

EMERGENCY PROCEDURES

This pamphlet contains basic information for specific emergency situations. Please refer to The Emergency Management Plan for more details.



During an emergency, Washington County Agricultural & Industrial Society, Inc. has identified certain individuals to take charge during this time of crisis – these individuals make up the Emergency Management Team.

All staff and board members present are responsible for assisting in the evacuation of buildings/grounds or directing persons and animals (if appropriate) to the most protected areas within Fair Park.

Emergency Phone Numbers:

Police/Fire/Ambulance.....	911
Wash. Co. Sheriff's Dept. - Non Emergency.....	262-335-4378
Fair Park & Conference Center.....	262-677-5060
Fair Park Facilities Management.....	262-323-4457
Wash. Co. Facilities - MAIN.....	262-355-4466
Wash. Co. Facilities - AFTER HOURS.....	262-355-4313
Kellie Boone - Executive Director.....cell:	262-893-6753
Annette Bock - Event Coordinator.....cell:	262-224-1464
Weeknight/Weekend Manager on Duty.....cell:	262-355-6426

Emergency Contacts

The Pavilion & Ziegler Family Exposition Center are equipped with fire alarm systems-activate by pulling down on the lever of one of the alarm boxes or by smoke/heat detection system that is automatic.

When the alarm sounds:

- Jackson Fire Department will automatically be notified and dispatched
 - Evacuate the building – everyone must leave the premise immediately by proceeding to the nearest exit (PA system, megaphone and/or voice)
 - Staff, clients, and guests: wait far enough from building to avoid danger
- If Fire is in another area of the grounds or a building without alarm system:
- Evacuate the building/area around the fire – everyone must leave premise immediately by proceeding to the nearest exit (use PA system, megaphone or voice)
 - Call 911
 - Staff, clients and guests must wait far enough away from building/area of fire to avoid danger

ONLY AUTHORIZED STAFF/PRE-DETERMINED VOLUNTEERS ARE TO MAKE PUBLIC ANNOUNCEMENTS **If you are authorized...**

APPROVED ANNOUNCEMENT

“May I have your attention please. For your safety and the safety of others we ask that you please stay calm and exit the building/area immediately in an orderly fashion. The Fire Department will notify us when we may re-enter the building/area. Again...(repeat)”

Fire / Evacuation

Stay calm, levelheaded and make informed decisions.

Severe Thunderstorm Watch

If a severe thunderstorm watch is in effect, the Executive Director or their designee will inform Sheriff's Department, fire department, staff, clients, vendors and guests of possible adverse weather conditions.

Severe Thunderstorm Warnings

If a severe thunderstorm warning is in effect, the Sheriff's Officer in Charge may take action based on the pre-described decisions of the Fair Park & Conference Center Emergency Management Team. In the event of an approaching storm with a history of strong winds or hail, vendors, entertainment and other activities may be shut down and guests asked to seek shelter.

ONLY AUTHORIZED STAFF/PRE-DETERMINED VOLUNTEERS ARE TO MAKE PUBLIC ANNOUNCEMENTS

If you are authorized...

APPROVED ANNOUNCEMENT:

"May I have your attention, please. The National Weather Service has issued a SEVERE THUNDERSTORM WARNING. While there is no need to hurry, for your safety we ask that you seek shelter now. " (Repeat)

Severe Weather/Thunderstorm

Stay calm, levelheaded and make informed decisions.

Tornado Watch

If a tornado watch is in effect, the Executive Director or their designee will inform Sheriff's Department, fire department, staff, clients and guests of possible adverse weather conditions.

APPROVED ANNOUNCEMENT – read every 15 minutes

“May I have your attention please. The National Weather Service has issued a TORNADO WATCH-meaning conditions are right for a tornado to form. There currently is no report of an actual tornado. However, for your safety we are alerting you to prepare in the event the watch is upgraded to a warning.”

Tornado Warning

If a tornado warning is in effect, the siren will sound. The Sheriff's Officer-in-Charge may take action based on the decisions of the Fair Park & Conference Center Emergency Management Team. Events may be closed down if a warning is issued based on tornado movement that threatens the West Bend/Jackson area.

ONLY AUTHORIZED STAFF/PRE-DETERMINED VOLUNTEERS ARE TO MAKE PUBLIC ANNOUNCEMENTS

If you are authorized...

APPROVED ANNOUNCEMENT- every 5-10 minutes (5 as closer)

“May I have your attention please. The National Weather Service has issued a TORNADO WARNING. It is now necessary to seek protective shelter away from windows. Stay clear of all areas containing glass panes or windows. If outside and unable to find shelter, get into a ditch or other low area and cover your head with your hands.”

Severe Weather / Tornado

During the County Fair

If injured/ill person...

- is conscious
- able to walk
- in no real danger

...direct them to the First Aid Station located inside the Ziegler Family Exposition Building and complete incident report

If injured/ill person...

- is unconscious
- requires assistance to walk/move
- makes an ambulance request

...call 911, provide dispatcher with information, stay with injured/ill person until emergency assistance arrives and complete incident report

Other times of year

If injured/ill person...

- is conscious
- able to walk
- in no real danger

...provide them with assistance and first aid supplies and complete an incident report

If injured/ill person...

- is unconscious
- requires assistance to walk/move
- makes an ambulance request

...call 911, provide dispatcher with information, stay with injured/ill person until emergency assistance arrives and complete an incident report

Medical Emergencies

When an infant and/or child is reported missing at Fair Park & Conference Center, the following steps should be taken.

Step 1: Ask individual to provide a detailed description of the child including name, gender, age, any distinctive features, hair color, eye color, approximate height and weight, and what the child was wearing including shoe description.

Step 2: Have Staff/trusted volunteers search the area where the child was last seen.

Step 3: Office staff should contact the Sheriff Officer-In-Charge. Under the direction of the Sheriff Officer-In-Charge, the office staff will announce a "Code Adam Alert" over the public address system.

Step 4: Upon hearing the announcement, available staff/trusted volunteers should proceed to all exits (doors/gates) and begin monitoring people leaving the area. At no time should anyone physically confront an adult if they have a child. If you believe you have seen the child, you should provide the following information to the office: a description of the child, the person accompanying the child, any available vehicle information, and the direction the vehicle was heading.

Step 5: If the child is found and appears to have been lost and unharmed, take the child to the office. If the child will not go with you, ask someone to report to the office the location of the child. Do not leave the child alone.

Step 6: The Code Adam Alert shall be cancelled by the Sheriff's Officer-in-Charge.

Code Adam - Missing Child

Utilities

In the event of an unscheduled interruption in water, electricity or heating/cooling services to Fair Park & Conference Center please follow these steps:

Water

If mains have broken and flooding occurs:

- Contact City of Jackson at 262.677.9001 ext. 23 or Director of Public Works (Brian Kober) at 414.333.9696
- Contact Fair Park Facilities Manager at 920.698.1238

Other water issues:

- Notify Fair Park & Conference Center Facilities Manager (920.698.1238) with location and assessment of problem.

Natural Gas Leaks

If situation poses immediate danger, activate fire alarm and evacuate area. (see fire emergency procedures).

Do not turn on/off any electrical switches or equipment that may spark an explosion.

Notify

- Fair Park & Conference Center Facilities Manager (920.698.1238) with location and assessment of problem.
- Washington County Emergency Management (262.335.4313)

Water / Gas Leaks

Violence at Fair Park & Conference Center

Everyone must be treated with courtesy and respect at all times. Any conduct that may be harmful to others will not be tolerated. If you witness someone who poses a clear and present danger to anyone at Fair Park:

If possible, leave the area

- Dial 911 to contact authorities and report the incident.
- Contact Fair Park office and/or event supervisor as soon as possible.
If leaving the area is not possible
- Talk in a calm voice and listen to the person. Maintain eye contact.
Do not make threatening moves.
- Keep a safe distance from the perpetrator.

Active Shooter

AVOID- If there is an accessible escape path, leave your belongings and leave. Call 911 when you are safe.

DENY- If evacuation is not possible, find a place to hide that is out of view, provides protection (i.e. closed & locked door), and does not restrict your options for movement. Stay quiet and silence your phone and other noises.

DEFEND- As a last resort and only when your life is imminent danger, attempt to disrupt and/or incapacitate the active shooter by: acting aggressively, throwing items and improvising weapons, yelling, committing to your actions.

Bomb Threat

The well being and safety of everyone is of primary importance. Carefully assess the circumstances and use your best judgement when responding to this situation. Most threats are by telephone and require immediate response. However, some bomb threats are reported in writing or by other means.

See Checklist for what to do.

Violence/Bomb/Shooter

What to do:

On the telephone

- Listen carefully to the caller
- Keep the caller on the line as long as possible
- Write down the phone number from caller ID
- Write down EVERYTHING the caller says.
- Contact or send someone to the office to alert them of the nature and location of the threat
- If there is uncertainty about safety, evacuate Fair Park immediately
- Assemble at a location at least 250 feet from buildings/area of threat
- DO NOT USE CELL PHONES, 2-WAY RADIOS, PAGERS OR OTHER RADIO-TYPE EQUIPMENT –the signal may detonate an explosive device.
- Call 911 once everyone has been safely evacuated

BOMB THREAT TELEPHONE CHECKLIST

Be calm. Be courteous. Listen. Do not interrupt the caller.

Notify other staff by prearranged signal while caller is on the line.

Date _____ Time _____

EXACT Words of Caller: _____

QUESTIONS TO ASK:

When is bomb going to explode? _____

Where is bomb right now? _____

What kind of bomb is it? _____

What does it look like? _____

What will cause it to explode? _____

Why did you place the bomb? _____

What is your name? _____

Where do you live? _____

Try to determine the following: (circle as appropriate)

Caller identity: Male Female Adult Youth Age? _____

Voice: Loud Soft High-Pitched Deep

Intoxicated Accent (describe) _____

Speech: Fast Slow Distinct Distorted Stutter Slurred Nasal

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm Angry Rational Irrational Coherent Incoherent

Deliberate Emotional Righteous Laughing Intoxicated

Background Noise: Office Factory Bedlam Trains Animals Music

Voices Airplanes Traffic Party

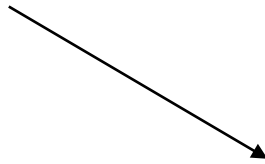
Additional Information: _____

Bomb Threat Checklist

Protests or Demonstrations

Peaceable assemblies will be respected at Fair Park & Conference Center as long as they do not conflict with the law or contribute to an unsafe environment. Assemblers shall be encouraged to honor the rights of others and not obstruct access to Fair Park & Conference Center by way of roads, sidewalks, and other public ways.

Protestors are approved to assemble outside the fenced camping area on the Northeast corner of the grounds:



Protests / Demonstrations