

MACOUPIN COUNTY FAIR AND AGRICULTURAL ASSOCIATION

EMERGENCY RESPONSE PLAN

APRIL 2017

Reviewed 2023

Resolution 2017-2
A Resolution Concerning Emergency Response

Whereas an emergency situation is defined as” an unforeseen combination of circumstances or the resulting state that calls for immediate action” and the safety and well-being of exhibitors, fairgoers and staff is of greatest importance; the need for a plan designed to encourage emergency preparedness exists;

Whereas an effort to increase awareness through education, by establishing preventative action steps and designing appropriate responses for exhibitors, fairgoers and staff is present, and general policies and procedures to deal with potential emergencies is needed;

Whereas the Board of Directors of the Macoupin County Fair and Agricultural Association are granted authority by the State of Illinois and the County of Macoupin to develop specific steps to prevent and deter emergencies and develop plans designed to guide staff, directors and superintendents of the fair in addressing the same and are further granted authority to develop, alter and reverse plans;

Now, therefore, be it resolved by the Board of Directors of the Macoupin County Fair and Agricultural Association, Incorporated, that pursuant to Article II, Section 2 of the By-Laws of the Association, the Macoupin County Fair Emergency Response Plan is created and adopted to serve the interests of the Board of Directors.

Adopted by the Board of Directors on 3 day of APRIL, 2017.

Approved:



President

Attest:



Secretary

Record of Review and Change

Date of Review / Change	Responsible Person	Description of Change
2018-04-02	B. Oxley	Reviewed, No Change.
2019-04-01	K. Carney-Rhodes / B. Oxley	Reviewed, No Change.
2020-04-06	K. Carney-Rhodes / B. Oxley	Reviewed, No Change.
2021-04-05	K. Carney-Rhodes / B. Oxley	Reviewed, No Change.
2022-04-18	K. Carney-Rhodes / B. Oxley	Reviewed, No Change.
2023-03-08	K. Carney-Rhodes / B. Oxley	Reviewed, No Change.

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1. Introduction

The Macoupin County Fair and Agricultural Association, hereafter referred to as (MCF), recognizes a need for pro-active emergency planning for its staff, directors, superintendents, and individual citizens. The Emergency Response Plan was developed primarily for the safety of the MCF directors, superintendents, volunteers and visitors. It also supports continuance of vital operations of the fair, safety, and emergency response on the Macoupin County Fairgrounds (Fairgrounds). This Plan provides an organized, detailed system to allocate proper and pertinent resources in the event of an emergency.

A. Purpose

1. To provide for the response to emergencies and to coordinate functions required for protection and preservation of life and safety of the occupants of the Fairgrounds, protection of property, recovery from disasters, and the resumption of operations of the MCF.

B. Scope

1. The scope of this plan includes a spectrum of situations that range from small event to major disaster that may warrant a disaster declaration. It may be used to supplement other plans to provide an effective and coordinated response at the Fairgrounds.
2. This plan addresses planning and response with regard to all-hazards, however incidents that are due to significant cause of events may require oversight by the Macoupin County Emergency Management Agency (MEMA), the Macoupin County Sheriff's Office (MCSO) or the Illinois Emergency Management Agency (IEMA) based on established laws and response plans. If incidents of this nature come to the attention of the MCF, the partnering agencies will be notified immediately.

C. Policy

1. The MCF will incorporate and/or consider operational priorities that include, but are not limited to the protection of life, public health and safety, property protection, environmental protections, restoration of essential functions and coordination as appropriate. In situations where an imminent threat exists to life safety, or an identified need for protection of critical infrastructure exists, the most rapid means of response will be taken.

D. Situation

1. A disaster or emergency event (immediate, cascading or pre-planned) has or will occur resulting in the need for a coordinated response of the MCF and first responders at the Fairgrounds

E. Assumptions

1. The MCF is generally held in mid-summer of each year. The fair is a combination of livestock, home economics, grandstand shows, carnival amusements, commercial exhibits, and food vendors with an average estimated attendance of over 10,000 people. (See Annexes for additional specific assumptions).

2. Concept of Operations

A. General

1. If a state of emergency arises in a building or anywhere on the Fairgrounds, MCF Emergency Response Group (ERG), may begin implementation of the Emergency Response Plan. The ERG has the authority to delegate responsibilities to any persons they deem qualified to further the implementation of the Plan.

B. Activation, Notification, Alert and Warning

1. MCF will activate the Plan and associated annexes upon notification of an incident on the Fairgrounds that requires a coordinated or mass response of first responders and other partner agencies to attain proper mitigation of the incident.

C. Coordinating Concepts

1. This Plan and the associated annexes are based on the parameters of the National Incident Management System. A majority of the annexes will utilize the Unified Command Theory as a means of execution of the mission-critical tasks. Roles and responsibilities of each participating agency will be clearly defined in the specific annex.

D. Direction and Control

1. MCF will establish a Command Post and other staging areas, as appropriate, for the coordination and control of incidents occurring on the Fairgrounds.
2. The MCF President will be responsible for implementing the Emergency Response Plan and serve as the Incident Commander to make decisions that impact fair staff and visitors.
3. In the event the MCF President is unavailable or incapacitated the following line of succession is established:
 - a) MCF Vice President
 - b) MCF Treasurer
 - c) MCF Security and Gates Committee Chair
 - d) The MCSO may serve in the capacity of Incident Command if any of the positions above are unavailable, incapacitated, or delegate their responsibility to the MCSO
4. Part 2, Section D, Subsection 3 (above) may be amended, rescinded, or modified by an adopted resolution of the Board of Directors of the MCF without affecting any other provision of this Plan.

E. Communications

1. MCF will establish internal communications between staff and will establish external communications with outside partner agencies during activation of the Plan. Communications may be electronic, voice or in-person, as the needs of the incident dictate.

F. Resource Management and Logistics

1. Notification, activation and deployment of resources will be based on the need to execute mission-essential tasks. Logistical support will be coordinated through currently established processes of the MCF in conjunction with the MEMA.

G. Implementation Requirements

1. Implementation of this Plan will be based on the particular incident that presents itself to the Incident Commander. The Incident Commander will determine if thresholds for the particular annexes of the Plan have been met to initiate activation of those annexes of the Plan.

H. Organization

1. MCF adopts the following Mission-Essential Tasks as guides to priority of response to all incidents on the Fairgrounds:
 - a) Provide for the safety of the occupants of the Fairgrounds by neutralizing the threat that presents itself.
 - b) Establish Command and Control by designating an Incident Commander, establishing a Command Post, and notifying proper personnel of the incident.
 - c) Establishing defined perimeter zones on the Fairgrounds and locking down affected areas.
 - d) Establish staging areas for incoming emergency responders, media and evacuees.
 - e) Provide for ongoing rescue and recovery efforts.
2. MCF further designates the following levels of emergencies for the Fairgrounds:
 - a) **Level 1** – A minor department or building incident that can be resolved by MCF staff with existing resources or limited outside help. This incident will have limited duration and little impact on overall Fairground operations.
 - b) **Level 2** – A major emergency affecting a sizable portion of the Fairgrounds. This incident may be single or multi-hazard and require considerable coordination both internally and externally
 - c) **Level 3** – A catastrophic emergency involving the entire Fairgrounds or the overall operation of the MCF. Immediate resolution of the disaster, generally multi-hazard, is beyond the capabilities of the MCF and will require considerable coordination of resources and may rise to the level of a County/State Disaster Declaration.

3. Roles and Responsibilities and Emergency Response Group (ERG) Members

A. Macoupin County Fair and Agricultural Association (MCF)

1. The MCF coordinates the overall Emergency Response Plan. MCF provides direction and control, as well as, response staff for emergency incidents.

B. Macoupin County Emergency Management Agency (MEMA)

1. The MEMA provides support to the MCF through emergency response operations related to communications, notification, incident command, and emergency

response support. MEMA also provides coordination of county, state, and federal responses.

C. Macoupin County Sheriff's Office (MCSO)

1. MCSO provides sworn law enforcement personnel for response to incidents and exercises the rights, powers, and duties of peace officers during an incident.

D. Carlinville Fire Protection District (CFPD)

1. The Carlinville Fire Protection District provides for fire response and suppression to the Fairgrounds.

4. Authorities and References

A. Authorities

1. This Plan and the associated annexes have been developed based on the Illinois Compiled Statutes and the Macoupin County Emergency Operations Plan. Legal Basis is drawn from 20 ILCS 3305 the Illinois Emergency Management Agency Act.

B. References

1. Annex A – Medical Emergencies
2. Annex B – Mass Casualty Incident
3. Annex C – Fire, Explosion or Bomb Threats
4. Annex D – Severe Weather
5. Annex E – Child Abductions/Lost Persons
6. Annex F – Demonstrations / Civil Disorder
7. Macoupin County Fair Animal Health Emergency Response Plan
8. Macoupin County Emergency Operations Plan

ANNEX A – MEDICAL EMERGENCIES

1. Introduction

A. Purpose

1. This Annex outlines the MCF response to medical emergencies occurring on the Fairgrounds.

B. Situation

1. A medical emergency involving an individual has been reported to the MCF Office or to MCF Staff by an individual.

2. Concept of Operations

- A. The MCF Office or MCF Staff will immediately determine the nature of the illness or injury as best as possible and determine the need to contact 911.
- B. The MCF Office will notify the Incident Commander and any MCF Staff that may be closely located to the incident to be able to render aid.
- C. If needed, the MCF Office will contact 911 and advise of the following:
 - a) Location of the emergency
 - b) Nature of the emergency
 - c) Appropriate location to enter the Fairgrounds
 - d) Any aid being rendered at that time
- D. MCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- E. At the conclusion of the incident, MCF Staff and the MCF Office will hold a debriefing with the Incident Commander.

ANNEX B – MASS CASUALTY INCIDENT

1. Introduction

A. Purpose

1. This Annex outlines the MCF response to mass casualty incidents occurring on the Fairgrounds.

B. Situation

1. Multiple individuals have been involved in an incident in which a singular event has caused them to become ill or injured.

2. Concept of Operations

- A. Annex A – Medical Emergencies of this Plan will be used whenever possible
- B. The MCF Office or MCF Staff will immediately determine the nature of the illness or injury and number of persons involved, as best as possible, and determine the need to contact 911.
- C. The MCF Office will notify the Incident Commander and any MCF Staff that may be closely located to the incident to be able to render aid.
- D. If needed, the MCF Office will contact 911 and advise of the following:
 - a) Location of the emergency
 - b) Nature of the emergency
 - c) Appropriate location to enter the Fairgrounds
 - d) Any aid being rendered at that time
- E. MCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- F. A Command Post will be opened to facilitate coordination of the incident.
- G. Medical Staging and Triage Areas will be established at the request of first responders.
- H. At the direction of the Incident Commander, the MCF Office will contact the ERG and notify them of the incident.
- I. At the conclusion of the incident, MCF Staff and the MCF Office will hold a debriefing with the Incident Commander and the ERG.

ANNEX C – FIRE, EXPLOSION OR BOMB THREATS

1. Introduction

A. Purpose

1. This Annex outlines the MCF response to incidents occurring on the Fairgrounds involving fire, explosion or bomb threats.

B. Situation

1. A fire, explosion or bomb threat has occurred on the Fairgrounds.

2. Concept of Operations

- A. The MCF Office or MCF Staff will immediately determine the nature of the incident, as best as possible, and determine the need to contact 911.
- B. The MCF Office will notify the Incident Commander and any MCF Staff that may be closely located to the incident to be able to render aid.
- C. If needed, the MCF Office will contact 911 and advise of the following:
 - a) Location of the emergency
 - b) Nature of the emergency
 - c) Appropriate location to enter the Fairgrounds
 - d) Any aid being rendered at that time
- D. MCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- E. MCF Staff on-scene will assist emergency response personnel in establishing a perimeter around the incident far enough away that they or the public are not in danger.
- F. The Incident Commander will liaison with the CFPD or MCSO incident commander and provide resources as necessary.
- G. A Command Post will be opened to facilitate coordination of the incident.
- H. Medical Staging and Triage Areas will be established at the request of first responders.
- I. At the direction of the Incident Commander, the MCF Office will contact the ERG and notify them of the incident.
- J. At the conclusion of the incident, MCF Staff and the MCF Office will hold a debriefing with the Incident Commander and the ERG.
- K. The CFPD will have operational control of all fire scenes for purposes of suppression of fires.
- L. The MCSO will have operational control of the scene of all explosions and bomb threats.

ANNEX D – SEVERE WEATHER

1. Introduction

A. Purpose

1. This Annex outlines the MCF response severe weather occurring on the Fairgrounds.

B. Situation

1. The National Weather Service has advised the MCF that the potential for severe weather exists in the area of the Fairgrounds.

2. Concept of Operations

- A. The MCF Office will notify the Incident Commander and any MCF Staff on the Fairgrounds that severe weather is approaching.
- B. The Incident Commander will, based on information available, determine the need to evacuate unsafe areas of the Fairgrounds and postpone or cancel event, as well as, shut down the Carnival Midway.
- C. MCF Staff on-scene will assist fair visitors in gaining access to areas of safety on the Fairgrounds based on the potential threat or direct visitors to leave the Fairgrounds entirely based on the decision of the Incident Commander.
- D. Once the threat of severe weather has passed the Fairgrounds, the Incident Commander will contact the National Weather Service Office with jurisdiction and determine if there is any further threat present in the area of the Fairgrounds.
- E. After passing of severe weather through the area of the Fairgrounds, MCF Staff will conduct damage assessments of the grounds and report to the Incident Commander.
- F. At the direction of the Incident Commander, the MCF Office will contact the ERG and notify them of the incident.
- G. At the conclusion of the incident, MCF Staff and the MCF Office will hold a debriefing with the Incident Commander and the ERG.

ANNEX E – CHILD ABDUCTIONS / LOST PERSONS

1. Introduction

A. Purpose

1. This Annex outlines the MCF response to child abductions or lost persons on the Fairgrounds.

B. Situation

1. A child (minor) has become missing, separated from their responsible party, or abducted by a third party.

2. Concept of Operations

- A. The MCF Office has been notified of a missing child/person that was last observed on the Fairgrounds.
- B. The MCF office will immediately notify the Incident Commander and the MCSO personnel on the grounds of the situation. At the direction of the Incident Commander, the MCF Office will notify other MCF Staff of the situation.
- C. The following information will be obtained by the MCF Office:
 - a) Name
 - b) Age
 - c) Clothing description
 - d) Location last seen
 - e) Where the person is supposed to be or should be headed to
 - f) Recent picture (if available)
- D. The MCF Office should take reasonable steps to ensure the person reporting this information remains at the office.
- E. At the direction of the Incident Commander the following will be notified of the situation:
 - a) All MCF Staff
 - b) Vendors, Carnival Management, Barns, Exhibit Halls, Food Building, Grandstand, Beer Tent, Track and Infield, Gate and Parking Attendants, and the Campground
- F. At the direction of the Incident Commander and with the support of the MCSO, the entrance and exit gates to the Fairgrounds will be sealed and secured. MCSO will determine when and how the gates will be reopened.
- G. The Incident Commander will liaison with the MCSO incident commander and provide resources as necessary.
- H. At the direction of the Incident Commander, the MCF Office will contact the ERG and notify them of the incident.
- I. At the conclusion of the incident, MCF Staff and the MCF Office will hold a debriefing with the Incident Commander and the ERG.

ANNEX F – DEMONSTRATIONS / CIVIL DISORDER

1. Introduction

A. Purpose

1. This Annex outlines the MCF response demonstrations and civil disorder on the Fairgrounds.

B. Situation

1. An Individual(s) has staged a demonstration without permission from the MCF President on the Fairgrounds creating an act of civil disorder.

2. Concept of Operations

- A. THE MCF President will issue permits to protest or demonstrate on the Fairgrounds. Each permit will document:
 - a) Name of the person or group protesting
 - b) Area in which the protest is authorized
 - c) Times approved for protest
 - d) Rules for protesters
- B. A copy of the permit will be filed with the MCF Office, the MCSO and given to the person or group requesting the protest or demonstration.
- C. If the permit is violated the MCF President will notify the MCSO and give warning to the person or group that they are violating the terms of the permit and must cease and desist from the prohibited behavior at once.
- D. If the person or group fails to comply with section C, the MCSO will be notified and the MCF President will request the removal of the person or group from the Fairgrounds due to disorderly conduct.
- E. MCF Staff will not challenge or argue with person or groups that are demonstrating but report the issue to the MCF Office and the MCF President.
- F. MCF Staff will direct visitors and exhibitors to stay away from the area of civil disorder.
- G. If a show ring is disrupted, exhibitors will be instructed to return the animals to their stall/pen area until further notice.
- H. MCF Staff will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- I. At the direction of the Incident Commander, the MCF Office will contact the ERG and notify them of the incident.