware of one occurring, they should do the following:

1. During fair hours, notify the Safety/Security Coordinator, who will contact on-site sheriff's deputies. After hours, contact the Fair Office for notification of Sheriff's personnel.
2. Give the location of the dispute and the number of parties involved.
3. Note the physical descriptions and clothing of the parties involved.
4. Attempt to calm the situation *verbally*. Do not take sides, but attempt to have the parties discontinue the dispute until police arrive.
5. Do not attempt to mediate the dispute, as many child custody arrangements are governed by court orders and it is impossible to determine who should have custody without a thorough review of all such documents.
6. Note any actions taken by either party which should be brought to the attention of police when they arrive.

CHILD ABDUCTION

As opposed to a missing child, where the circumstances surrounding the child being gone, a child abduction is a deliberate act by another person in removing a child from their parent or lawful guardian. This may stem from a parental child custody dispute or may be an act by a stranger to take a child for unlawful purposes. No matter the reason behind the abduction, time is of the essence to prevent harm to the child and facilitate their safe return. If a child abduction is reported to members of the staff, the following steps should be taken:

1. During fair hours, notify the Safety/Security Coordinator, who will contact on-site sheriff's deputies. After hours, contact the Fair Office for notification of Sheriff's personnel.
2. Obtain the name and a complete description of the child, including clothing, AND a complete description of the suspected abductor, including clothing, distinguishing features and any vehicle used, if appropriate.
3. If no vehicle is seen in use, or it is believed that suspect and child are still on the grounds, immediately close all gates and suspend departures from the fairgrounds until authorized by the investigating law enforcement agency.
4. If known, isolate the area from which the abduction took place to preserve any evidence present.
5. Bring responding law enforcement officers to the location of the parent/ guardian to begin the reporting process.
6. Provide any and all assistance requested by law enforcement.

BOMB THREAT

Generally, a bomb threat is received by a telephone call. You should take a bomb threat received on the telephone, or in any manner, very seriously. You can expect a bomb threat to be a short conversation, however, you should try to get as much information from the caller as you are able and keep them on the telephone as long as possible.

In the event a bomb threat is received by telephone, do the following:

1. Try to keep the caller on the line.
2. Get someone's attention, and have them notify the deputies on site. If not during the hours of fair operations, call 911 while you talk with the caller.
3. Have someone contact the Safety or Security Coordinator by telephone.
4. The sheriff's office will take charge of the situation and direct all necessary actions.
5. Complete the Bomb Threat Checklist if possible.
6. Have detailed map available for police.
7. The Fair Board President, Safety, or Security Coordinator will meet the responding Sheriff's Office personnel with map.

SUSPECTED BOMB IN YOUR IMMEDIATE AREA:

1. Immediately notify your superintendent or someone who is in charge of the building.
2. Responding Sheriff Deputy will make decision whether or not to evacuate the building. If evacuation is decided upon, evacuate all persons from the building in a calm and rapid fashion. Remember, Do Not Panic, Remain Calm.
3. If you have a public address system in your building, make the following announcement:

“Ladies and Gentlemen... may I have your attention. Please listen carefully. Due to an emergency situation, it is necessary to evacuate the building. Please walk to the nearest exit and go 500 feet away from the building. Please walk as you leave. There are emergency evacuation signs by each exit showing the nearest exit. Please walk calmly.”

4. If your building is being evacuated and your building contains livestock, be sure that all people leave the building. Do Not Attempt to Evacuate Livestock!
5. Refer all questions to Fair Board President.

WEAPONS

Definition-Weapons:

- a. A knife, except common kitchen and cooking knives
- b. Pocket knives with a blade no longer than 3 1/4", or the knives on a Leatherman ® type hand tool
- c. Devices from which a projectile can be fired, except a tool used for construction or maintenance type activities
- d. Electronic devices such as stun guns and taser guns
- e. Firearms of all types and sizes, whether loaded or unloaded
- f. Clubs that are not tools
- g. Bows, arrows, sling-shots, crossbows
- h. Metal knuckles
- i. Nunchucks
- j. Throwing stars and other similar devices.

Under Illinois law, certain individuals who have complied with the requirements of the Illinois Concealed Carry Act have obtained an Illinois Concealed Carry Permit, which allows them to carry a concealed firearm on their person.

Under Section 65 of this statute, Prohibited Places, permit holders are prohibited from carrying a concealed firearm on the fairgrounds. State statute does, however, allow permit holders to bring a concealed firearm onto the grounds and lock it in their vehicle.

If a staff member observes or is made aware of by another person that a weapon has been brought onto or is being carried by an individual on the fairgrounds the following steps should be taken:

During fair hours, notify the Safety/Security Liaison, who will contact on-site sheriff's deputies. After hours, contact the Fair Office for notification of Sheriff's personnel.

Provide the Fair Office with the following information:

1. The name of suspected person who brought/is in possession of the weapon (if known)
2. If the name is not known, a complete physical and clothing description -The location of the suspected person
3. What type of weapon and where the weapon is located,
4. If the suspect has threatened anyone
5. Any other details that may prevent the suspect from hurting someone or himself / herself.

If staff member suspects that weapon has been left in a building, he/she should confidentially notify another staff member. Staff member should leave building and prevent anyone else from entering.

Fair Office Staff:

During fair hours, notify the Safety/Security Coordinator, who will contact on-site sheriff's deputies. After hours, call law enforcement if a weapon is reported, as viewed by a reasonable person, to be on the fairgrounds. Keep updated with location and current activities of suspected armed individual.

- a. Relay all pertinent information to law enforcement.
- b. Keep detailed notes of all events and why search was conducted.
- c. Direct law enforcement to location of suspect.
- d. Remember, if a suspect threatens you with weapon, do not try to disarm him/her.
- e. Do not provoke a confrontation.
- f. Back away with your arms up.
- g. Remain calm.

DISORDERLY INDIVIDUALS / DEMONSTRATORS

The Vermilion County Fair is a gathering of different people and activities, but with the shared goal of celebrating agriculture, arts, crafts and a shared heritage. With that in mind however, it is possible to have persons with differing opinions on a wide variety of issues attending the fair. Sometimes these differing opinions can result in confrontations, especially on emotionally charged issues such as animal rights or the pro-life/pro-choice debate. Sometimes these confrontations are spontaneous and sometimes they are organized and planned.

Certain activities that occur at the fairgrounds may not be popular with some movements and organized activists. Generally, protest or demonstration groups tend to keep their activities peaceful and off the fairgrounds property. However, because the fairgrounds are open to the public, there is a chance protest or demonstration groups may infiltrate the fairgrounds as a group or individually and begin to demonstrate at a particular location within the fairgrounds.

The Vermilion County Fair is also a large gathering of animals, related exhibits and displays. There is always a potential for the Fair to become a target of animal activists. The single most important thing to remember when encountering this type of behavior is to remain calm. It is easier to diffuse a situation by cooling down one or two agitated persons rather than aggravating the situation by inflaming those involved. Remain cool and calm. Do not get defensive and as a representative of the fair, do not take sides. If you come upon a situation that appears to have the potential to escalate out of control or are confronted by protestors, contact the Safety or Security Coordinator, who will take all legal steps necessary to resolve or end the situation.

In the event you happen upon a protestor or demonstration group, do the following:

1. Do NOT approach the group, engage in any discussion or try and break it up.
2. Have exhibitors remain quiet, and remain with their projects.
3. Immediately notify the Fair Office by radio or runner and give the following information:
 - a. Location of the demonstration group.
 - b. Number of demonstrators.
 - c. Nature of demonstration or protest.
 - d. Your name.
 - e. If a fight, are there any injuries?
 - f. Are there any weapons?

4. During fair hours, notify the Safety and Security Coordinator, who will contact on-site sheriff's deputies.
5. After hours, contact the Fair Office for notification of Sheriff's personnel.
6. Remember, Do not take any type of action against the group, or try to disperse the group on your own. Law enforcement personnel are specially trained to handle this type of situation.
7. The Safety/Security Coordinator will go to the entrance, with a map, to guide police to the scene, if necessary.

FIGHTS/GANG ACTIVITY

In the case of suspected gang activity:

1. Do not confront the suspected gang members
2. Take note of identifying characteristics (colors of clothing, distinctive jewelry, tattoos)
3. Take note of actions and activities of members
4. Report information to Fair Board President for notification to Sheriff's Office.
5. Keep group under discreet observation from a distance until arrival of law Enforcement

In Case of a Fight / Gang Disturbance

1. Do not attempt to break up fight.
2. During fair hours, notify the Safety/Security Coordinator , who will contact on-site sheriff's deputies.
3. After hours, contact the Fair Office for notification of Sheriff's personnel.
4. Identify your name and the location of the fight or disturbance.
5. Seal off area where incident took place
6. Try and move the general public away from the fight or disturbance area.
7. Keep the Fair Office updated on any changes in the situation.
8. Refer all questions to the Fair Board President.

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.

These situations include but are not limited to:

- a. Armed Intruder/Active Shooter
- b. Large Scale Fight/Disturbance
- c. Animal Escape

The Fair Board President or designee will institute lock-down procedures by making the following announcement:

"Due to an on-going situation, a Code Black has been initiated. All building superintendents will initiate a Code Black immediately."

1. Upon receiving the notification, building superintendents will bring as many individuals in the vicinity of their building inside as can be done safely. If the incident which caused the lock down to be ordered is in the vicinity of their building, the doors should be secured immediately, only allowing those who can be quickly brought inside to enter.
2. Lock doors. If the locks are not sufficient to secure the door, makeshift barricades may also be used.
3. Cover windows of buildings.
4. Direct all attendees, staff and visitors into safe area of building.
5. Move all persons away from windows and doors.
6. Allow no one outside of buildings until all-clear signal is given by law enforcement.

POLICY STATEMENT IN REFERENCE TO DISABLED PERSONS

It is the desire of the Vermilion County Fair Board to comply all applicable sections of the Americans for Disability Act and to facilitate public attendance by all persons at functions held on fairgrounds. To this end, the Vermilion County Fair Board has adopted the following policies:

Handicapped parking. Handicapped parking shall be available 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 places of activity, if reasonably possible, authorized personnel will assist.

OPEN ALCOHOL CONTAINERS

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

No outside alcohol is allowed on the fairgrounds. All alcohol must be purchased and must remain in the entertainment tent / beer garden. This policy will be strictly enforced.

The possession or sale of any liquor or other intoxicants is strictly prohibited. This rule will be rigidly enforced by the officers of the grounds.

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

Any underage individuals found in possession of alcoholic beverages on the fairgrounds will be referred to the appropriate law enforcement agency for action at their discretion.

Repeat offenders may be escorted off the grounds.

EMERGENCY VETERINARY SERVICES

In the event you have an emergency requiring the services of a veterinarian, do the following:

1. Immediately call the Fair Board President and owner of the animal and give the following information:
 - a. Name of the building or area where the needed service is located.
 - b. Type of emergency or problem.
 - c. Type of injury or illness (if appropriate).
 - d. How the injury or accident occurred, if known.
 - e. Location of the nearest entrance to where the veterinarian is needed for service.
2. The appropriate superintendent or the Fair Board President will meet the responding veterinarian at the nearest designated entrance, so he or she may be taken quickly to the location.
3. Fair veterinarian is U of I Veterinary Hospital. **(EMERGENCY NUMBER:**
4. If necessary, request the Fair Office to provide someone for crowd control.
5. In case of animal death, it is the animal owner's responsibility to remove the animal as soon as possible and in a decent and humane manner. If removal cannot be done immediately, a tarp or similar material must be put over the animal to prevent the public from seeing the carcass.

INFECTIOUS DISEASE OUTBREAK AMONG LIVESTOCK

The Illinois Department of Agriculture has statutory authority for the control of livestock and other animals which are exhibited at the County Fair. Among the areas which they control is contagious or infectious diseases. What diseases constitute contagious or infectious diseases are found in Title 8, Chapter 1, Subchapter B, Part 85.12 of the Illinois Administrative Code.

The Illinois Department of Agriculture also has statutory authority for the control and eradication of these diseases by any means necessary. These controls include quarantine, destruction of affected animals and the cleaning of areas affected by diseased animals.

(For further information, see 510 ILCS 50/et al, The Illinois Disease Animal Act)

If any exhibitor has reason to believe that any animal being shown at the County Fair is infected with any disease identified in the above referenced statute, they must notify the appropriate Fair Livestock Superintendent as soon as practical.

The Fair Livestock Superintendent notified of the potentially diseased animal will in turn notify the Fair Board President and the on-call veterinarian of the report. The on-call veterinarian will then examine the animal in question and render an opinion on the contagious or infectious nature of the animal. If the diagnosis indicates that the animal is in fact suffering from a designated contagious or infectious disease, the Illinois Department of Agriculture will be notified immediately. The diseased animal and any other animals who may have been exposed to the disease will be immediately quarantined from any other animals being exhibited at the fair, until such time that the Department of Agriculture releases them from quarantine pursuant to Title 8, Chapter 1, Subchapter B, Part 85.155 of the Illinois Administrative Code, "Release from Quarantine." Enforcement of the quarantine will be the responsibility of fair staff.

If the animal or animals cannot be released from quarantine, the Department of Agriculture will be the lead agency in determining the disposition of the animal or animals in question, and the clean-up and decontamination of the affected areas of the fairgrounds.

Full cooperation will be extended to the representatives of the Department of Agriculture and by the Vermilion County Fair Board.

Per statutory authority, the Department of Agriculture in these instances has the same authority as peace officers and can enlist the aid of local police officers and deputy sheriffs in enforcing quarantine, destruction and clean-up orders.

POWER FAILURE

In the event of a power failure, do the following:

1. Determine if power is out in only one area of the grounds or if the entire fairgrounds has lost power.
2. In the event that only one area of grounds has lost power, contact the maintenance or electrician on duty.
3. In the event that the entire fairgrounds has lost electricity, contact the Fair Board President either by radio or by phone and the proper utilities authority will be notified immediately.
4. If a falling wire or sparks/electrical fire occurs, contact the electrician on duty, call 911.
5. Fair personnel should keep all persons clear of the area. All downed wires should be considered live until determined to be otherwise by proper authorities.
6. In case of long-term power outage notify the Fair Board President so that guests can be notified.

WATER SUPPLY INTERRUPTION PLAN

In the event that there is an interruption in the supply of water to the fairgrounds, the following steps should be taken:

1. The Fair Office should make the following announcement:
"Ladies and gentlemen, your attention please. There has been an interruption in the supply of water to the fairgrounds. The restrooms which utilize this water supply will be closed until the water has been restored. Alternate arrangements are being made to provide water to the grounds. You will be notified when water has been restored."
2. The restrooms throughout the fairgrounds which utilize running water for their operations will be closed and signage indicating their closure posted.
3. All concessions which utilize water from the fair will be notified and those supplies will be shut off.
4. Signs will be posted at all entrances and on all hydrants and spigots that the water supply has been interrupted.
5. For supplies of drinking water, the Fair Board President will be contacted to make arrangements for deliveries of bottled water to the fair grounds for distribution.
6. For livestock and other uses, the water truck will be used to transport supplies of water throughout the fairgrounds, depositing the water in pre-designated areas for use by exhibitors.
7. Operations of restrooms will be resumed as soon as the water supply is restored, however, the sinks will be marked with signs indicating that the water is not to be used for human consumption until clearance has been given by the Health Department.
8. Hand sanitizer will be placed in the restrooms as a substitute sanitation method until the water has been cleared.
9. When the supply has been restored and cleared by the Health Department, an announcement will be made informing the visitors to the fair of this information.

APPENDIX 1 - FAIR GROUND MAP



Appendix 2 - Fair Incident Report Form

Vermilion County Fair Incident Report

- After completing this form, give it to the Fair Office to be placed in file marked “First Aid Incident Reports.”
- Was the person is transported to a hospital? Yes No

Name of Injured: _____

DOB: _____ Age: _____

Phone Number of Injured: _____

Email address of injured: _____

Date of injury: _____

Time of injury: _____

Location of Incident: _____

Method of Transportation to Treatment: Ambulance Private vehicle

Appendix 3 - BOMB THREAT CHECKLIST

Exact time of call: _____ Date: _____

Person receiving call: _____

Telephone number call received at: _____

Length of Call _____

Try to keep the caller on the line as long as possible. Alert someone else in the office to contact the police.

1. Try to write down the callers exact words as they were spoken:

2. Questions to Ask:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

Caller's Voice (Check All That Apply)

Male

Female

Approx. Age of Caller _____

Calm

Loud

Whisper

Lisp

Other Speech Impediment _____

Deep

High

Medium

Broken

Squeaky

Nasal

Cracking

Excited

Soft

Stutter

Sincere

Crying

Angry

Stressed

Slurred

Accent

Rapid

Disguised

Intoxicated

Profanity

If voice is familiar, whom did it sound like? _____

