

# Emergency Guidelines



## WAYNE COUNTY FAIRGROUNDS Emergency Guidelines

Revised 2020

**Wayne County, Indiana**  
Emergency Management Agency  
401 East Main Street Richmond, IN 47374  
Facebook: <https://www.facebook.com/IN89EMA>  
Web Page: <http://co.wayne.in.us/ema/index.htm>  
Fairgrounds Web Page: <http://www.wayneco4hFairgrounds.com>

**Wayne County Fairgrounds Emergency Contact Information**

911 Center (Police, Fire, EMS) -                   **EMERGENCY 9-1-1**       (765) 973-9355

**Sheriff Mobile Command Unit**

**911**

Wayne County EMA

(765) 973-9399

[ema@co.wayne.in.us](mailto:ema@co.wayne.in.us)

Emergency Operations Center (EOC)

(765) 973-9399

[jduke@co.wayne.in.us](mailto:jduke@co.wayne.in.us)

National Weather Service

(937) 383-0031

[www.weather.gov/iln](http://www.weather.gov/iln)

Wayne County Health Department

(765) 973-9245

State Board of Animal Health

(317) 544-2400

[www.in.gov/boah/](http://www.in.gov/boah/)

Amusement Ride Incidents (St. Fire Marshal)

(800)-669-7362

Poison Control Center

(800)-222-1222

**Fairgrounds Buildings and Grounds Contact Information**

Kuhlman Center (office)

(765) 935-6291 Fax: 935-3464

Steve Higinbotham

Brad Terhaar

**Wayne County Fairgrounds**  
**EMERGENCY INCIDENT RESPONSE GUIDELINES**

**Instructions**

If an emergency situation has been detected, please use this reference plan and follow the instructions listed for the type of emergency you are dealing with. Once you have identified the type or nature of the emergency, simply open the plan to the appropriate page and follow the instructions.

The following are categories of emergency situations. Each situation has its own set of instructions to be followed. If an emergency not described in this plan occurs in your area immediately notify the Fairgrounds Office and give the operator who answers as much information as you can concerning the situation.

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The most important instruction for any situation is to **REMAIN CALM, THINK AND FOLLOW THE INSTRUCTIONS IN THIS PLAN.**

1. Accident or incident information must not be released by anyone other than the designated Media Spokesperson, Public Information Officer, Wayne County Sheriff’s Department and/or Extension Office Director or Fairgrounds Committee Chairman.
2. All inquires should be referred to the Fairgrounds Office.

**Nixle****Sign up is highly encouraged for all persons utilizing the Wayne County Fairground Facility.**

Reliable information is critical to taking appropriate action in any emergency. Wayne County EMA provides this information directly to you through Nixle so you can take action to protect yourself, your family and your community. Stay connected to Wayne County EMA, from public safety alerts to important neighborhood advisories. It's Free, Simple and Trusted.

Nixle is a community information service built exclusively to provide secure and reliable communications. Its authenticated service connects municipal agencies and community organizations to residents in real time, delivering information to geographically targeted consumers over their cell phones (via text messages), through e-mails and through Web access.

- Signing up is simple – just go to [www.Nixle.com](http://www.Nixle.com) and click on “Register Now” or text 888777 and put the zip code for Richmond in the body of the message and hit send.
- You can choose how you want to receive the information – through the Web, an email account or on your cellular phone as a text message. Check with your cellular service provider about your text messaging plan and rates.
- You can choose the type of information you want to receive – public safety alerts and advisories, community information and traffic.
- You can choose the local agencies you want to receive alerts and information from.
- You can choose multiple locations - receive alerts targeted for your home, business, school or any place you or your family frequent.
- Nixle authenticates the participating agencies so you can be assured the information is from the host agency and can be trusted.
- Nixle does NOT carry any advertising and your information is not shared with any third parties.

**What You Will Receive from Wayne County EMA Through Nixle:**

- Critical weather information – watches, warnings and advisories
- Critical emergency information and instructions concerning local emergency events – storm impacts, floods, chemical spills, evacuations, major fires, major traffic accidents, etc.
- Local emergency response and recovery information
- Information to help you and your family become better prepared for emergencies – before they happen
- Community events – especially those sponsored by local emergency services or pertaining to community emergency preparedness

- Local traffic information and alternate route information such as for significant accidents or major construction projects.

### **Security & Safety Considerations for Fairgrounds Staff & Volunteers**

The Wayne County Fairgrounds is not considered a likely target for terrorists. However, it is accepted that any public gathering point has the potential of attracting individuals wishing to cause harm or organizations looking for recognition.

The Wayne County Fairgrounds has taken a proactive stance in preparing for all likely emergencies. People wish to feel secure and are now willing to accept the fact that certain procedures may be necessary to aid in the prevention of a mishap. The Wayne County Fairgrounds must rely on the mix of professional security measures and personnel with an alert and reactive volunteer force.

Building Superintendents and Fairgrounds Staff are empowered within their areas of responsibility to take preventive measures to assist the professional law enforcement officers and emergency responders. Please enforce and pass on these preventive measures to your assistants, vendors, exhibitors and parents.

1. Read and become familiar with the Wayne County Fairgrounds Plan and these Emergency Response Guidelines.
2. Inspect your area frequently. Note the items that are required for a successful Fairgrounds. Make note of any items that seem out of place.
3. Report any dangerous items and situations. Look for trip hazards, fire hazards, and other safety related problems.
4. Know how to report an emergency and summon emergency assistance. Know the location of the closest fire extinguisher and how to safely use it (review the instructions on the extinguisher label before you need it). Know the location of the Fairgrounds Office, Extension Office and Sheriff's Mobile Command Unit(if it is on site) and be able to direct others to these locations.
5. Know the Fairgrounds Office number...(765) 939-0834. The Extension Office number is 973-9281. The number for the Sheriff's Department is (765) 973-9355. In an emergency always call 911.
6. Remind exhibitors to mark all objects with owner's name and phone number, with special attention to coolers, tack boxes and other items that could be a potential concern.
7. ALL ITEMS ARE SUBJECT TO SEARCH!
8. Know who your exhibitors are and who is on the grounds. In an emergency situation, accounting for exhibitors will be a priority.
9. Report any activities or individuals that seem out of place. If you see something, say something... If you see something suspicious or that causes you concern, report it to law enforcement or call 911.
10. Wear your name badge at all times in your Fairgrounds area. It is important that a "Person In Charge" be easily identifiable to Fairgrounds staff and emergency service providers.
11. Vehicle traffic may be restricted on the main grounds. Please load heavy equipment prior to the daily rush times.
12. Encourage animal exhibitors to check and care for their animals regularly. If you suspect an animal is sick or needs medical attention, inform the exhibitor to notify their veterinarian or report any animal health concerns to the "Person in Charge" promptly.

13. Keep an eye on the weather. Maintain awareness of weather conditions and any expected bad weather. If thunder roars, go indoors. Tents, temporary structures and open areas are not safe places to be in any thunderstorm. Secure loose outdoor objects and remove banners and displays that may become wind-blown missiles. Direct others to enclosed buildings until 30 minutes after a thunderstorm passes. Tents and temporary structures are not safe in high winds over 40 mph. Again encourage others to enjoy the indoor attractions of our Fairgrounds.
14. In the event of injured person(s), do not attempt to move the person unless there is immediate danger of exposure to a hazard. Report the situation to the Fairgrounds Office or Dial 9-1-1
15. Assist or assign staff to assist persons with functional needs to get to a place of safety (persons with wheelchairs, motorized wheelchairs, walkers, canes, etc )
16. The likelihood that key Superintendents and Fairgrounds Staff or even exhibitors have cell phones can aid in an emergency situation.
  - a. Make sure they are aware of the Fairgrounds office number...(765) 939-0834.
  - b. Appoint a person as the designated communications contact for your area.
17. In the event that you are contacted by members of the press, feel free to talk about issues that are directly related to you. However, any questions regarding issues such as Fairgrounds policy or specific emergency response requirements should be directed to the Fairgrounds Management staff and/or the Fairgrounds Office.
18. Remember to find time to enjoy the Fairgrounds for yourself and your family.

#### **Use of Electronic Devices:**

For the Wayne County 4H Fair, Electronic devices such as cellular phones and personal two-way radios can create a distraction in and around, display buildings and contest arenas. To provide everyone with a positive learning experience, the Wayne County Fairgrounds requests that exhibitors and patrons exercise good judgment in the use of such devices. Furthermore, Superintendents, at their discretion, may further restrict usage of electronic devices in and around their areas of control such as contest arenas and judging areas.

### **General Response Guidelines**

- Evaluate incident scene. Ensure your own safety first. Determine immediate needs and request needed assistance and resources. If you witness an emergency event or suspicious activity, REPORT IT. Notify the Fairgrounds Office and/or the Sheriff's Mobile Command Unit or Sheriff Department immediately.
  - **Wayne County Fairgrounds Office (765) 939-0834**      **Hours:(generally)9AM to 5PM**
  - **Extension Office (4-H Projects) (765) 973-9281**
  - **Sheriff Mobile Command Unit**      **(If on Site)**
  - **Critical Emergency or After Hours**      **Call 911**
- Determine need to suspend or close Fairgrounds activities.

#### **Emergency Event with Warning**

- Receive watch, warning or alert message from 911 Dispatch Center and/or Wayne County Emergency Management Agency via Nixle.
- Prepare and disseminate appropriate public instructions.
- Confirm that all emergency and Fairgrounds staff personnel on-site received message.
- Initiate appropriate protective measures.
- Initiate necessary emergency response actions.

#### **Emergency event without warning**

- Identify and assess the nature and extent of the emergency.
- Evaluate the incident effects: areas affected, fire, victims, injuries, damage, etc.
- Notify 911 Center and or Fairgrounds Incident Command of the incident occurrence and immediate needs.
- Take appropriate protective measures.
- Initiate necessary emergency response actions.

### **General Prohibitions of the Wayne County 4-H Fairgrounds Committee:**

- Guns, knives, alcoholic beverages and use of tobacco products are not allowed on the Fairgrounds by the Wayne County Fairgrounds committee.
- Dogs and other animals, except those of 4-H exhibitors and service animals, are not permitted.
- The use of personal/consumer fireworks in any form on the Fairgrounds is not allowed by the Richmond Fire Department.

Fairgrounds staff observing someone in violation of these prohibitions should not take direct action with the violator. Report the situation to a law enforcement officer or call 911 if needed.

### **Designated Gathering Location – Livestock Show Arena**

For the purpose of large group activities, a central meeting location has been identified to provide a gathering point in an emergency. All participants will meet at the emergency gathering point to allow supervisors and chaperones the opportunity to account for all participants.

The designated meeting area is the Livestock Show Arena. This area provides a safe zone away from potential hazards as well as allowing access of incoming emergency responders. After all participants have been accounted for, they are to remain until receiving further instructions as to a safe evacuation avenue. Event personnel will be responsible for directing and communicating with participants within the Gathering Location.

### **Safe Refuge Locations**

Safe refuge locations are designated primarily in the permanent, enclosed buildings located on the Fairgrounds grounds. These include the Kuhlman Center, Raper Expo Center, FFA Barn, Horse Barn and other enclosed animal barns. Directing the Fairgrounds ground population to safe refuge locations should be considered when immediate protection from the effects of an emergency is needed, such as thunderstorms and lightning, fire or smoke or shelter-in-place protection from hazardous materials releases. The Track may serve as a safe refuge location for emergencies other than severe weather and hazardous materials releases, when needed.

### **Cross Over Procedure**

Emergency incidents occurring at the Wayne County Fairgrounds may be reported to either the Fairgrounds Office (During Office Hours) or to the 911 Center. It is vital that information from any reported emergency event be immediately shared with other partners in the Fairgrounds Unified Command.

EMERGENCY - Call 9-1-1

Report suspicious activity to safety officials. Don't leave your belongings unattended! Be alert for safety!

If you See Something suspicious Say Something to law enforcement

Loose Something? Check our Lost and Found at the Fairgrounds Office



## **Active Shooter**

The following guidelines are intended to reduce your personal risk in the unlikely event that an Active Shooter Incident should occur. If you are outside a building when an event occurs, you should take immediate cover, preferably inside a building, circumstances permitting.

### **DO THE FOLLOWING: RUN, HIDE, FIGHT!**

#### **Get Out of the area if you can:**

##### **In a Building:**

- Move quickly to an exit if you can do so without exposing yourself to danger.
- Leave your personal belongings behind.
- Alert others to danger.
- **DO NOT** sound a Fire Alarm as this may place others in danger as they evacuate.

##### **Outdoors:**

- Move quickly away from the shooter and use available cover to protect you from bullets (buildings, vehicles, heavy machinery, concrete walls, etc.)
- Leave your personal belongings behind.
- Alert others to danger.

#### **Hide Out and Keep Out of Sight:**

- Get out of sight and use available cover to protect you from bullets.
- Keep others calm, quiet, and out of sight.
- In buildings lock and or barricade doors, turn off lights, close blinds or block windows, turn off computer monitors. Place signs in exterior windows to identify the location of injured persons for responders.
- Turn off radios and silence cell phones.

#### **Spread Out:**

- Do not huddle together in groups
- Remain calm and quietly develop a plan in case attacker enters your area.

#### **Call Out:**

- Call **911**
- Be patient, as the 911 system will likely be overwhelmed.

#### **What to Report:**

- Your specific location- building name or location on the grounds
- Number of people at your specific location
- Injuries- number injured, types of injuries
- Attacker(s) location, number of suspects, race/gender, clothing description, physical features, type of weapons (long gun or hand gun), backpack, shooters identity if known, separate explosions from gunfire, etc.

#### **Take Out: (Last Resort Option)**

- The shooter will continue to fire unless he is stopped.
- Be prepared to do whatever it takes to survive.
- Be as aggressive as you can, yell, throw things, use improvised weapons to distract and overcome the attacker.

## **Aircraft Accident**

Various aircraft types may be in use in the course of Fairgrounds activities such as helicopters and hot air balloons. Commercial, private and military aircraft fly over the Fairgrounds grounds daily. Air ambulance helicopters may be requested to respond to the Fairgrounds grounds for advanced patient care and urgent transport of patients to critical care facilities. In the unlikely event of an accident involving an aircraft associated with Fairgrounds activities or emergency operations...

### **DO THE FOLLOWING:**

1. Assure your own safety first. Assess the scene for damage, fire, injured people, involvement of electrical utilities, etc. Identify the type of aircraft (i.e., helicopter, balloon) and note tail or "N" number if possible.
2. Report the incident immediately to 911.
3. Isolate and secure the area of the accident. Keep all persons at least 75 feet from the accident scene. Do not touch, move or remove any aircraft parts except as needed to accomplish rescue. Report any found aircraft parts to law enforcement personnel.
4. Clear and maintain access to the scene for ground and air emergency vehicles.
5. Consider need to suspend Fairgrounds activities. If fire occurs, direct people upwind away from smoke to safe refuge locations.
6. Maintain scene security until arrival of NTSB/FAA investigators. Cooperate with and support the accident investigation within capabilities.

## Amusement Ride Incident

Background: Amusement Ride Safety Considerations – The Manufacturer Manual

It is the responsibility of every operator or attendant to familiarize themselves with the Ride Operation Manual before they undertake the operation of any amusement ride.

Ride Operation Manuals are the key to the safe operation of amusement rides and include daily checklists, logs, emergency instructions, lock-out procedures, hand signals, operator safety and other specific operating instructions. In addition, information regarding boarding and disembarking of passengers, checking of passenger restraint systems and ride operation are also included. It is extremely important that operators or attendants are completely familiar with all aspects of the ride that they are operating.

Amusement ride operators or attendants have a specific Safety Checklist that they must complete and sign every day before admitting the public to the ride. Since this checklist is a legal document and can be used as evidence in case of a claim, it must be signed and dated properly in ink. The person who performed the action is the person whose signature should appear on the checklist. The shift supervisor will review and sign the checklist also. Any problems and concerns that arise during the pre-opening check completion must be corrected before the ride opens to the public.

In addition to the Safety Checklist, amusement ride operators or attendants should maintain a daily Log to keep a record of the ride's operational history. It is especially important to keep a record of any unusual occurrences regarding the ride's operation. When there is an unusual occurrence, the amusement ride operators or attendants should stop the ride using the emergency shut-down procedures and notify the relevant people and authorities. They should also make a notation of the stoppage and its cause in the Log.

The operator or attendant is in charge of all the controls that operate the ride. The ride's **Start, Stop and Emergency Stop** buttons are all controlled by the operator or attendant. Some rides require the operator or attendant to constantly keep a foot or a hand on a special switch while the ride is operating in order to keep it running. **Important!! This control must never disabled for any reason.**

Operators or attendants must remain at their posts until they are certain that the ride has come to a complete stop before boarding and/or disembarking passengers. It is essential to remind passengers that they must remain in place and strapped in until the ride stops completely.

When a ride requires the presence of more than one operator or attendant, one of them must constantly remain at the controls while the ride is in motion, and should never leave the controls without ascertaining that the ride has been reasonably secured against unauthorized operation. In case of an emergency, the operator/attendant will shut the ride down according to the emergency shutdown procedures. Operators or attendants should never remove or attempt to remove sick or injured passengers from a ride that it still in motion. They should never leave the controls until the ride has come to a complete stop.

## **Bomb Threat**

Generally, a bomb threat is received by telephone call. You should take any bomb threat seriously but understand most bomb threats are intended to merely disrupt operations. 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 can. In the event threat is received by telephone... **DO THE FOLLOWING:**

1. Try to keep the caller on the line. Maintain a calm, conversational tone. Note any background noise, other conversations, and description of voice of the caller, such as male or female voice, and type of accent or other unusual characteristics.
2. Try to write down the caller's exact words as they were spoken.
3. Try to obtain the following:
  - Ask the caller – “Where is the bomb located?”
  - Ask the caller – “When will it explode?”
  - Ask the caller – “What does the bomb look like?”
  - Ask the caller – “What is your name? Where are you calling from?”
  - Ask the caller – “Why have you placed the bomb here?”
4. **DO NOT HANG UP THE PHONE** until instructed by the Sheriff's Department. Remain available to be interviewed by Sheriff's Department investigators.
5. Get someone else's attention, and have them call 911 and tell them the following information:
  - “We have just received a bomb threat by telephone”
  - “The bomb is located in the \_\_\_\_\_.”
  - “My name is \_\_\_\_\_ and I am at the \_\_\_\_\_.”

The Sheriff's Department will take the necessary actions to assess the threat, direct response and investigate the incident. The Richmond Fire Department and Rural/Metro Ambulance will be informed and may choose to stage units in the area at Richmond State Hospital and/or Hill's Floral Warehouse on Peacock Rd.

6. **IN CASE OF AN EXPLOSION:**
  - Direct people away from the area, preferably upwind, to safe refuge areas. Isolate the area. Protect the crime scene.
  - Notify Fairgrounds Command; provide information concerning exact location, number of injured, extent of damage, fire, trapped persons, etc
  - Rescue those trapped and assist those injured within training/capabilities
  - Fairgrounds Command will request immediate response of Richmond Fire Department, ambulance providers and other needed agencies. The EOD or RFD Hazardous Materials Team will be directed to assess the area for potential radioactive or chemical dispersion.
  - Establish Treatment Area upwind to receive casualties and prepare for EMS transport. Victims clothing and personal effects may contain evidence, treat accordingly.
  - Fairgrounds operation will be suspended pending completion of response activities and immediate investigation. When the crime scene is released, ensure decontamination of areas with bodily fluids.
  - Notify Wayne County EMA for District/State resource support and reporting of incident to State EOC.

- If there is damage to any property – notify the Fairgrounds Office Immediately. Fully document all reported damage.
7. Public information will be prepared and released by the Wayne County Sheriff's Department.
  8. NOTE: Bomb threats may be communicated by means other than telephone including notes, letters, messages written on walls, mirrors or other articles, email and even social media. Bomb threats communicated by any means must be taken seriously. If you discover a threatening message, notify law enforcement immediately. Do not erase, move or remove the message. Take steps to protect the message as evidence until law enforcement arrives.

### **Demonstrators or Protestors**

Certain activities that occur at the Fairgrounds may not be popular with some movement or group activities that are organized in this area. Generally, protests 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 that a protest or demonstration group may infiltrate the Fairgrounds as a group, or individually, and then begin demonstrations at a particular location within the Fairgrounds.

In the event a protest or demonstration group activities threaten the safety of or disrupts Fairgrounds operations

#### **DO THE FOLLOWING:**

1. DO NOT APPROACH THE GROUP OR ENGAGE IN ANY DISCUSSION.
2. Immediately notify the call 911 and give the following information:
  - Location of the demonstration group.
  - Number of demonstrators.
  - Nature of the demonstration or protests.
  - Your name and telephone number
3. Law Enforcement personnel should contact you for further details.
4. **REMEMNBER:** Do not take any type of action against the group, or try to disburse the group on your own. Law Enforcement personnel are specially trained to handle this type of situation.

## **Earthquake**

Earthquakes occur without warning and cause a sudden shaking of the ground and things attached to the ground. Most earthquakes that affect east central Indiana are low magnitude events (<4.0) and result in minor ground shaking with little damage. However larger magnitude quakes (>5.0) are possible and can result in significant damage. Aftershocks may accompany any quake. When the shaking starts...

### **DO THE FOLLOWING:**

#### **Outdoors:**

- Move away from overhead power lines, fences and vehicles under power lines, security lights, trees, parked vehicles, buildings, propane and fuel tanks, trash cans and amusement rides. If the shaking is extreme, get down on the ground immediately to avoid falling then move to a safer area once the shaking stops.
- If driving a vehicle, stop the vehicle in an open area (see above). Stay in the vehicle.
- DO NOT shelter under a vehicle.
- Stay away from animals. Animals may be “spooked” by the quake and react unpredictably.
- Wait until the shaking stops.
- Check those around you for any injuries. Secure unrestrained animals.

#### **Indoors:**

- Drop, Cover and Hold On – get down on the floor away from windows and glass. Get under something like a table, desk or work bench. Hold on to the object you are sheltering under.
- Wait until the shaking stops
- When the shaking stops, check those around you for injuries. Assist those who may need help getting outside
- Get outside the building to an open area away from overhead power lines, fences and vehicles under power lines, security lights, trees, parked vehicles, buildings, propane and fuel tanks, trash cans and amusement rides.

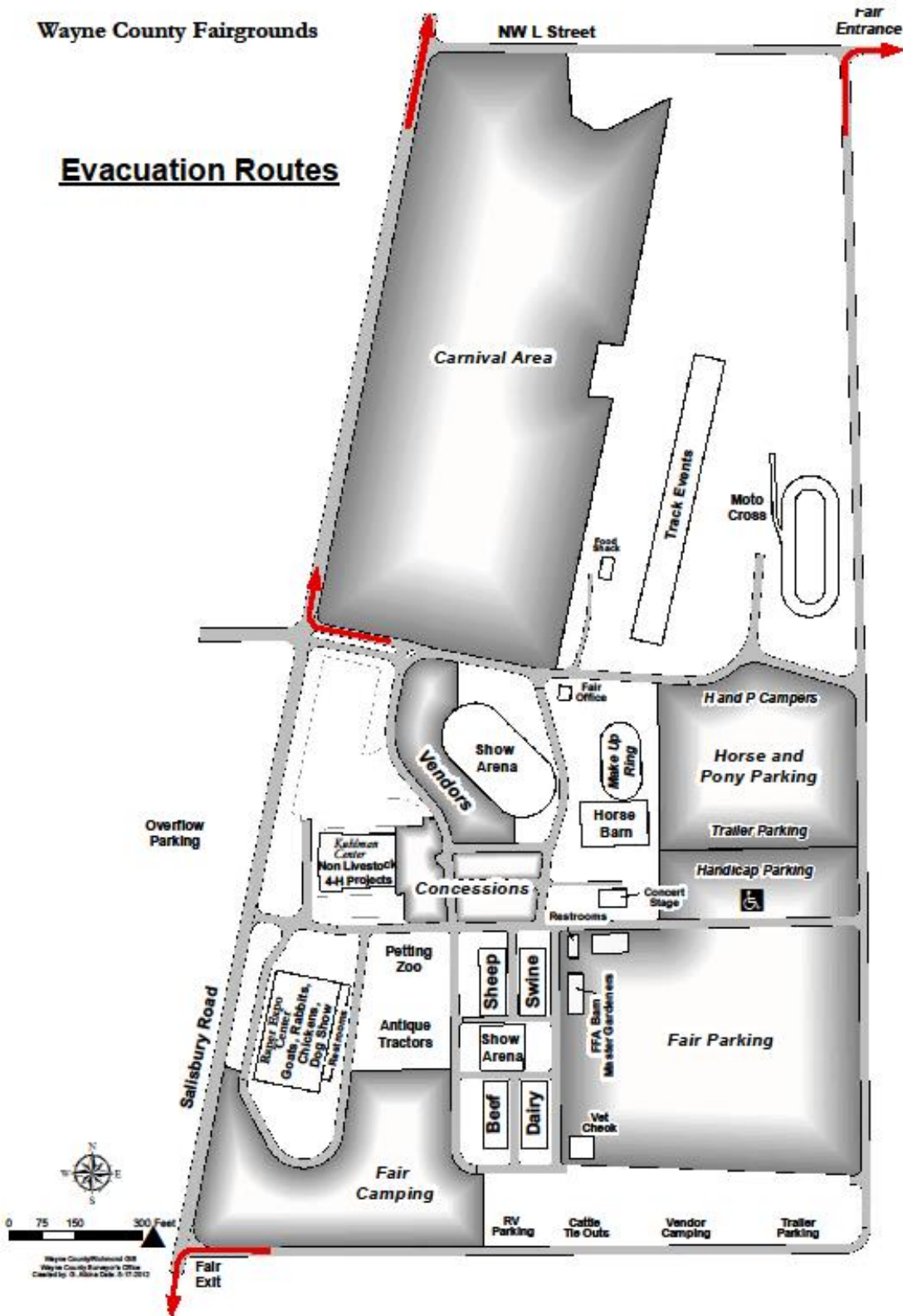
#### **Food Vendors:**

- Cooking and frying may pose immediate risks to food vendors in tents or trailers. The shaking action of the quake may cause hot cooking oils to slosh and splatter causing risk of burns to personnel and fire if the oil ignites.
- Immediately cover fryers with a lid or pan to minimize splattering of the hot oil.
- Shut off fryers stoves, grills and burners
- If you can do so safely, get out of trailers and move towards an open area. Do not seek cover under or near cooking equipment.
- If in a tent, do not remain in the tent, especially one used for cooking. Move towards an open area. Do not seek cover under or near cooking equipment.
- Wait until the shaking stops. If safe to do so, return to the tent/trailer and shut off any cooking appliances that were not shutoff. Remain alert for fire. Inspect propane gas/fuel containers, fuel lines and connections for leaks. Shut off gas/fuel valve at the cylinder if leaks are suspected. Shut off the tank valve on any toppled or unsecured propane tank. Clean up spilled cooking oil, food products and utensils.

# Evacuation

Wayne County Fairgrounds

## Evacuation Routes



## **Fights or Civil Disturbances**

In the event that there is a fight or disturbance in your area:

### **DO THE FOLLOWING:**

1. **DO NOT ATTEMPT TO BREAK UP THE FIGHT.**
2. Immediately notify the Sheriff's Department Mobile Command Unit (if deployed), Fairgrounds Office or call 9-1-1. Stay on the line in case more information is needed or to receive instructions.
3. Give the following information:
  - Your name, location and phone number
  - Exact location of the fight.
  - The number of people fighting
  - Any weapons being used
  - Any observed injuries
4. Isolate the incident by moving bystanders and other guests away from the incident. Request additional staff to assist as needed.
5. Defuse the situation - suggest to those spectators who are making comments encouraging the combatants are not being helpful to the safety of the families and children present.
6. Follow the instructions of your supervisor and law enforcement
7. Provide first aid within your training and capabilities until EMS arrives
8. Remain available to provide any needed witness statements if requested

## **Fire**

In the event there is an uncontrolled, unintended fire,

### **DO THE FOLLOWING:**

1. Immediately Call 911 or the Fairgrounds Office and give the following information:
  - Your name and phone number
  - Specific location of the fire; Name of building having the fire
  - What is burning? Is the fire spreading?
  - Any one injured?
2. Immediately direct all persons away from the fire area, preferably upwind. Identify Safe Refuge locations that are safe from potential fire spread and smoke (Kuhlman Center, Raper Expo Center, and Track) and direct people to those location if warranted. The following announcement may be used:

“Ladies and Gentlemen ...May I have your attention. Please listen carefully. A fire has been reported in the (insert location). Please stay out of this area. The fire department has been notified and is responding. For your safety, please walk to the (insert Safe Refuge location name). Keep driveways clear for emergency vehicles. Please follow the instructions of local law enforcement and fire officials. Please walk calmly.”

3. **DO NOT ATTEMPT TO FIGHT THE FIRE ON YOUR OWN** (unless it is small fire that can be easily extinguished with 1 fire extinguisher). If heat and smoke forces you to crouch low to the ground to breath clear air – **DO NOT ATTEMPT TO FIGHT THE FIRE.**



4. Assign available personnel to the closest access point to direct the Fire Department towards the fire location. Keep entrances and driveways and fire hydrants clear of people and vehicles in anticipation of arriving fire apparatus.
5. Provide first-aid care for any one injured. Ensure that any injuries/casualties are reported to the Fairgrounds Unified Command. If the number of injured warrants, Unified Command may designate a Treatment Area to receive injured persons and prepare for EMS transport. The treatment area should be located upwind from the fire location and along an access drive available to incoming ambulances.
6. For buildings that contain livestock: Attempt to evacuate livestock **ONLY** if it can be done safely, without exposing unprotected personnel to fire, heat or smoke. Consideration must also be given to restraining the evacuated animals – in other pens, temporary pens, available livestock trailers, etc. **If fire spread is rapid, or if heat and smoke forces you to crouch low to the ground to breath clear air - DO NOT ATTEMPT TO EVACUATE LIVESTOCK**
7. Identify any witnesses and obtain witness statements. Provide these to the Fire Department as requested. The Fire Department is responsible for determining the cause and origin of all fires.
8. Report all property damaged in the incident to the Fairgrounds Office.

### **Hazardous Materials / Chemical Releases**

Hazardous materials most likely to be present on the Wayne County Fairgrounds Grounds include flammable and combustible fuels such as gasoline, diesel and propane, refrigerant gases, corrosives such as battery acid, insecticides and pesticides. Accidental releases of these chemicals may cause immediate harm, however quantities are limited. The Fairgrounds grounds may be impacted by airborne or liquid releases of a variety of hazardous materials, primarily from transportation accidents that may occur in the area.

#### **On-Site Release:**

1. Report the incident. Call the Fairgrounds Office or 911. Provide the specific location of the release, assessment findings and any immediate actions you have taken. If you have positively identified the released substance, provide the substance name and/or placard color and identification number (4 digits).
2. **For incidental releases:** stop the release if you can so safely (shut valve, reposition container or place a bucket or other container to capture the released substance. Cover the spill area with absorbent, sand or soil. Remove the contaminated absorbent, sand or soil to a safe, secure holding area or sealable container for proper disposal.
3. Control access points and keep driveways open for emergency vehicles.
4. Consider the need to suspend routine Fairgrounds activities. Direct Fairgrounds participants to upwind safe refuge areas if warranted.
5. Food products that have been exposed to the hazardous material atmosphere will require disposal.
6. Fully document all injuries and damage. Document response operations.

**Off-Site Releases:**

Depending on wind direction, the most likely sources of hazardous materials incidents that may impact the Fairgrounds grounds are transportation incidents that occur on I-70, the Norfolk and Southern Railroad corridor or US 40. Agricultural releases may occur from farming operations in the immediate area. Releases from fixed facilities in the vicinity could have a limited impact.

Once notified of a hazardous material incident that may impact the Fairgrounds grounds, the Wayne County EMA Director will establish contact with the Sheriff's Department, Fairgrounds Office and Extension Office and advise of incident assessment findings and recommended course of action. Possible courses of action include shelter-in-place and evacuation.

- **Shelter-In-Place:** Fairgrounds Command will implement the following immediately:
  - Suspend all routine Fairgrounds activities. Close or barricade Fairgrounds entrances. Fairgrounds Command will direct the notification of news media contacts concerning the suspension of Fairgrounds activities.
  - Direct that all potential ignition sources be extinguished.
  - Direct all Fairgrounds population including Fairgrounds staff to safe refuge locations inside buildings.
  - Close all doors, windows and shutoff fans, air conditioning, air handlers or other ventilation devices that draw in outside air.

**Medical Emergencies / First Aid**

Injuries may result from various Fairgrounds activities and may result in burns, cuts, abrasions, falls, fractures, and dislocations. Medical emergencies may arise from the medical conditions that Fairgrounds participants bring with them such as heart disease, diabetes, asthma or COPD and allergies but may also arise from environmental conditions such as excessive heat or cold.

**General Guidelines:**

- Assess the scene - Assure scene safety (your own), identify mechanism of injury
- Wear appropriate personal protective equipment (exam gloves, minimum)
- Assess the victim:
  - Level of Consciousness
  - Breathing
  - Bleeding
  - Approximate age
  - Chief complaint
- Call for help. Notify the Fairgrounds Office, Sheriff's Department or call 911. Provide specific location of patient and findings from above assessment.
- Provide patient care consistent with in level of training and care protocols. Do not move the patient unless they are in immediate danger.
- Advise anyone who is injured or becomes ill but refuses further first aid or treatment to seek medical attention from a physician.

The Quick Reference First Aid Guide provided below is not intended to replace or substitute for qualified first aid training. Persons trained or certified in First Aid, or those holding EMS First Responder or EMT certifications are to provide patient care consistent with their training and patient care protocols.

## **Quick Reference First Aid Guide**

### **Hold It! Before you offer Help....**

Contact with body fluids, such as blood or vomit, can put you at risk for HIV, AIDS, Hepatitis B and C and other blood borne pathogens. To be safe, you must assume that all patients are infectious and use appropriate barriers, such as gloves, CPR masks, eye shields and/or gowns. Avoid direct and indirect skin or mucous membrane contact with blood and body fluids and avoid punctures from needles, broken glass and other sharp objects. When you remove protective barriers, do it carefully so that blood and body fluids do not contact your skin or mucous membranes, and wash hands with soap and water for at least 30 seconds immediately after removal. 30 seconds equals singing 2 verses of “Old McDonald Had a Farm”

### **Severe Wounds**

1. Call for help. Phone 911 or local EMS providers immediately.
2. Control bleeding by applying direct pressure on wound with a sterile dressing. If blood soaks through, do not remove first dressing — add additional dressings on top. This will speed clotting.
3. If fracture or neck/back injuries are not suspected, elevate injured area.
4. If bleeding continues, apply firm pressure at appropriate pressure point (femoral arteries-groin area, brachial arteries-inside upper arm).
5. Apply pressure bandage, if needed, over dressings already on the wound.
6. Do not attempt to remove impaled objects. Bandage in place.

### **Minor Wounds**

1. Wash minor wounds that are not bleeding severely with soap and water.
2. Apply antiseptic or antibiotic ointment to the wound.
3. Apply a clean dressing.

### **Head Injuries**

Signs and Symptoms: Wound of scalp or skull, blood or clear fluid draining from nose and/or ears, lowered level of responsiveness, deformity of skull, bruising around eyes or ears, nausea and vomiting, shallow or irregular breathing.

1. Call for help. Phone 911 or local EMS providers immediately.
2. Immobilize the head and neck. Do not move the patient.
3. Do not attempt to stop bleeding or draining from ears or nose.
4. A head injury may also indicate a neck injury. Treat neck, head and body as one unit.
5. Watch for vomiting and keep airway clear.

### **Simple Fractures**

Signs and Symptoms: Deformity, swelling, discoloration, pain and tenderness.

1. Do not move patient except in the case of life-threatening danger.
2. Call 911 or local EMS providers.
3. If EMS is not immediately available, ice or cold packs may help to reduce pain and swelling.
4. If you must transport the patient, splint or immobilize fractured limbs in the position found.
5. Continue to check for proper circulation and sensation and loosen splint if either is impaired or decreased.

### **Open or Compound Fractures**

Signs and Symptoms: Skin is broken and bleeding, bone may be visible.

1. Call for help. Phone 911 or local EMS providers immediately.
2. Control bleeding, but do not elevate area.
3. Keep a close eye on circulation.
4. Do not apply cold packs.
5. Continually recheck circulation.

6. Provide care for shock.
7. Monitor airway, breathing and circulation.

### **Dislocation, Sprain or Strain**

1. Check circulation and sensation below point of dislocation or sprain. If either is impaired, call for help. Phone 911 or your local EMS providers.
2. Affix splint to injured area or otherwise immobilize the area in a position of comfort.
3. Apply a cold pack to reduce swelling and pain and recheck circulation.
4. Transport patient to a medical facility for treatment.
5. Note that elbow and knee dislocations are emergency cases, as there is a high potential for nerve damage.

### **Heart Attack**

Signs and Symptoms: Pale or bluish tissue color, sweating, chest pain, pressure or squeezing sensation. Pain may spread to one or both shoulders, arms, neck, jaw or back; sweating, nausea, weakness and dizziness, shortness of breath, anxiety and denial of a problem.

1. Call for help. Phone 911 or local EMS providers immediately. Ask for EMS equipped with oxygen; contact the patient's doctor.
2. Insist on rapid care. Denial may be strong, but rapid care may prevent permanent damage or death.
3. Place patient in a comfortable seated or semi-seated position, loosen all tight clothing; do not let the patient move around.
4. If breathing stops, begin rescue breathing.
5. If the heart stops, perform CPR (Cardiopulmonary Resuscitation).

### **Stroke**

Signs and Symptoms: Weakness, loss of feeling or paralysis, usually on one side of the face or body; difficulty with vision or movement. Slow, noisy breathing (may sound like snoring); drooling or difficulty swallowing; tissue color flushed, then pale; pulse slow and strong, becoming weak and rapid; skin feels cool and clammy to the touch; ability to speak may be impaired; lowered consciousness level.

1. Call for help. Phone 911 or local EMS providers immediately.
2. Allow patient to assume position of most comfort.
3. If patient is unconscious, place on the affected side in the recovery position (on the side with legs bent, bottom arm under head).
4. Continue monitoring airway, breathing and circulation until help arrives. Be extra vigilant to keep airway open; patient may have difficulty breathing due to paralysis and lowered consciousness level.

### **Shock**

Signs and Symptoms: Pale or bluish tissue color, moist, clammy skin, shivering, rapid, weak pulse, shallow, labored or noisy breathing, anxiety, nausea and vomiting, thirst, mental confusion or restlessness.

1. Call for help. Phone 911 or local EMS providers immediately.
2. Lay the patient down. Position according to injury. If head, neck, spine or leg fractures are not present, lay the patient on their back and elevate the feet and legs 8 to 12 inches. If head, neck, spine or leg fractures are suspected, do not move the patient unless extreme danger is present.
3. If the patient has trouble breathing, place the person in an elevated position, using blankets or other objects to raise the head and back for easier breathing.
4. Help the patient maintain a normal body temperature. If cold, warm the patient by putting blankets underneath as well as around the body. Do not overheat. If too warm, provide shade, loosen clothing.
5. Monitor airway, breathing and circulation at all times. Do not underestimate the deadly potential of shock; it can be fatal.

**Burns**

1. Call for help. Phone 911 or local EMS providers immediately.
2. Relieve pain and prevent contamination using the following methods:  
For first-degree or second-degree burns with closed blisters:
  - A. Wrap with a cooling burn gel compress or flush with cool water until pain subsides.
  - B. Apply loose, moist, sterile dressings and bandage.For third-degree burns (full thickness burns) or burns with open blisters:
  - A. Apply loose, dry, sterile dressing and bandage.
  - B. Treat for shock.

**Heat Stroke**

Symptoms: Hot, red skin; very small pupils; very high body temperature (up to 105 degrees F). If patient was previously sweating from heavy exercise, skin may be wet. Otherwise, skin is hot and dry.

1. Call for help. Phone 911 or local EMS providers immediately.
2. Give nothing by mouth.
3. Move patient to cooler place.
4. Cool the patient fast by whatever method is available, such as drenching with a garden hose, fanning, using a cool bath or wrapping cold, wet sheets around the body.
5. Treat for shock.

**Heat Exhaustion**

Symptoms: Cool, pale and moist skin, heavy sweating, dilated pupils, headache, nausea, dizziness, vomiting. Body temperature will be near normal.

1. Move person into a cooler place and call 911 or local EMS providers.
2. Treat for shock.
3. Loosen clothing, cool patient by fanning and applying cold packs, wet towels or sheets.
4. If patient is conscious and can tolerate fluids, provide about 8 ounces of water every 15 minutes.

**Fainting**

1. Keep patient lying down with feet raised 8 to 12 inches until recovery is complete.
2. Loosen any tight clothing and keep crowds away. Maintain open airway.
3. Bathe face gently with cool water, but do not drench the patient's face with water.
4. Unless recovery is prompt, call 911 or local EMS providers.

**Decontamination of Environmental Surfaces: Blood /Bodily Fluids**

1. Isolate the contaminated area. Keep other persons out of the area until decontamination is complete.
2. Wear protective (exam) gloves. In a bucket or sprayer, mix 1 part household bleach to 10 parts water. DO NOT USE ON HUMAN OR ANIMAL SKIN.
3. Wipe up excess blood/fluids. Place used towels in red bio-hazard bag.
4. Apply bleach solution to contaminated surface. Let stand approximately 10 minutes.
5. Rinse area with clean water and pat dry with a towel. Remove gloves and seal bio-hazard bag for proper disposal.
6. Wash your hands thoroughly with soap and water for at least 30 seconds

This guide is a compilation of general first aid information obtained from sources believed to be reliable.

## **Serious Injury or Death**

### **In the event a serious injury:**

- Assess the scene - Assure scene safety (your own and others), identify mechanism of injury
- Wear appropriate personal protective equipment (exam gloves, minimum)
- Assess the victim:
  - Level of Consciousness – Note changes
  - Breathing – Clear airway and support breathing
  - Bleeding – Control excessive Bleeding. Treat for shock.
  - Provide CPR if indicated and trained to do so
  - Approximate age
  - Chief complaint – location and extent of injury
- Call for help. Notify the Fairgrounds Office, Sheriff's Mobile Command Unit or call 911. Provide specific location of patient and findings from above assessment. Urgent response of ALS (Paramedic) ambulance provider is required.
- Provide patient care consistent with in level of training and care protocols. Do not move the patient unless they are in immediate danger of further injury.
- Keep family members of the injured informed
- Keep spectators back. Protect potential evidence. Identify potential witnesses to the Sheriff's Department for interview.
- Public information will be released by the Sheriff's Department.
- Consider using available public address systems to make the following announcement:  
"Ladies and Gentlemen ...May I have your attention. Please listen carefully. There has been an accident at the (insert location). Emergency services are responding. For your safety, Please STAY OUT OF THIS AREA. Please follow the instructions of local law enforcement officials and emergency responders. Please keep driveways clear and watch for emergency vehicles."

### **In the event of an obvious death:**

- Isolate the scene. Keep spectators back. Protect the body from view, if possible.
- Call for help. Notify the Fairgrounds Office, Sheriff's Mobile Command Unit or call 911.
- Request notification of the Wayne County Coroner.
- Request notification of the Wayne County Sheriff's Chaplin
- Protect potential evidence. Identify potential witnesses to the Sheriff's Department for interview.
- If family members are present at the Fairgrounds, identify a private room or area for use by the Family, Chaplin and Coroner (e.g., Kuhlman Center Director's Office). Assign someone to escort and remain with the family.
- If Family is not present at the Fairgrounds, the WCSD Chaplin will assist in family death notification.
- Public information will be released by the Sheriff's Department and/or Coroner.

### **Decontamination of Environmental Surfaces: Blood /Bodily Fluids**

- Isolate the contaminated area. Keep other persons out of the area until decontamination is complete.
- Wear protective (exam) gloves. In a bucket or sprayer, mix 1 part household bleach to 10 parts water. DO NOT USE ON HUMAN OR ANIMAL SKIN, EYES OR MUCUS MEMBRANES.
- Wipe up excess blood/fluids. Place used towels in red bio-hazard bag.
- Apply bleach solution to contaminated surface. Let stand approximately 10 minutes.
- Rinse area with clean water and pat dry with a towel. Remove gloves and seal bio-hazard bag for proper disposal. Wash your hands thoroughly with soap and water for at least 30 seconds

## **Mass Casualties**

The Wayne County Mass Casualty Plan recognizes mass casualty incidents as any incident that results in five (5) or more critically injured victims. Early recognition of a mass casualty incident and rapid implementation of appropriate response protocols are key to effective response.

1. Assess the scene. Ensure your own safety first. Determine number of victims and kinds of injuries. If more than 5 victims, implement these mass casualty response guidelines. Isolate the immediate area.
2. Report the incident and assessment findings to the Sheriff's Mobile Command Unit, Fairgrounds Office or call 911. Indicate that mass casualty response is required.
3. Suspend routine Fairgrounds activities. Direct all non-essential persons to safe refuge locations away from the incident scene (Kuhlman Center, Raper Expo Center, Track, etc). Secure access points and keep driveways clear for emergency vehicles.

## **Missing Children / Persons**

A lost child is not uncommon, To report a missing child contact the Fair office or call 911 immediately. Considerations must always be given to potential criminal acts in such cases (child abduction).

### **Preparedness Tips for Parents:**

- With your cell phone, take a picture of your children when you arrive at the Fairgrounds grounds. This picture can be shared with authorities and will clearly show the clothing the child is wearing. If you can't take a picture, bring a current picture of each child with you in your wallet or purse.
- Write your (parents or guardian) name, address, cell phone and home telephone number on a slip of paper to place in your child's clothing or pockets. A business card will work, too.
- For older children, set an established meeting time and location. The designated "Meet Me" location will be in front of the Fairgrounds Office.

### **Response Actions:**

- The designated "lost child" recovery center will be the Fairgrounds Office. Report missing children to the Fairgrounds Office or call 911.
- Provide/obtain the following information:
  - Place last seen
  - Person reporting the missing child:    Name                      Location                      Contact number
  - Child's full name:                                      Nick Name or Goes By Name:
  - Child's description:    Age            Height            Weight            Hair Color            Eye Color
  - Clothing description:                      Shirt/blouse            Pants/skirt            Shoes            Hat
  - Distinguishing marks: Birthmark            Scars                      Other
  - Parents / Guardian Name:
  - Contact Phone Number:
  - Home Address:
- Direct the person who reports the missing child to remain at or report to the Fairgrounds Office

- Inform all Fairgrounds staff of the full description of the child.
- If the missing child is not located within 15 minutes, the child's complete description and any known circumstances should be provided to the 911 Center for immediate broadcast.

### **Power Outage**

Interruptions to commercial electrical power to the Fairgrounds may result from storm damage, accidents involving power lines or poles, animal intrusions into electrical systems and a variety of other causes. The actual cause of the power outage may be isolated on the Fairgrounds (e.g., breaker trips on an overloaded circuit) or occur well away from the grounds along the distribution system. Short-term power outages (less than 2 hours) will have minimal impact on Fairgrounds operations. Longer outages will have greater impact, depending on the Fairground's scheduled events, weather conditions and timing of the outage. Those most affected by a sustained power outage will be food vendors who require electrical power to maintain proper food storage and preparation, night track events, entertainment shows and animal/project exhibit areas. Interior lighting, air conditioning, ventilation fans, outdoor security lights, office equipment and public address systems will also be affected. Carnival operation will not be impacted.

Report isolated power outages to the Fairgrounds staff.

- Assess the nature of the power outage and impact to current Fairgrounds operations. If the outage is isolated and appears confined to the Fairgrounds or particular areas of the grounds, consult with the Kuhlman Center Staff concerning needed power restoration procedures.
- If the power outage appears to affect an area larger than the Fairgrounds, notify Richmond Power and Light (765) 973-7200. Most RP&L outages are short-term however if the outage is associated with severe weather in the area, power restoration may be protracted.
- Track events may be delayed, suspended or postponed if light is insufficient to ensure safe ingress/egress of the grandstands.
- Food vendors are required to properly dispose of any food items that have not been maintained at proper temperature – Frozen foods must remain frozen - Cold foods at or below 41 F – Hot foods at or above 135 F

### **Public Health Emergencies**

The variety of foods available is one of the attractions of the Fairgrounds, however food-related illness poses a threat if food is not stored, prepared and served properly. The Indiana State Department of Health's "Retail Food Establishment Sanitation Requirements" (Title 410 IAC 7-24) in part defines a retail food establishment as: "an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location, where consumption is on or off the premises, and regardless of whether there is a charge for the food." The Wayne County Health Department enforces state and local Retail Food Establishment Sanitation Requirements and conducts inspections to ensure that the regulations are followed before food vendors are allowed to open for business.

Food poisoning (also called foodborne intoxication) is caused by toxins (poisons) produced by certain kinds of bacteria that have grown in food due to improper holding or cooking temperatures. The symptoms of food poisoning often begin suddenly and violently and include: Diarrhea; Vomiting; Nausea; Cramps and Weakness. Fever is generally NOT a symptom of food poisoning. Symptoms from food poisoning can occur very soon (as little as one hour) after consuming contaminated food.

Most cases of food-related illness are not due to food intoxication but are due to bacterial or viral infection such as *Salmonella*, *E. coli*, and *Norovirus*. Once the bacteria or virus is consumed, it multiplies



in the gastrointestinal tract. Symptoms from infections can occur anywhere from 6 hours to 7 days after consuming contaminated food.

Foods generally become contaminated with bacteria that cause food poisoning through unwashed hands or contamination from environmental sources. Food that is not cooked thoroughly or not stored at proper temperatures can allow bacteria to grow and produce toxins in the food. Several toxins are heat stable, so the toxins will survive heating of the food even if bacteria do not. Unlike viral and bacterial causes of foodborne infection, food poisoning is NOT spread from person to person. Most food-related illness result from failure to adhere to sanitation requirements however, intentional contamination of food sources is possible and a criminal act.

### **Summary of Key Retail Food Establishment Sanitation Requirements:**

- All foods must be purchased from approved sources (may NOT be prepared in a private home)
- Potentially hazardous foods (pizza, hamburgers, hot dogs, chili, seafood, etc.) must be stored and displayed at safe temperatures. **Cold foods must be held at 41°F or below and hot foods held at 135°F or above at all times.**
- **Recommended for hot holding:** ovens, grills, warming cabinets, propane units, chaffing dishes with Sterno, thermal Cambro units.
- **Recommended for cold holding:** mechanical refrigeration, freezers, dry ice, heavy-duty insulated coolers (not foam) with drained ice.
- All food on display must be effectively covered (tents, trailers) or be individually wrapped to prevent contamination from patrons, dust, flies, rain, or other elements.
- Handling of food must be minimized by appropriate use of utensils such as scoops, tongs, spoons or forks. Gloves may be worn over properly washed hands so long as they are changed when becoming damaged or soiled.
- Hands must be kept clean. Hand washing facilities must be provided. (An urn of warm water, pump soap, a roll of paper towels and a bucket to catch water will be adequate in most cases).
- **Employee Health:** Employees who have been diagnosed with salmonella typhi, salmonella spp., shigella, E. coli O157:H7, or hepatitis A must be **excluded** from the concession. Employees with diarrhea; fever; vomiting; jaundice; persistent sneezing, coughing, or runny nose that causes discharges from the eyes nose, or mouth; or sore throat with fever must be **restricted** from working with exposed food, clean equipment, utensils, linens, and unwrapped single service/single-use articles.
- Clean outer garments and hair restraints should be worn. Smoking and eating is not allowed in areas where food is prepared. Only healthy workers should prepare and serve food.
- Wiping cloths must be stored in an approved sanitizer. Wiping cloths must be used to sanitize all food contact surfaces
- Provide proper waste containers with lids.
- Outbreaks of food-related illness are reportable and are to be directed to the Wayne County Health Department.

- Anyone with concerns about a food vendor's sanitation practices should report their concerns to the Fairgrounds Office. Anyone who experiences or suspects food-related illness should report their symptoms and suspect vendor to the Fairgrounds Office. Fairgrounds Staff receiving a report of improper sanitation practices or food-related illness are to report the information to the Fairgrounds Office. Obtain the name, address and phone number of the person making the report and the suspect vendor for follow up by the Health Department.
- The Fairgrounds Office will report all incidents of suspected food-related illness and reported violations of required sanitation practices to the Wayne County Health Department (973-9245) as soon as possible.
- An outbreak of food-related illness will be indicated by multiple people reporting similar systems and typically result from consuming food from a common vendor. Report any suspected food-related illness outbreak to the Wayne County Health Department immediately, or call 911. If onset of symptoms is sudden and affected persons remain on the grounds, request EMS.
- In the case of fire, chemical spill or other emergency (sustained power outage) that impacts food vendors, inform the Wayne County Health Department. Direct that any food products exposed to an uncontrolled fire, smoke or chemical contamination or, food holding that has not been maintained at proper temperatures be properly disposed of. Proper disposal will be the responsibility of the affected vendor(s).
- Assist the Wayne County Health Department as requested with their investigation. Support implementation of specific response/recovery procedures as directed by the Health Department.
- Public information concerning a public health emergency response will be released by the Wayne County Health Department.

## **Structural Collapse**

Structural collapse refers to the loss of load-carrying capacity of a component or member within a structure or of the structure itself. The structure may be permanent, such as a building or bridge, or temporary such as a stage or platform. Catastrophic failure can result from design flaws, faulty construction or poor maintenance. Structural collapses can also result from extraordinary loads that exceed the design limitations of well built structures like those loads induced by high winds, heavy snow/ice accumulation or explosions. The collapse of buildings and temporary structures can result in significant numbers of serious injuries and potentially deaths. The damage from a structural collapse is often confined to a relatively small area, but the effects can be widespread and the response complex and dangerous. Victims are often trapped under dangerous, unstable debris.

In the case of a structure collapse... **DO THE FOLLOWING:**

1. Report - Notify the incident to the Fairgrounds Office, call 9-1-1 or The Sheriff's Department Mobile Command (If on site). Give the following information:
  - Your name, location and phone number
  - Name and exact location of the building or part of the building collapsed.
  - The number of people you can see who are injured: estimate number of occupants, if known
  - Any observed injuries
  - Fairgrounds Command or 911 will ensure the notification of the Richmond Fire Department

## **Severe Weather**

Bad weather is a common occurrence. Severe weather events can include thunderstorms, damaging winds in excess of 58 mph, heavy rainfall in excess of 1 inch per hour, hail one inch in diameter or larger and occasionally, tornadoes. Lightning is a hazard with any thunderstorm. As much of the Fairgrounds activities occur in the open, like outdoor events, and many vendors, displays and entertainment are located in temporary structures such as tents, ordinary thunderstorms can place the Fairgrounds population at risk. Severe weather events described above magnifies the risk. Excessive heat can stress Fairgrounds participants and animals causing heat related illness, and lead to excessively dry conditions that encourage rapid fire spread.

### **General Fairgrounds Weather Guidelines:**

- Severe weather is most likely in the late afternoon and evening hours, however severe weather can occur at any time. NWS Hazardous Weather Outlooks (HWO) will typically provide a general time frame if severe weather is expected. “Pop up” thunderstorms can develop quickly before a watch or warning can be issued by the NWS.
- Current technology allows cellular phones, particularly “smart phones”, to receive weather radar, current weather conditions and watch and warning alerts via a variety of sources such as apps and Nixle. See Nixle section of document on page 4.
- Be prepared to make protective action decisions well in advance of actual storm arrival. The decision point for suspending Fairgrounds activities, particularly if evacuation is to be considered is the storm effects reaching the outer boundaries of the counties surrounding Wayne County i.e., Rush County, Fayette County, Union County, Henry County, Delaware County, Randolph County and in rare cases, Darke and Preble Counties in Ohio.
- After a storm, assess the Fairgrounds grounds for damage including any damage that may impair continued safe Fairgrounds operation. Respond to any reported injuries
- Assess damage to electrical power lines on and adjacent to the grounds. Establish a safety perimeter around any downed wires contacting the ground of at least 250 feet. If wires are in contact with fences or other metal objects, the entire fence may be energized. Keep people away. Notify Richmond Power and Light (765) 973-7200 or call 911.

### **General Thunderstorm Emergency Considerations**

In general, all outdoor Fairgrounds activities should be suspended upon the approach of an ordinary to strong thunderstorm and the Fairgrounds population directed to safe refuge locations in enclosed buildings. Secure loose objects that may become wind-blown missiles. Secure animals in pens or cages. Outdoor activities, particularly carnival rides and track events, should remain suspended until 30 minutes following passage of the thunderstorm.

### **Lightning:**

Lightning is a hazard with any thunderstorm and can cause injury, death, damage to property and fire. Lightning strikes can occur 10 to 15 miles away from the parent thunderstorm. The NWS advice concerning lightning is to be observed “When thunder roars: Go indoors”

When thunder is heard, outdoor Fairgrounds activities, including carnival and track events, should be suspended until 30 minutes after the storm passes. Direct Fairgrounds participants to safe refuge areas in side enclosed buildings. Enclosed vehicles also provide lightning protection.

### **High Winds and Hail:**

Wind speeds with strong thunderstorms can exceed 40 miles per hour. High winds may occur along the gust front, proceeding and generally parallel to the advancing thunderstorm and may be visible on radar; or within the thunderstorm itself as straight line winds or downbursts. Straight line winds can be indicated by damage reports received by the NWS and highlighted in NWS Local Storm Reports (LSR). Downbursts can occur with any storm, generate very damaging winds and are unpredictable.

Direct that loose objects be secured to prevent being blown by the wind. Banners and outdoor projection screens should be removed if winds over 20 mph are expected. Tents and open trailers are to be secured and vacated. **DO NOT REMAIN IN A TENT OR OTHER TEMPORARY STRUCTURE DURING A THUNDERSTORM. DO NOT REMAIN IN A TENT OR OTHER TEMPORARY STRUCTURE IF WIND SPEED EXCEEDS 40 MPH** (the Beaufort Wind Scale is attached to assist in estimating wind speed). Direct people to go indoors in enclosed buildings until the storm passes.

Hail size is an indicator of storm strength. The larger the hail, the stronger the storm and associated winds aloft. Large hail is considered 1 inch (the size of a quarter) or larger. Large hail can cause injuries and extensive damage. Hail often accompanies the most intense part of the thunderstorm.

### **Severe Thunderstorm or Tornado Watch**

A severe thunderstorm watch means that thunderstorms capable of producing damaging winds in excess of 58 mph, hail 1 inch in diameter or larger, rainfall in excess of 1 inch per hour or possibly a tornado are possible in or near the watch area. A tornado watch means all of the above but that the occurrence of tornadoes is more likely.

A watch is typically issued by the NWS Storm Prediction Center and transmitted through affected local NWS Weather Forecast Offices. A watch is typically issued for a large geographic area and for up to six hours in advance of threatening weather.

### **Severe Thunderstorm Warning**

#### **DO THE FOLLOWING:**

1. Persons utilizing the Fairgrounds will ensure the notification of all staff, vendors and participants. Routine Fairgrounds activities will be suspended and all people directed to safe refuge in enclosed buildings. Vendors are to secure and vacate open trailers. Tents and other temporary structures are to be vacated.
2. Check your immediate building or area to insure that equipment is properly stored and not exposed to high winds that may propel items if caught by the winds. Banners and outdoor projection screens should be removed if winds over 20 mph are expected.
3. Check to ensure that all building doors and windows are closed.
4. Check to ensure that livestock are properly secured.
5. Remain alert to worsening conditions. Be aware of “training” storm clusters.
6. If you are in a tent or temporary structure, evacuate the tent to a solid structure or building. Drop all tents sides to keep high winds out of the tents.

**DO NOT REMAIN IN OR NEAR A TENT OR A TEMPORARY STRUCTURE DURING A SEVERE THUNDERSTORM**

**Elevated Tornado Risk (Potential Tornado Warning)**

Protective action decisions to close Fairgrounds activities must be made early and quickly. **DO NOT WAIT FOR A WARNING TO BE ISSUED FOR WAYNE COUNTY.**

There are currently no tornado safe shelter locations provided on the Fairgrounds grounds. There are some facilities that offer minimal protection, but these are insufficient for the large number of people that attend the Fairgrounds. The only safe consideration for a tornado threat is the early evacuation of all people from the grounds with sufficient lead time to reach the shelter of their homes.

**DO THE FOLLOWING:**

1. Routine Fairgrounds activities may be closed and all people directed to proceed calmly to their cars to prepare for evacuation to their homes. Vendors are to secure and vacate open trailers. Tents and other temporary structures are to be secured and vacated. **DO NOT ATTEMPT TO EVACUATE ANIMALS.**
2. Assign available staff to direct the release of parked vehicles.
3. All Fairgrounds access points will be used to hasten the evacuation:
  - The designated Fairgrounds public entrance will be converted to exit traffic to turn east on NW “L” Street. Traffic control will be needed at this point.
  - The designated parking exit to Salisbury Rd. will have cars turning left or south on Salisbury. Traffic control will be needed at this point.
  - Traffic exiting from the access drives on Salisbury Rd will turn right (north) and proceed north past NW “L” Street. Traffic control will be needed at this point to prevent turns on to NW “L”.
  - Request traffic control assistance as needed from Richmond Police Department and other available law enforcement agencies. Converting designated roads to one-way traffic is not anticipated. Other down stream traffic control points may be implemented if manpower is available (US 40, Industries Rd., NW 5<sup>th</sup> Street etc). However, if train traffic blocks the Salisbury Rd. or NW “L” Street crossing, traffic control points may be necessary to divert Fairgrounds traffic to Gaar Jackson Rd and First Street, respectively.
4. Check your immediate building or area to insure that equipment is properly stored and not exposed to high winds that may propel items if caught by the winds.
5. Close building windows and doors if time permits. Responsible Fairgrounds Office, Extension Office, carnival operator, vendors and Kuhlman Center staff should immediately secure money and take it with them.
6. Check to ensure that livestock are properly secured.
7. Remain alert to worsening conditions. Be aware of “training” storm clusters.
8. When Fairgrounds traffic has evacuated, conduct a brief primary search of the grounds to locate and remove any stragglers. Secure Fairgrounds gates if time permits.

**Excessive Heat:**

When Heat Advisories (Heat Index of 100 to 104 F) or Excessive Heat Warnings (Heat Index of 105 F or greater) are issued by the National Weather Service,

Encourage all Fairgrounds staff, responders and participants to maintain adequate hydration – drink water frequently, even if not thirsty. Encourage animal exhibitors to monitor their animals for heat stress and take measures to keep the animals cool.

1. Open cooling centers in available air conditioned spaces. Inform Staff, responders, participants, vendors, carnival operators of the cooling center locations. Encourage all to take some time away from the heat.
2. Rotate personnel assignments, especially among those that must work in direct sunlight. Rotate assignment to shady areas, indoor assignments or allow frequent breaks in the cooling centers.
3. Implement immediate response to heat related illness. Move the victim to shade or a cooling center. Request EMS for treatment and transport. Heat stroke is a true medical emergency and requires immediate treatment, transport and hospital evaluation.

Excessive heat coupled with dry conditions and strong winds can cause any fires to spread rapidly and quickly get out of control. The Fairgrounds Unified Command should evaluate this condition closely. The Unified Command may consult with the Richmond Fire Department Chief of Fire Prevention for specific actions. Actions the Fairgrounds Unified Command may consider implementing are:

- Restrict all open burning on the Fairgrounds grounds.
- Prohibit the use of personal/consumer fireworks anywhere on the grounds.
- Consider postponing public fireworks display.
- Rigidly enforce smoking ban on Fairgrounds property.
- Inform parking attendants to remain alert for fires under and around vehicles parked on dry grass.
- Request Richmond Fire Department/ County Fire Departments assign additional firefighting apparatus and firefighters to the Fairgrounds Grounds, within capabilities.

**Non-Thunderstorm High Winds:**

High winds can occur without a thunderstorm but can be equally destructive. When a Wind Advisory (sustained wind speeds of 30 to 39 mph) or High Wind Warning (sustained wind speeds at or above 40 mph) is issued by the National Weather Service,

- Direct that loose objects be secured to prevent being blown by the wind.
- Banners and outdoor projection screens should be removed if winds over 20 mph are expected.
- Direct that elevated rides carnival rides be suspended during a Wind Advisory. All rides will be suspended and rides secured in a High Wind Warning
- **DO NOT REMAIN IN A TENT OR OTHER TEMPORARY STRUCTURE IF WIND SPEED EXCEEDS 40 MPH.**

## Beaufort Wind Scale

The Beaufort Wind Scale may be used by Unified Fairgrounds Command and Fairgrounds staff to estimate wind speed based on observed wind effects. Implement protective measures (vacate tents and temporary structures) if observed wind effects indicate winds exceeding 40 mph.

<b>Force</b>	<b>Wind (MPH)</b>	<b>WMO Classification</b>	<b>Observed Wind Effects On Land</b>
<b>0</b>	Less than 1	Calm	Calm, smoke rises vertically
<b>1</b>	1-3	Light Air	Smoke drift indicates wind direction, still wind vanes
<b>2</b>	4-7	Light Breeze	Wind felt on face, leaves rustle, wind vanes begin to move
<b>3</b>	8-12	Gentle Breeze	Leaves and small twigs constantly moving, light flags extended
<b>4</b>	13-17	Moderate Breeze	Dust, leaves, and loose paper lifted, small tree branches move
<b>5</b>	18-24	Fresh Breeze	Branches of a moderate size move. Small trees in leaf begin to sway.
<b>6</b>	25-30	Strong Breeze	Large tree branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult. Empty plastic garbage cans tip over.
<b>7</b>	31-38	Near Gale	Whole trees in motion. Effort needed to walk against the wind.
<b>8</b>	<b>39-46</b>	<b>Gale</b> (Shelter Indoors)	Some twigs broken from trees. Cars veer on road. Progress on foot is seriously impeded.
<b>9</b>	<b>47-54</b>	<b>Strong Gale</b> (Shelter Indoors)	Some branches break off trees, and some small trees blow over. Construction/temporary signs and barricades blow over.
<b>10</b>	<b>55-63</b>	<b>Storm</b> (Shelter Indoors)	Trees are broken off or uprooted, saplings bent and deformed. Poorly attached asphalt shingles and shingles in poor condition peel off roofs.
<b>11</b>	<b>64-72</b>	<b>Violent Storm</b> (Shelter Indoors)	Widespread damage to vegetation. Many roofing surfaces are damaged; asphalt tiles that have curled up and/or fractured due to age may break away completely.
<b>12</b>	<b>73+</b>	<b>Hurricane</b> (Shelter Inside Strong Building)	Very widespread damage to vegetation. Some windows may break; mobile homes and poorly constructed sheds and barns are damaged. Debris may be hurled about

## **Track Event Safety**

The variety of track events are a key attraction for the Fairgrounds but present special hazards and risks of injury to participants and sometimes spectators. Each event presents unique risks and safety challenges that must be addressed to ensure a safe and enjoyable event for all. Fire, injuries to participants and spectators, flying debris, leaking flammable fuels and driver loss of vehicle control are among the risks that safety officials must be prepared to respond to. Track officials and the event organizer are responsible for ensuring that all track events are conducted in a safe manner and all rules applicable to each event are strictly enforced.

### **General Safety Rules:**

- Only authorized track/event officials, registered participants and crew members, emergency services and safety personnel are allowed in the track or pit areas. A signed waiver may be required from persons to access the track, pits or other controlled areas. If unauthorized persons or spectators intrude on the track, the event will be suspended until the unauthorized person is removed.
- The use of alcohol, drugs or other intoxicants by drivers or crew members prior to or during the event will result in a disqualification and removal from the event. Unsportsmanlike conduct will not be tolerated and may result in disqualification and removal from the event.
- Only vehicles and equipment that passes required technical and safety inspections will be permitted in the events. Inspections will include required personal safety equipment, e.g., helmets, eye, face protection, safety belts or harness, etc. Trash, loose items and debris is to be removed from all participating vehicles.
- Track and event officials will conduct a Drivers Meeting with all registered participants prior to the event start to review event rules, expected conduct, signals, safety and emergency procedures.
- Towing and transporting of vehicles to and from track events must meet highway safety codes including proper lights and light controls, safety chains, tow bar or trailer, etc.
- Fire extinguishers will be available in all pit areas.
- Standby fire department and EMS personnel with appropriate fire suppression, rescue and patient transport equipment must be in position and available to respond to track emergencies in all motor sport track events.
- Track officials will inform Fairgrounds Command of any emergency incidents that occur on the track or involve any event participants, officials or spectators. The report will include requests for any needed additional emergency response resources, including reporting locations. Track officials will advise Fairgrounds Command when prepared to resume routine track operations.
- The decisions of the judges and/or track officials are final.



## **Suspicious Packages and Items**

Bombs and other weapons intended to cause harm may be concealed in a variety of packages - boxes, coolers, backpacks, electronic devices, vehicles, etc. The package may be suspicious because it is out of place or cannot be legitimately accounted for or because the actions of persons associated with the package arouse suspicion of a potential criminal or violent act.

***If you see something, say something*** - All persons utilizing the Fairgrounds, staff and assigned emergency personnel are instructed to be vigilant in observing what is going on around you. What you see and hear is important. Observe for people engaged in suspicious or criminal activity and unattended items. Look for people who don't fit in; people trying to gain access to controlled areas or who may be positioning themselves or supplies for an act of violence; acts of theft, sabotage or vandalism. Immediately notify law enforcement or call 9-1-1 if you see someone drop a bag or package and walk away. Report suspicions and any observed details immediately to the Command Post or call 9-1-1.

Law Enforcement may conduct random security sweeps of Fairgrounds facilities. All items are subject to search.

If a suspicious item is identified, **DO THE FOLLOWING:**

- NOTIFY Fairgrounds Command or call 911. Inform your supervisor. Keep people well away.
- Avoid using cell phones or radios within 100 meters (300 feet) of a suspect device
- Do NOT touch or move suspicious packages/containers.
- Be cautious regarding potential presence of secondary devices (e.g. Improvised Explosive Devices, IEDs).
- Avoid contamination.
- Isolate the area surrounding the suspicious item.
- Limit access to only those responsible for rescue of victims or assessment of unknown materials or devices.
- Evacuate and isolate individuals potentially exposed to hazardous materials.
- Isolate contaminated areas and secure the scene for analysis of material.

Until the item is identified and rendered safe, protect yourself and use a safe approach (minimize any exposure time, maximize the distance between you and the item that is likely to harm you).

## **Unattended Bag Policy**

**Purpose** - The purpose of this policy is to protect all participants, staff, visitors and the public who attend a special event and to ensure the safety of those persons by monitoring the bags and personal items brought to the event and to make sure these bags and items are not left unattended.

**Scope** - This policy applies to all members of the public, visitors, participants and staff attending a special event and within its surrounding boundaries.

## Definitions

1. **Special Event** - A special event is an organized gathering of people for a specified time frame and typically limited to a specific event site located on or using public property and designed to celebrate, honor, compete, discuss, sell, teach about, encourage, observe, or influence human endeavors.
2. **Bags** - Bags are defined as all bags, boxes and luggage including, but not limited to: handbags, shopping bags, laptop computer bags, briefcases, suitcases, instrument cases, duffel bags, gym bags, saddle bags, bicycle bags, coolers, diaper bags, picnic baskets, tool boxes, lunch boxes, tackle boxes, tack boxes, backpacks and similar containers.
3. **Items** - Personal items are all articles not covered by the above definition including, but not limited to: umbrellas, skateboards, push bikes, bicycles, scooters, strollers, food and drink containers.
4. **Unattended Bags and Items** - Unattended bags are all bags and items that are not in the immediate control and supervision of their owner.

## Policy

All bags and items left unattended inside or adjacent to the identified area of a special event will be removed by the event organizer, an event security officer or police officer and held in a safe area until claimed by the owner or other disposition. Event organizers, event security officers, police officers and public safety officials reserve the right to inspect all bags and personal items brought to a special event in order to ensure the safety and security of the public and; shall have authority to ask a person to inspect the contents of a person's bag or personal items if the officer or official has suspicions about the bag or item being brought into the special event area. If an attendee refuses to submit his/her item for inspection they will be immediately removed from the venue by law enforcement.

**Security Officers** - Security Officers employed by, assigned to or otherwise working at the special event must ensure that the premises and occupants are safe at all times. Bags or items identified as unattended are to be impounded following a safety inspection. Local inquiries should be undertaken to identify the owner. If the owner cannot be readily identified and directed to resume direct supervision of the bag or item, it will be impounded in a designated safe zone for inspection and/or disposition.

**Bag Size** - Large bags, boxes and other items are permitted to be brought to special events without prior approval unless restricted by the event organizer. Bags, boxes or other items must remain under the direct control and supervision of the owner at all times or otherwise secured or stored to prevent tampering. These items should be marked with the owner's name and contact information. Persons who bring large bags, boxes or items to a special event may be asked to show the contents upon arrival and may be subject to random inspections thereafter.

**Unattended Bags** - Visitors are required to keep their bags and personal items with them and under their direct control at all times. Bags and items left unsupervised in any part of the special event area will be considered abandoned and may be removed and impounded in a safe area by event organizers, event security officers, police officers or public safety officials.

**Claiming of Impounded Bags and Items** - Security Officers will conduct a safety inspection on all bags and items deemed unattended prior to impounding the bag or item. Visitors at other special events wishing to retrieve bags or items that have been impounded should direct their inquiries to the event management and/or the public safety command post. Disposition of bags or items that remain unclaimed at the conclusion of the event will become the responsibility of the event organizer.

**Suspicious Bags and Items** - Bags and items deemed suspicious will be isolated and managed in accordance with emergency response procedures.

## Vehicle Accidents

Vehicle accidents may occur on the public roadways surrounding the Fairgrounds or on the Fairgrounds. Vehicles may include cars, trucks, trailers, motorcycles and scooters registered to operate on public roads as well as golf carts, ATVs and other off-road vehicles used for personal transportation around the Fairgrounds. If you witness a traffic accident...**DO THE FOLLOWING:**

### **General Vehicle Accident Response:**

- Assess the scene - Assure scene safety (your own), identify mechanism of injury
- Wear appropriate personal protective equipment (exam gloves, minimum)
- Assess the victim(s): Are pedestrians involved? Are vehicle occupants trapped and require rescue?
  - Level of Consciousness
  - Breathing
  - Bleeding
  - Approximate age
  - Chief complaint(s) / Observed injury(s)
- Assess the vehicles involved: location and extent of damage; leaking fluids; vehicle on its side or rollover?
- Call for help. Notify the Fairgrounds Office, or call 911. Provide specific location of accident scene and findings from above assessment. Request needed law enforcement, fire and EMS response. Fire may be needed to deal with leaking fuel or other fluids.
- Provide patient care consistent with in level of training and care protocols. Do not move the patient unless they are in immediate danger.
- Keep spectators back at least 25 feet. Protect potential evidence. Identify potential witnesses to law enforcement for interview.
- If the accident results in property damage only (no injuries) and the vehicles can be safely moved to maintain traffic flow, consider moving the vehicles. If you can, using your cell phone, take a picture of the accident scene prior to the vehicles being moved.

## Camping / After Fairgrounds Hours Considerations

The services and emergency actions detailed in this plan are provided and available ONLY during Fairgrounds hours when the Fairgrounds Office. Individuals and families that choose to camp at the Fairgrounds grounds after hours do so at their own risk and are responsible for their own safety and security.

Individuals and families that will camp or stay overnight are encouraged to:

### DO THE FOLLOWING:

- Develop a Safety Plan that includes family contact numbers, meeting location if you become separated and critical emergency actions. Review the plan with the entire family.
- Assemble a first aid kit and an emergency supply kit.
- Make arrangements with friends or family in the Richmond area that may allow you to use their home for a tornado shelter, if needed. Make sure to include the phone number, address and directions to their home in your Family Plan.
- Have a NOAA Weather Alert Radio, spare batteries or an app for your smartphone. If the radio is SAME (Specific Area Message Encoding) capable, the code to enter to receive alerts for Wayne County is 018177; Fayette Co. 018041; Henry Co. 018065; Rush Co. 018139
- Go to [www.nixle.com](http://www.nixle.com) and sign up to receive emergency notification from the Wayne County Emergency Management Agency. The service is free. You can select either text messages sent to your cell phone (you may be charged to receive these text messages, depending on your cellular service plan) or email sent to your email account, or both. Like us on Facebook at <https://www.facebook.com/IN89EMA> - be sure to check "Get Notifications".
- If some one is injured, provide first aid within your training. Do not move the injured person unless they are in immediate danger. Call 9-1-1.
- To report an emergency or summon emergency assistance after Fairgrounds hours, **Call 9-1-1**. Be sure to tell the 911 Operator that you are located at the Wayne County Fairgrounds Grounds and give the operator the specific location on the grounds where the emergency assistance is needed. The address for the Fairgrounds Grounds is **861 North Salisbury Road, Richmond**.
- Give the 911 Operator your cell or phone number in case the call is interrupted and they need to call you back. Stay on the line with the 911 Operator and answer their questions. The 911 Operator will tell you when you can hang up.
- If able, send someone who is familiar with the specific location of the emergency to the Salisbury Rd. Gate to direct emergency responders.
- In the event of a severe thunderstorm warning, do not remain in tents. Seek immediate shelter in available restroom facilities on the grounds or in the Raper Expo Center.
- In the event of a tornado warning, gather family members and leave the Fairgrounds grounds immediately. Go to your pre-arranged tornado shelter location.
- Keep any fires small and attend them at all times. Observe "No Open Burning" orders.
- Report any injuries or damage to personal property to the Fairgrounds Office, when it opens.