

## EMERGENCY POLICY

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### FAIRGROUNDS EMERGENCY PLAN

#### I. PURPOSE

The purpose of this Emergency Procedure Manual is to anticipate the possible types of emergencies/disaster that could occur, and to assign responsibilities to effectively manage and coordinate resources to deal with emergency/disaster situations.

This plan is designed to establish an emergency control group, which will be organized, trained and equipped to respond to various types of emergencies that may arise. At such time, city and county emergency equipment may be diverted to priority locations such as hospitals and schools. Thereby leaving the fair to handle its own problems.

Through defined authority, organization and pre-arranged assessment and response teams, the combined physical and material resources of the fair will be utilized. In addition, this plan provides the basis for orderly evacuation and effective utilization of manpower and equipment so as to minimize loss of life and /or damaged property.

## II. POLICY STATEMENT

### A. EMERGENCY PROCEDURE MANUAL

This Emergency Procedure Manual was developed to anticipate possible emergencies and disasters that may occur and to assign responsibilities to provide emergency preparedness to personnel working on and around the Mother Lode Fairgrounds. The manual provides systematic response procedures to numerous emergency situations that may arise on the Mother Lode Fairgrounds, and shall be reviewed by fair staff, local fair and police departments on an annual basis. Sections of this manual shall be revised periodically. Revisions shall replace existing sections of all manuals in use.

All regular full-time employees, as well as seasonal department heads, are required to read this manual. Copies of the manual shall be made available to the Sonora fire department and police department as well as the California Highway Patrol and carnival operators.

### B. GENERAL PUBLIC SAFETY

In the interest of assuring maximum safety for the patrons and workers at the Mother Lode Fair, this statement is issued for the purpose of defining the elements of Public Safety Program and respective responsibilities. It is the desire of the Mother Lode Fair and participants in the Public Safety Program and that utmost effort is extended in a coordinated and informed manner to respond to emergencies and incidents that may impact the safety of the public and worker at the Fair.

The Public Safety Element is divided into three categories: Police Department, Fire Department, and Medical. Each of these departments has a designated coordinator who is responsible for carrying forth all aspects of the Public Safety Program, under the direction of the CEO or chairman and of the Mother Lode Fair.

### C. POLICE DEPARTMENT

The Mother Lode Fair works with the California Highway Patrol and the Sonora Police Department to assure compliance with all laws of Sonora, Tuolumne County and the State of California. These services include the investigation of crimes, compilation of reports and maintaining law and order.

### D. FIRE DEPARTMENT

There is no Fire Department equipment or personnel on the fairgrounds. In case of fire, call 911 or 532-7432. The State Fire Marshall provides inspection services and will enforce all fire codes and regulations for the Fair. The Sonora fire Department provides all fire suppression and back up for medical emergencies.

### E. FIRST AID

Requests for ambulance transport or medical care should be directed through the Fair Office, which operates public hours daily during the Fair.

## III. DEFINITION OF EMERGENCIES AND DISASTERS

The following are examples of emergencies and disasters. Generally, they are differentiated by the severity, area and number of people affected.

A. Emergencies

- (1) Evacuation of a ride due to loss of power or mechanical breakdown.
- (2) Evacuations of a concession stand or exhibit booth due to loss of power.
- (3) A small fire in a food concession stand, which is contained and results in a very small amount of property damage or injury.
- (4) Individual receives a minor injury on a ride
- (5) Bomb threat
- (6) Hostage/sniper

B. DISASTERS

- (1) Major fire
- (2) Explosion or threat of explosion
- (3) Bomb explosion
- (4) Ride accident /Major injuries or fatalities
- (5) Chemical accident
- (6) Civil disorder involving large numbers of people
- (7) Earthquake
- (8) Severe windstorm
- (9) Civil defense activation

IV. GENERAL GUIDELINES

A. HOW TO REACT TO AN EMERGENCY OR DISASTER

- (1) Keep your cool
- (2) Contact appropriate departments as per emergency procedures: Fire department at all times Police department at all times
- (3) Give concise, accurate information concerning any injuries, location of emergency, number of people involved (or animals), and size of area involved.
- (4) Cooperate with officials and follow their directions when they arrive at the scene.
- (5) Staff is neither to offer information to reporters nor to answer questions. It is correct to say, " I am not qualified to answer your questions'.

B. GUIDELINES THROUGHOUT THE GROUNDS

- (1) Public Announcements over the public address system are to be given only at the direction of the CEO or the chairman.
- (2) The maintenance operations supervisor will oversee all maintenance personnel and coordinate with CEO or Chairman. He will also direct the use of barricades and other necessary equipment and personnel to access to the area of the emergency.
- (3) The CEO or chairman will decide whether or not to close admission gates.
- (4) The Carnival operator is to notify police of any security problems, the fire Department in case of fire or injuries for any incident or emergency. The Carnival operator is to work with the Maintenance supervisor or CEO in case of any emergency.

V. PROCEDURES FOR VARIOUS EMERGENCIES

Certain procedures should be followed in case of an emergency. The following are some examples of what should be done.

- (1) INCASE OF FIRE – Call the Fire Department. After you dial the number, tell them: " We have a fire at the Mother Lode Fair; the fire is in (give location); the fire equipment should enter gate #; enter from Stockton/Southgate Dr; we will have someone at the

Gate to direct the fire trucks. Non-essential personnel should proceed to the designated employee reunion area and remain there until all employees have been accounted for.

After you have made the calls, try to get the people out of the area. If there are injured, make them comfortable but don't move them unless it's absolutely necessary. Make no statements to anyone concerning what happened except to your supervisors. The CEO or Chairman will make any statements.

- (2) HEART ATTACK OR ILLNESS - Call 911 and report the incident. Make the victim as comfortable as possible and keep the crowd away. Do not move the victim unless it is unavoidable.
- (3) FIGHT - Give location, nature of problem, and number of people involved. Call 911 and give what information you have, and he/she will notify the necessary parties. Remember make no statements to the media; refer them to the CEO or Chairman.
- (4) ACCIDENT - Call 911. Give location, what has happened and approximate number of people involved.
- (5) BOMB THREAT - Get as much information as possible and call 911, who will then notify the necessary people. Do not panic, make no statements to the media - refer them to the CEO or Chairman.

#### VJ. EMERGENCY/DISASTER PROCEDURES-FAIR TIME

IN ORDER TO BE PREPARED FOR EVENTUAL EMERGENCIES OR DISASTERS DURING THE FAIR, IT IS NECESSARY THAT ALL EMPLOYEES FAMILIARIZE THEMSELVES WITH THE FOLLOWING PROCEDURES. REMEMBER - IT IS TOO LATE ONCE THE EMERGENCY ARISES!

IF YOU ARE FIRST, OR ONE OF THE FIRST ON THE SCENE:

- (1) Be familiar with locations and available FIRE FIGHTING EQUIPMENT AND TELEPHONES in your assigned areas and buildings.
- (2) In the event of an emergency or disaster: BE CALM!!
- (3) In case of Fire, Call 911 or 532-7432.
- (4) In case of accident or injury, call 911
- (5) In case of other emergency or disaster, call: 911
- (6) When calling, be specific as to location. All concession stands are numbered and display their ID number in the window: give number and the building it is near or in. Either you meet the emergency people (fire, ambulance, police, etc.) or have someone meet them to guide them to the emergency.
- (7) If necessary, evacuate the building or area and remain in your assigned area until relieved by someone with the proper authority.
- (8) Assist emergency personnel whenever possible.
- (9) Do not discuss the incident with anyone except fair management or their appointed representatives. Refer all questions to the CEO or Chairman.

#### VII. ALL CLEAR

- (1) The appropriate emergency personnel upon cessation of the emergency situation will give an all clear.
- (2) After the emergency is over, an official report by all departments involved will be given to the CEO or Chairman.
- (3) A press conference may be called as deemed necessary by the CEO or Chairman.
- (4) Fair personnel will be notified of an official statement and position as necessary.
- (5) Appropriate measures will be taken to correct any contributing problem areas and to upgrade safety.

- (6) Fair visitors will be given passes or hand stamps if they must leave the grounds due to an accident.

#### VI.JI. COMMUNICATIONS

Good communication is essential for timely and effective responses to emergencies and disasters. All personnel should be familiar with the communication systems available at the Mother Lode Fair.

- (1) TELEPHONES
- (2) TWO WAY RADIOS

In any emergency, the CEO or Chairman will be in contact with emergency personnel or will be at the scene. During emergencies, personnel involved in the emergency will use the radio system; so all others should use the radios as little as possible.

#### IX. EMERGENCY NUMBERS

Police:

California Highway Patrol	356-2900
Sonora Police	532-8141

Fire:

Sonora Fire	911 or 532-7432
First Aid/ Ambulance	911

Be calm; give location, have someone meet them to show the way. If they are coming from off the grounds, tell them which gate to enter, and the street the gate is on. Have someone stationed at the gate to give directions.