

WASHINGTON STATE FAIR EVENTS CENTER

Puyallup, Washington

FACILITY RENTAL

EMERGENCY MANUAL

Updated 2016

July 2016

WSF EMERGENCY MANAGEMENT: POLICY and SUPPORT

This Section provides information and related policy statements for the following:

- A: Scope, Purpose and Authorization**
- B: Incident Levels and Types**
- C: Initial Response Operations (Refer to Departmental Operating Guidelines)**
 - **Police (Fair and PPD)**
 - **Fire (Onsite CPFR and Offsite CPFR)**
 - **EMS (First-aid, Onsite CPFR and Offsite CPFR)**
- D: Notification, Resources, Maps, Site and Structure Plans**
- E: Training and Employee Familiarization**
- F: Plan Updating**

1. Scope, Purpose and Authorization

- a. The Board of Directors and the WSF Chief Executive Officer hold the safety of our employees and all who work at the Fair or who attend events at the Fairs to be paramount.
- b. Second to this goal of human safety is our desire to keep the Fairgrounds fully functioning in the event of an emergency incident, or to restore it as quickly as possible to safe, full operations.
- c. This WSF Emergency Management Manual provides information and guidelines for all WSF employees, in the event of an emergency, large or small. Also provided are listings of possible resources, plus information concerning what is needed to provide a timely and safe recovery of the Fair from any major damage.

It is intended that this Manual should serve as a guideline upon which actions and decisions can be based to govern our actions during emergency situations or terrorist incident. The Manual is not intended to be inclusive of every potential problem or situation or action need that may arise during the course of emergencies, but should serve as a base from which to start the processes of resolving the emergency according to the conditions of the specific incident and the immediate situation.

Employees should understand and be prepared at any time to perform the necessary tasks. Those groups that have been given primary responsibility to resolve certain types of emergencies must also compile action plans (Operations Guidelines). Departments should be ready to implement their guidelines when necessary.

All Sections and Tabs of this Emergency Management Manual have been reviewed and fully endorsed by the Washington State Fair Chief Executive Officer, the Puyallup Police Chief and Central Pierce Fire Chief, and the Board of Directors of the Washington State Fair.

2. Incident Levels and Types

Level 1 Emergency:

- a. This is an incident which can be handled primarily through the action of one of the on site or local emergency groups, such as police or fire, using their normally available, resources.
- b. Whichever group handles the incident is responsible for the technical decisions to resolve it.
- c. Notification to the WSF Chief Executive Officer (and the WSF Emergency Management Team) is through regular channels.
- d. The responsible department may set up an on-site command post, if required. Any needed assistance will be summoned by the responsible department.
- e. Media relations if necessary will be handled by Fair Public Relations.

Level 2 Emergency:

- a. EOC may be open. This is an incident which requires response by two or more departments above a routine capacity, or which requires that off-site assistance move onto the Fairgrounds. These incidents require a cooperative effort and interrupt the normal working routine.
- b. The primary response department handles the technical decision making, but a higher level of cooperation and consultation is necessary among responding forces.
- c. An on-scene command post is necessary. An off-scene administrative command post may be necessary.
- d. Notification to the WSF Chief Executive Officer or designee takes place immediately. The WSF Emergency Management Team may be activated.
- e. Media Relations will be handled by Fair Public Relations with consultation from the WSF Chief Executive Officer, if desired.

Level 3 Emergency:

- a. EOC will be open. This is a large scale or most serious smaller incident requiring response by all on-scene forces plus City resources and/or County and other resources.
- b. On-scene commanders make those technical decisions necessary to protect life and property and to stabilize the situation. The WSF Chief Executive Officer and the Emergency Management Team make the policy decisions to resolve the entire emergency.
- c. An on-scene command post is necessary. An Emergency Operations Center is activated and members of the Emergency Management Team or designees will function there. In the event of large scale damage, the E.O.C. may need to be located off-site.
- d. Notification is made immediately to the WSF Chief Executive Officer, and under the Chief Executive Officer's direction, the Board of Directors.
- e. Media Relations and public announcements will be handled by Fair Public Relations, with direct and on-going consultation with the WSF Chief Executive Officer. Large scale and longer term emergencies may require the involvement of the Chief Executive Officer and/or selected Board members in making public announcements and in media interviews.

Some Possible Types of Emergencies:

Accidents and Man-Made

- Fires-Structural
- Explosions
- Airplane Crash
- Motor Vehicle Crash
- Bus Crash
- Structural Collapse
- Bomb Threats
- Building Collapse
- Sanitary Facility Problem
- Runaway Vehicle
- Fireworks Discharge
- Escalator/Elevator Jam or Fire
- Extrication Incident
- Ride Collapse
- Terrorist Incident

Human Incidents

- Strike Action (Violent)
- Strike Action (Picket Line)
- Roaming Gang
- Fist Fight
- Weapons Fight
- Person with a Gun
- Shots Fired
- Person with a Weapon
- Disturbed Person
- Annoying Person
- Drug Pusher
- Drug Influenced Person
- Drunk
- Pick Pocket
- Purse Snatcher
- Mugger
- Mob Action
- Con Man-Pitchman
- Gambler
- Solicitation
- Hostage Situation
- Anti-Police Demonstration
- Escaping Person
- Sexual Attack
- Arson Incident
- Sniper
- Subversion-Sabotage
- Lost Person
- Mass Hysteria Push
- Stampede
- Street Demonstrations
- Hold-up: Bank/Ticket Area; Theft from Vendors

Hazardous Materials Incident

- Fuel Spill on Land
- Flammable Gas Release
- Hazardous Solid, Powder, Liquid or Gas Release
- Toxic Cloud Formation
- Undetonated Explosive
- Haz Mat Fire

Medical Incidents

- Birthing
- Food or Other Poisoning
- Hysteria
- Cardiac
- Toxic Inhalation
- Personal Illness/Accident
- Multiple Casualty
- Mass Casualty
- Explosion
- Gunshot
- D.O.A.
- Heat Related
- High Angle Accident
- Water Related Accident
- Electrical Shock
- Extrication Incident
- Suicide Attempt

Communications Failure

- Loudspeaker Failure
- Portable Radio Failure
- Communications Takeover by Remote Unit
- Fire Radio Failure
- Police Radio Failure
- Telephone System Breakdown
- Rumor Control Problem

Weather and Natural

- High Wind
- Driving Rain
- Heat Wave
- Earthquake or Tremor
- Street Flooding

Transportation Failure

- Bus Strike
- Bus Shortage
- Picket Lines
- Parking Lot Problems
- Escalator Problems
- Elevator Problems
- Convention Congestion

Energy Incidents

- Electrical Outage
- Lightning Strikes

- Fireworks Discharge

3. **Initial Response Operations**

This Section consists of a description of the Incident Command System (ICS), the WSF Emergency Management Team guidelines, and the various emergency organizations' response plans.

4: **Notification, Resources, Maps, Site and Structure Plans**

This Section contains notification phone numbers. Resource lists, maps, site plans, utility location maps and structure plans are available in the Emergency Operations Center.

5. **Training and Employee Familiarization**

Copies of this Manual are available to department heads, employees, members of the Emergency Management Team, and appropriate outside emergency response forces, so that all may be familiar with it and the WSF emergency operating guidelines.

An Executive Assistant in the Executive Department (currently Karen Baskett) of the Washington State Fair organization is responsible for the distribution of the Manual and plans.

Outside emergency response organizations, while conducting their own specific training, need to become familiar with this manual and with the operational plans of the on-site emergency units with which they could be working at a Level 2 or Level 3 Emergency incident.

Note: On-site training for WSF emergency groups and Puyallup City emergency departments can be facilitated through the use of two particular learning methodologies. These are:

a. After-Action Debriefing

The WSF Chief Executive Officer or designee will facilitate a debriefing session scheduled for the purpose of critiquing and discussing the entire process used during Level 2 and 3 Emergencies. The purpose of such debriefings is to develop recommendations for alterations, additions, training, or implementation techniques under the various emergency plans.

Debriefing for Level 1 Emergencies is the responsibility of the Primary Department Head and shall be conducted so that the same objectives identified above are accomplished.

b. Training Exercises

Because of the high public interest in emergency response and rescue operations, fairs provide very useful vehicles for both training and public education. One training exercise each Fair, ranging from auto extrication to a medivac lift-off, can be scheduled. The following general safety provisions are necessary, in addition to safety provisions specific to the type of incident:

1. Selection of a day and time slot conducive to crowd and traffic control;
2. Selection of a large, open area where safe distances can be maintained;
3. Arrangements for crowd barriers and sufficient crowd control personnel;
4. Arrangements for backup safety personnel and equipment, and EMS capability;
5. Provisions for a loudspeaker system and an "educational" narrative.

6. **Plan Updating**

The WSF Chief Executive Officer will periodically cause this Manual and the various emergency plans to be reviewed, and the emergency groups and key individuals charged with supervisory, response, and recovery duties to be checked for readiness. This Manual shall be reviewed at least

once each year, prior to main events. Updates and changes shall be entered in each Manual, and recorded on the "Update Record" form, which follows.

Washington State Fair

Emergency Management Manual
Update Record Form

| Date of Change | Section or Data Changed | Subject | New Page # or Write-in # | Signature of Person Recording & Inserting Change |
|----------------|-------------------------|---------|--|--|
| 4/03/2008 | Updated complete book | | Removing radio # Updating names & #'s PR Counsel | <i>Karen Baekett</i> |
| 12/08/2010 | Updated complete book | | Updating of names and titles | <i>Karen Baekett</i> |
| 5/25/2011 | Updated complete book | | Updating of names and titles | <i>Karen Baekett</i> |
| 6/31/2013 | Updated complete book | | Updating of names and titles | <i>Karen Baekett</i> |
| 7/01/2016 | Updated complete book | | Updating of names and titles | <i>Karen Baekett</i> |
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EMPLOYEE GUIDE TO EMERGENCY ACTION PROCEDURES

Emergency Action First Steps

- **If you see or hear an emergency incident, call South Sound 911** for immediate assistance.
 - if calling from a WSF telephone, dial **9-911**
 - if calling from a cell phone, dial **911**
- **Wait for an acknowledgment and answer any questions.**
- **If you can see a police officer or other emergency worker, tell them the situation.**
- **If necessary, send another worker to call for help.**

Emergency Action Second Steps

- **KEEP CALM**
- **KEEP SAFE**
- **KEEP PEOPLE AWAY** from any immediate danger area.
- **KEEP HELPING**
 - Small fire - Use extinguisher.
 - Injured person - Keep person quiet and lying down.
 - Violence, threats, robbery - Keep safe; do not provoke; notice details.
 - Bomb threat - Follow special procedures in following section.
 - Crowd panic - Set the calm example; speak with authority; direct people to safety.

Specific Emergency Incident Guidelines

These guidelines are a shortened version of "what to do". **Read and understand them.** They should be followed in the critical first phase of an emergency. Good judgment on your part must accompany these guidelines. Remain calm and assess the situation. The safety of all is paramount.

You and your department may never be presented with an emergency, but for your protection and the general welfare of all Fair fair-goers - **KNOW WHAT TO DO!**

BARRICADED PERSONS/SNIPER/GANG FIGHT

1. Personnel in the area shall:
 - a. **Take cover**; Guard from personal injury.
 - b. **Keep calm**; Do not escalate the situation.
2. **Alert South Sound 911 immediately:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
All Supervisors have access to phones.
3. Instruct others in the danger area to move calmly to a safe location or to take cover.
4. If possible, inform arriving Fair Police of the exact situation before they enter the danger area.

CRIMES IN GENERAL

1. Crimes include assault, threats, robbery, theft and vandalism.
2. The rule of thumb is **Safety** for all concerned. Let Fair Police handle the situation. Don't put yourself in jeopardy.
3. **Report all crimes in progress immediately to South Sound 911**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**

State location and type of incident.

- a. Keep yourself safe.
 - b. While awaiting the arrival of Fair Police, attempt to detain witnesses. Get names, addresses and phone numbers, if they insist on leaving.
 - c. Attempt to identify items of evidence, and protect them from being touched by anyone, including yourself.
 - d. Make written notes as to description of suspects and any other information that may assist in their apprehension.
4. Crimes not in progress are not an emergency situation and fall under other Fair Association guidelines.
 5. **Call South Sound 911**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**

CROWD PANIC

1. **Crowds may panic and run because of real or imagined incidents**, causing unnecessary injury.
2. **Avoid getting into the crowd** or being "run over" by it.
3. **Notify the South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
4. **Use a loud but calm voice to direct the crowd to move calmly toward the nearest exit.** Use a power megaphone, if available.

DEMONSTRATIONS

1. **Alert South Sound 911 immediately:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
2. **Do not attempt to break up a demonstration.** The Police will handle the situation. The Washington State Fair grounds are private property and prior permission is needed for demonstrations. The Police will explain this.

FIRE

1. **Do not panic:**

Most fires at the Fair are small and they can be extinguished quickly.
2. **Sound alarm:**
 - a. By calm voice for people in the immediate vicinity.
 - b. By alarm box - if area is equipped with one.
3. **Alert South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
4. **Fight the fire:** If equipment is available - while waiting for the Fire Department to arrive. Firefighting equipment is simple to operate - an inspection of the equipment before Fair time will familiarize you with its operation.
5. **Direct Fire Department:** to fire.
6. Help clear crowds from immediate area.
7. **The decision to clear a building is a decision that will be made by the Fire Department and the Fair Chief Executive Officer.**

HOSTAGE SITUATION

1. **Hostage Situation** - The taking of person/persons by force or intimidation to be held as a pledge that certain conditions will be fulfilled. These situations often involve armed suspects.
2. **Primary Concern** - The safety of all persons is our primary concern.
Call South Sound 911:
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911** and report the hostage situation. Apprehension of suspects is the responsibility of the Fair Police. All employees involved in a hostage situation shall exercise extreme caution, since motivating factors and mental state of suspects cannot be determined.
3. **During takeover:**
 - a. **Make no attempt to apprehend** hostage takers or deter their escape.
 - b. **Turn hand held radio down** to eliminate suspect's ability to become aware of our assessment situation.
 - c. **Avoid confrontation** with suspect.
 - d. Prepare to escort law enforcement agencies to scene.
 - e. **Remain calm.** Do not resist.
 - f. Speak to subject(s) only if spoken to.
 - g. Observe subject(s) and hostages carefully for later identification. Do not alert anyone in the area to situation. Doing so could prompt spontaneous reactions that result in harm.
4. **After takeover:**
 - a. Stay in general area and remain calm.
 - b. Alert Fair Police to details.
 - c. Observe direction of escape and number of people leaving.
 - d. Do not disturb crime scene.
 - e. Do not discuss with anyone except law enforcement officials or management.

INJURIES/ACCIDENTS

1. **Stop and appraise the situation.**
2. **Immediately notify the South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**State how many persons are injured and type of incident. Trained medical personnel are no more than two minutes away from any spot on the Fairgrounds.
3. While waiting for First Aid to arrive:
 - a. Be calm, take command, and enlist help of others, if necessary. Keep the immediate area clear.
 - b. Keep injured person lying down and quiet – reassure person.
 - c. Send someone to guide the medical team to location.
4. **First Aid should never be attempted** by you **except** under these extraordinary circumstances:
 - a. You are trained in First Aid, disaster has struck, and no immediate First Aid is readily available.
 - b. Victim will die if specific positive steps are not immediately taken - such as a blocked air passage-way or severe bleeding.

Remember: First Aid administered by an untrained person can often result in more harm than no First Aid at all.

5. All people with minor injuries (those who can easily walk) will be escorted to the First Aid Station by yourself, your appointed assistant, or someone sent from First Aid.
6. If a slightly injured person refuses First Aid, after your insistence has failed, make certain that the injured person is aware of the free First Aid Station and have them sign an AMA (against medical advice) form.
7. If photos of accident area are needed, keep the area secure until the photographer arrives.
8. Complete and return an accident report form to the First Aid Station.

LARGE SCALE DISASTER

1. Large scale disasters may occur quickly. Examples include an explosion, a toxic cloud release, high wind or earthquake damage, a midway ride collapse, a structural collapse, a crowd panic, or an airplane crash.
2. If you are at the scene, **report basic information to the South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
3. **Set an example by remaining calm.** Help clear crowds to a safe area or toward exits.
4. Assist any injured persons.
5. Stand by to assist emergency workers, or report to your Department for assignment.

MEDIA RELATIONS/PROCEDURES

1. **The Fair CEO and the Public Relations Manager will handle all contact with the media.**
2. Refer all media personnel politely but firmly to the authorized staff. **Do not** offer information or respond to questions.
3. **The Public Relations Manager receives emergency call and goes immediately to the scene** to gather information. As soon as the Public Relations Manager gathers information, P.R. Assistants are alerted to the time and location of press conference.
4. **The Public Relations Administrative Assistant remains in the office and handles all media calls advising as follows:**
 - a. "We have had a report of an incident. Our Public Relations Manager is presently at the scene and will call you back as soon as there is any information," or,
 - b. "Our Public Relations Manager is preparing a statement for a press conference at _____ o'clock in the (location _____)."
 - c. "If you are coming on the Fairgrounds to cover the incident, go to the _____ Gate where someone from the pressroom will be waiting to direct you to the scene."
5. **Public Relations Assistant A** goes to the gate to wait for any press. Press will go through all gates, depending on where they are parked, unless gates are closed. The Fair Police Officers at the closed gates will refer the press to the appropriate gate.
6. **Public Relations Assistant B** stays in the office and assists the Administrative Assistant in handling calls, staying in contact with the Public Relations Manager. Public Relations Assistant B prepares press conference room.

7. **Public Relations Assistant C** goes to scene (when the Public Relations Manager approves) and stays with press and informs them of the press conference. (They **are not** to release any information.) Public Relations Assistant C confirms press parking area with Parking Office, then posts sign.

ROBBERY

1. Do not attempt to resist any robbery attempt. Only converse with suspect when spoken to and do not alert anyone in the immediate area that an armed robbery is in progress.
2. Contact **South Sound 911** immediately:
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
3. Observe direction of escape.
4. While waiting for Fair Police to arrive, write down a complete description of the robber and any other information that might be helpful.
 - Identify witnesses
5. Stay in the area.
6. Do not disturb anything in this area.
7. Do not discuss details with anyone except persons directly involved in investigation.
8. Remain on site until released by proper authority

TELEPHONE BOMB THREAT

1. **If you receive a telephone bomb threat:**
The operator or employee should handle the call on a priority one basis.
 - Note the time.
 - Obtain as much information as possible from the caller.
 - Ask the caller to repeat the message
 - Particularly the location of the bomb
 - Type and description of bomb
 - Time of detonation, etc.
 - Tell the caller that the area is occupied and that the detonation of a bomb could result in death and injury to many innocent people.
 - Record the message on the bomb threat form, using the exact words if possible.
 - Pay particular attention to background noise, such as music, running motors and any other noises that might give a clue as to where the call is being made from.
 - Pay attention to the voice of the caller, so that you can identify it, should you hear it again. Listen for male or female tones, age, accents, dialects, speech impediment, calm or excited, voice quality, etc
2. **Alert South Sound 911:**
 - a. Call from a WSF telephone, dial **9-911**
 - b. **Do not use a cell phone in a bomb threat**
 - c. **Do not use a radio in a bomb threat**

3. Summarize in writing everything you can remember about the telephone conversation. Be sure to **fill out the bomb threat form**.
4. **Do not make a public announcement.**
5. **Do not panic.** Panic can cause more harm than the bomb threat.
6. **While you are waiting** for authorities to arrive:
 - a. Do not clear the building of people. This is a decision that will be made by the Fair Police.
 - b. Do not touch or move any strange objects.
 - c. Assemble key people together who know the building to assist Police in the search.
7. When Fair Police arrive, assist in any way you can.

VERBAL THREATS

1. **Report all threats against you or the Fair immediately to the South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
2. Under no circumstances are Fair representatives to challenge, answer back or to otherwise further provoke the person making the violent threats.
3. **Wait for the Fair Police.**

VIOLENCE

1. **All acts of violence or other civil disorder should be immediately reported to South Sound 911:**
 - a. If calling from a WSF telephone, dial **9-911**
 - b. If calling from a cell phone, dial **911**
2. Acts of violence and potential violent confrontation will be handled by the Fair Police. If you become concerned that a person is acting in a suspicious or dangerous matter, alert the Fair Police but do not approach the person.

FAIR STAFF PHONE CALL TO FAMILY MEMBERS PROCEDURE

During a large scale emergency/disaster, full-time Fair staff members may be required to remain on their jobs. In the event that this occurs, every Fair staff member shall make one phone call to family. Each department will have a plan so that each staff member can make their call.

The Fair staff members should explain this procedure to their families, so family members will not call the Fair, tying up the phone lines.

In the event of widespread damage in the community, as well as the Fairgrounds, the WSF Management Team and Supervisors will make provisions for Fair employees to check their family's status. This will be done on a rotating basis.

GUIDELINES FOR EMERGENCY RESPONDERS

WSF Emergency Management Team

Membership: The following are members of the WSF Emergency Management Team:

| | |
|---------------------------|---|
| CEO | Kent Hojem |
| COO (Operations) | Adam Heffron |
| Facilities Manager | Alan Baker |
| First Aid Coordination | Central Pierce Fire & Rescue Incident Commander |
| Insurance & Loss Control | Ryan Wilkerson |
| Risk Management | Curt Dyckman |
| Fair Public Relations | Tomi Smith |
| Central Pierce Fire Chief | Stacy Howard |
| Puyallup Police Chief | Jack Andren |
| | Bryan Jeter |

Organization

- a. The Emergency Management Team is under the direction of the WSF Chief Executive Officer, and shall meet at the times and places designated by the WSF Chief Executive Officer or as directed in this plan. The WSF Chief Executive Officer shall name a temporary chair during periods of time when the Center is in operation and the WSF Chief Executive Officer is not in attendance. This shall be a member of the Emergency Management Team.
- b. Other persons may be present during meetings of the Team to fulfill functions designated in this plan. These personnel are not part of the decision making body, but are considered staff support; their attendance is necessary to record, arrange implementation, or provide information.

Emergency Operations Center – When required

East Conference Room, Administration Building. Secondary facility to be determined.

WSF Emergency Management Team: Specific Duties

WSF CHIEF EXECUTIVE OFFICER

Responsibilities:

The following actions are to be taken by the WSF Chief Executive Officer when notified that a WSF Level 2 or Level 3 incident has occurred:

- Receive and review the Initial Incident Report
- Make sure the emergency is being handled by the appropriate people.
- Activate the WSF Emergency Management Team and the Emergency Operations Center (Discretionary for Level 2 incidents).
- Function as chairperson of the Team and C.E.O. of the Center.
- Notify and involve members of the WSF Board of Directors as necessary.
- Establish policy and staff direction.
- Call in pre-designated relief managers and establish work shift schedules for longer term incidents.
- Maintain a log of all key discussions and decisions.

WSF Emergency Management Team: Specific Duties

Central Pierce Fire & Rescue Incident Commander Liaison

Responsibilities:

The following actions shall be taken by the Fire Department First Aid Coordinator or his/her representative when an incident has been reported:

- Respond to all accidents reported and attend to injured, unless the Emergency Operations Center has been activated. Then report to the E.O.C.
- Contact South Sound 911 if further ambulance service is necessary
- Contact South Sound 911, who will contact gatemen and inform them of arriving vehicles
- Coordinate efforts with the Fair's First Aid personnel
- Provide for coordination of any responding outside medical forces
- Provide for the establishment and staffing of triage, medical service, tagging and transport, and ambulance staging areas for multiple casualty incidents
- Provide for any additional medical supplies needed
- Provide for helicopter medevac, if needed
- Provide for coroner, medical examiner and morgue services
- Update WSF Chief Executive Officer of all emergency medical situations
- Fill out standard WSF Accident Report Form for all accidents
- Fill out Washington State Medical Incident Report Form (MIR) when necessary

WSF Emergency Management Team: Specific Duties

Insurance and Loss Control

Responsibilities:

- Assist the Risk Manager in photographing incident site in the event of possible litigation
- Secure reports, photos, names and addresses for any future claims
- Maintain updated files of photos and videotapes of all WSF property and structures, in case of damage claims
- Conduct damage assessment
- Arrange for and coordinate damage assessment work of insurance carrier representatives
- Function as resource person during recovery operations

WSF Emergency Management Team: Specific Duties

Risk Manager

Responsibilities:

- Perform job functions assigned by the WSF Chief Executive Officer or his/her representative
- Investigate accidents, take photos, videotape, and write reports of accident area
- Get names/addresses of injured parties and witnesses
- Design and maintain an ongoing, comprehensive risk management program for the WSF. Stress personnel and customer safety
- Work with insurance carrier safety inspection personnel

WSF Emergency Management Team: Specific Duties

Police

Responsibilities:

- Function as the Chief and Supervisor of the on-site law enforcement program and police personnel.
- Conduct on-going liaison with Puyallup Police Department, County Sheriff's Department, the State Patrol, and federal law enforcement
- Arrange for necessary security on the Fairgrounds.
- Coordinate with Puyallup Police for off-grounds traffic control.
- Supervise the on-site closed circuit TV security system.
- Coordinate protective services for on-site banks and money transfer operations.
- Provide security services for the Emergency Operations Center.
- Work with the Fire Department and the EMS providers.

The following actions shall be taken by the Fair Police Chief or his/her representative when an accident has been reported:

- Coordinate crowd control.
- Contact Plant Facility Manager for any barricade equipment required.
- Coordinate traffic control.
- Direct emergency vehicles in and out of the fairgrounds.
- Assist in collecting name, address, etc., of injured parties and/or witnesses.
- Crime scene protection/initial information taking. Information will be turned over to the Puyallup Police Department.
- Injury investigation.

WSF Emergency Management Team: Specific Duties

Public Relations Manager

Responsibilities:

The Public Relations Manager will be the spokesperson for the WSF at all times during the emergency and after. The release of information to the media will be coordinated with the WSF Chief Executive Officer.

- Gather all facts concerning the emergency
- Coordinate with gates for media to come on grounds
- Coordinate parking for media
- Write all press releases relating to the emergency
- Determine available space for media to use to place stories and to hold news conferences
- Coordinate with the media to announce news conference schedule
- Do all live interviews with radio and TV
- Operate a rumor control center during higher-level incidents
- Perform other duties as needed

WSF Emergency Management Team: Specific Duties

Puyallup Police Chief

Responsibilities:

- Function as overall Police Executive for all law enforcement operations within the City, including WSF major incidents.
- Provide criminal investigation, intelligence, and other services to the WSF Police group, in their regular operations.
- Provide backup and special service support to the WSF Police group, during higher-level incidents and whenever necessary.
- Summon mutual aid to the Fairgrounds when necessary, using the County Mutual Aid Plan. Act as liaison with law enforcement mutual aid responders and the federal law enforcement community.
- Function as a member of the WSF Emergency Management Team.

WSF Emergency Management Team: Specific Duties

Central Pierce Fire & Rescue Chief

Responsibilities:

- Function as Chief Officer for all fire department operations at WSF, including fire prevention, inspection and suppression services.
- Provide hazardous materials incident response and technical rescue services to the Fairgrounds.
- Maintain on-site capability for fire and EMS as planned for and agreed to.
- Summon mutual aid to the Fairgrounds when necessary, using the County Mutual Aid Plan.
- Function as a member of the WSF Emergency Management Team.

Support Positions to Emergency Management Team

Emergency Operations Center Supervisor:

This person oversees the operation of the EOC, coordinates support staff operations, makes arrangements for additional or relief staff as needed, obtains supplies, communications equipment, food, etc.

EOC Security Supervisor:

This person assures security at the EOC and maintains an updated list of those who should enter.

Switchboard Operator:

This person forwards all accident and incident calls as follows:

Accident or Incident

Obtain accident location and description

Call South Sound 911

9-911

Bomb threat

Call South Sound 911

9-911

Media Relations Questions

Release information only provided by Public Relations Counsel

Call Public Relations Manager

5024/5136

Risk Manager:

This person performs job functions assigned by the WSF Chief Executive Officer.

1. Photograph all persons involved in the accident.
2. Photograph accident location and surrounding area.
3. Assist WSF insurance/loss control representative and risk management in photographing accident site in the event of possible litigation.
4. Preserve all photos taken.

EOC Recorder:

This person maintains, for legal purposes, an accurate and complete record of all meetings, topics discussed, persons attending and consulted, decisions made, and action steps implemented.

Incident Commanders:

Incident Commanders are Management level personnel assigned from the Primary Department who act as the Manager of the incident. They are responsible for the implementation of necessary measures to coordinate and resolve the incident and to utilize effectively and safely the committed resources. The I.C. is responsible to the Department Head from the Primary Department under Level 1 and Level 2 Emergencies and to the Emergency Management Team under Level 3 Emergencies. Most directives and orders given to the Site Commanders or others working on-site will originate through the Incident Commander. He may have several separate "sites" involved in a single incident that require supervision.

INCIDENT COMMAND

The organization of the Incident Command System is built around five major management activities.

These five major management activities are the foundation upon which the ICS organization develops. They apply whether you are handling a routine emergency, organizing for a major event, or managing a major response to a disaster.

| |
|---|
| <p style="text-align: center;">COMMAND Sets objectives and priorities Has overall responsibility at the incident or event</p> |
| <p style="text-align: center;">OPERATIONS Conducts tactical operations to carry out the plan Develops the tactical objectives Organization Directs all resources</p> |
| <p style="text-align: center;">PLANNING Develops the action plan to accomplish the objectives Collects and evaluates information Maintains resource status</p> |
| <p style="text-align: center;">LOGISTICS Provides support to meet incident needs Provides resources and all other services needed to support the incident</p> |
| <p style="text-align: center;">FINANCE/ADMINISTRATION Monitors costs related to incident Provides accounting Procurement Time recording Cost analyses</p> |

On small incidents, these major activities may be managed by one person, the Incident Commander (IC). Large incidents usually require that they be set up as separate Sections within the organization.

EMERGENCY INCIDENT NOTIFICATION LIST

| | | | |
|-----------------------------------|--|---------------------------------|--|
| EMERGENCY ACTIVATION | South Sound 911 | | 9-911 |
| | Fair Switch Board | | 0 |
| CALL FOR POLICE | Fair Police | | 9-911 / |
| | Puyallup Police Department | | 9-911 or 841-5431 |
| CALL FOR FIRE | Fair Fire Service | | 9-911 / |
| | Central Pierce Fire Department, Com Center | | 9-911 or 841-5431 |
| CALL FOR MEDICAL AID | Fair Emergency Medical | | 9-911 / |
| | Central Pierce Fire Department, Com Center | | 9-911 or 841-5431 |
| First Aid / Ambulance | Fair Building & Grounds | | 9-911 |
| Fair CEO | Kent Hojem | Office Cell Home Car | X 5000/5002/5051 253-770-8528 |
| COO (Operations) | Adam Heffron | Office Radio Cell Home | X 5356 Operations Frequency (253) 651-2826 |
| Facilities Manager | Alan Baker | Office Radio Cell Home | X 5351 Operations Frequency (253) 691-2012 (253) 531-9095 |
| Public Relations Counsel | Stacy Howard | Office Cell Home | X 5024 /5136 253-691-2005 253-826-6252 |
| Insurance and Loss Control | Ryan Wilkerson | Office | 1-913-676-9364 |
| | Curt Dyckman | Office Cell | 253-238-1130 253-380-2574 |
| Risk Manager | Tomi Smith | Office Home Cell | X 5052 / 9-911 1-253-858-9450 253-514-3059 |
| Central Pierce Fire Chief | Jack Andren | Office Cell | 253-538-6475 253-345-1258 |
| Puyallup Police Chief | Bryan Jeter | Office Com Ctr. Cell | 253-841-5534 desk 253-841-5431 or 5432 253-677-8576 |

RECOVERY OPERATIONS

Recovery from Incidents

Recovery from emergency incidents requires careful planning if it is to be timely and effective. Whenever possible, recovery steps should contribute to mitigation, so that if the same type of incident occurs again, it will not cause consequences which are as severe.

Typically, there may be several types of recovery programs operating at the same time. For the Fair, recovery programs might--for example--be aimed at immediate reopening of all areas able to function "as usual," plus a separate long-term program to recover a heavily impacted area as soon as possible. Other programs could involve the recovery of interrupted utilities or the recovery of public confidence that the WSF is a safe and desirable place to visit.

Most often, the recovery stage takes much longer than the emergency response and action stage and uses a wider variety of resources. For those reasons, pre-planning for recovery can be a complex process.

Technical Areas Needing Staffing

1. Damage Control

This activity consists of stopping or slowing down continuing damage after the incident itself is terminated. Two examples are ground and building damage caused by broken water pipes, which are not shut off, and lack of customers because of negative rumors.

This is typically assigned to the Operations Department and Public Relations.

2. Damage Assessment

This is the estimation and assessment of actual damage caused by the incident. Assessment may be for safety, health and hazard purposes, or for costing purposes. Medical examinations are essential for injury claims. Professional appraisers may be useful.

The WSF procedures for obtaining full accident reports, photos and statements from witnesses are essential.

This is typically assigned to Insurance and Loss Control plus Risk Management.

3. Structural Removal

This activity sees to the safe removal of structures damaged beyond repair on-site. It typically requires heavy equipment and salvage specialists.

4. Site and Utility Rehabilitation

This activity repairs ground, concrete pad and roadway damage, and restores utilities. Typically assigned to the Operations Department.

5. Temporary Computer, Communication, Lighting and Heating Services

This activity provides for the continuation of basic operations. Temporary housing may be needed if damage is extreme.

This is typically assigned to private providers plus in-house specialists.

6. Temporary Water and Sanitation Services

Potable water and temporary toilets are necessary for on-site work to continue.

7. Interim Protective Services

Provisions are needed for on-going police, fire, and emergency medical and fencing coverage.

Note that if City of Puyallup Services are overtaxed because of widespread damage, private providers may be necessary to protect the Fairground.

8. Continuing Public Information

This function provides updated information on a continuing basis to citizen groups, business groups, service groups, and community organizations statewide.

It typically is a function of the Public Relations Department and the WSF Chief Executive Officer.

9. Continuing Media Relations

This function provides updated information, especially on request but also as part of the media plan, to media representatives.

It typically is a function of the Public Relations Department.

10. Legal Counsel

This function provides all necessary legal services, both relating to the incident and its effects, plus the recovery phase and its attendant litigation.

11. Contracting for Recovery Services

This function allows for the formulation of service and materials specifications, the review of bids, and the letting of contracts.

Typically provided by the Operations Department, under advisement from the WSF Chief Executive Officer and appropriate staff.

12. Employee Management and Special Provisions

This function helps provide for the welfare of employees and their families, assuming widespread community damage from a major incident.

Typically directed by WSF Chief Executive Officer.

13. Financial Documentation

This function provides for the gathering, compiling and reporting of data concerning the expenditure of funds and all related financial matters and transactions dealing with the emergency and recovery. It includes reimbursement and litigation settlements.

This typically is conducted by the Chief Financial Officer and staff under the supervision of the WSF Chief Executive Officer.

14. Historical Documentation

This function provides the official record of the incident, its impact, and all decisions and actions of the Board, the WSF Chief Executive Officer, the Emergency Management Team and the Field Commanders.

This is typically the joint effort of the EOC Recorder, the WSF Chief Executive Officer, key staff, and the responding agencies and groups. This may be in verbal, written and visual formats.

15. Governmental Liaison

This function provides sufficient and proper communication to and from all relevant government agencies, City, County, State and Federal. Inspection of structures, midway attractions, utilities, etc. can stem from this function as a single coordinating point, if desired.

This is typically provided through the WSF Chief Executive Officer and key staff.

Evacuation and Shelter in Place

There are two methods of protecting human life and animal life, in and during incidents which may threaten their wellbeing. The main decision that needs to be made is either keep them in a safe place (shelter in place) to protect them from the event or “move them out” of the area to a safe place. Evacuate.

Washington State Fair grid system will be used by incident commanders when designating evacuation or shelter in place areas.

The primary responsibility for the above decision is that of the on scene incident commander. If the decision is made to shelter in place, every effort shall be made to secure, protect and support both human life and animal life where they are in a secure facility or area.

If the decision is made to move either human or animal life out of the area, it is the responsibility of the on scene commander to coordinate with Emergency Operations Center and staff to move them quickly and efficiently out of harm’s way to a secure facility or area.

To support evacuation operations for either shelter in place or to move them out, the Washington State Fair and the City of Puyallup maintain Emergency Response Trailers with certain crowd and vehicle control equipment. This equipment, when requested by incident commanders shall be deployed by the respective organizations to control people, vehicle movements and routes. The equipment shall also be used to cordon off and restrict access at incident scenes. It shall remain in place until released by the incident commander.

In the event additional equipment or assistance is needed, it can be requested through Puyallup EOC by the incident commander or the Washington Fair EOC. The City of Puyallup will use its ESF 24 to support Washington State Fair evacuation or shelter needs.

