



# Steele County Free Fair

OWATONNA, MINNESOTA 55060

## **GUIDELINES FOR EMERGENCY MANAGEMENT**

Adopted by the Steele County Fair Board  
**7 October, 2009**

Updated August 16, 2022

The following guidelines for emergency management were developed to assist fair staff and emergency responders in the administration and management of emergency operations during an emergency or disaster:

For more information on the use and application  
of these Guidelines for Emergency Management, please contact:

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# Steele County Free Fair Guidelines for Emergency management

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## EMERGENCY TELEPHONE NUMBERS

- ◆ Emergency (Law Enforcement /Fire/Medical) 911
- ◆ Non-Emergency (911 Center Dispatch) 507-451-8232
  - On-call Supervisor 507-451-8232
  - Administrator Jill Bondhus 507-363-6464
- ◆ Sheriff Shack 507-214-3160  
Fairgrounds Ext. 300
- ◆ Steele County Sheriff's Office - Sheriff Lon Thiele 507-444-3815 (Office)  
(Incident Public Information Officer) 507-390-4000 (Cell phone)
- ◆ Owatonna Police Department 507-451-8232 (non-emergency)
- ◆ Owatonna Fire Chief, Ed Hoffman 507-676-6320 (Cell Phone)
- ◆ Owatonna Fire Command 507-456-1399 (non-emergency)
- ◆ Mayo Clinic Ambulance, Rebecca Griebel 507-316-5940 (Cell phone)
- ◆ Steele County Fair Manager, Scott Kozelka 507-451-5305 (Office)  
507-363-6093 (Cell)
- ◆ Steele County Fair President, Dan Deml 507-456-2729
- ◆ Steele County Fair Outreach Scott or Dan 507-451-5305 (Office)
- ◆ Midway Shows Owner, Mike Featherston 612-325-1608
- ◆ Steele County Fair Safety Coordinator, Rick Ellingson 507-573-1514
- ◆ Veterinarian, Dr. Anna Wildgrube 507-330-5972
- ◆ MN OSHA (Business Hours) 651-284-5050 or 877-470-6742  
After hours and weekend calls 800-321-6742  
E-mail: [osha.consultation@state.mn.us](mailto:osha.consultation@state.mn.us)
- ◆ MN State Duty Officer 800-422-0798
- ◆ Emergency & Risk Management Director, Kristen Sailer 507-475-9631 (Cell)
- ◆ National Weather Service Weather Forecast Office  
Special Events Support 952-361-6671

- ◆ Steele County Skywarn 507-774-7241  
<http://www.steelecountyskywarn.org/WXDashboard.html>
  
- ◆ Fair Insurance Provider Jensen Insurance Trevor Jensen 507-456-8166
  
- ◆ Critical Incident Stress Debriefing Team 800-237-6822
  
- ◆ Steele County Free Fair [www.scff.org](http://www.scff.org)  
1525 S. Cedar Ave  
P.O. Box 650  
Owatonna, MN 55060  
Toll Free: (800) 423-6466  
Phone: (507) 451-5305  
Fax: (507) 451-4154  
E -Mail: [scff@ll.net](mailto:scff@ll.net)

## Preparedness Phase

### Considerations of Triggers for Event Response

All available information will be used to determine the best course of action, and Unified Command will have ultimate authority regardless of the recommendation should conditions and best practices dictate alternate courses of action.

#### Severe Storm/Wind/Tornado:

- Severe Thunderstorm Warning by the National Weather Service (NWS)
- Tornado Warning by the NWS
- Wind event greater than 30 mph

#### Lightning:

- When Lightning is detected within 15 miles of the event site, the event leadership shall utilize their emergency notification systems to inform those in attendance that inclement weather, including lightning within 15 miles, and should patrons wish to vacate the event site for safe shelter, they will be allowed to re-enter.
- When lightning is detected within 10 miles of the event site, the event shall be delayed, suspended, or canceled. The event may be resumed when lightning is no longer within the ten-mile range.
- Midway rides will shut down with lightning within 10 miles.

#### Heat related illnesses:

Threshold for monitoring is  $>90^{\circ}$  heat index and/or air temp for  $>1$  hour.

Heat related deaths are among the highest for people who were inside overnight in a space that couldn't be cooled enough. Thresholds are helpful to monitor for both the public and animals for the ability to safely and effectively cool spaces to prevent heat related illness. Offering hydration and breaks to volunteers and fair staff, areas with air conditioning to cool down, water misting areas, and animal monitoring may be considered.

## GENERAL INCIDENT PROCEDURES

### Incident occurs

1. Dial 911 if Emergency Response is needed

### Response Phase

1. Dispatch notifies Fair Security (Law Enforcement on Scene).
2. Fair Security calls Steele County Free Fair Executive Director via phone or radio.
3. Fair Security provides First Responding Agencies the specific incident location and directions or best access to incident site.
4. Fair Security secures area and provides crowd control for First Responder Access.
  - a. First Responders follow normal standard operating procedures.
  - b. Establish Command (Unified) (Law Enforcement, EMS, Fire, Fair Director).
  - c. Establish a Command Post location (Staging).
  - d. Stabilize the scene and initiate safety precautions
  - e. Create an Incident Action Plan

## Emergency Situation Analysis

Conducted by Steele County Free Fair management at each incident

1. What occurred?
2. Where on the Fairgrounds?
  - Location?
  - Booth number?
  - Building name and address?
  - Food or beer tent?
  - Inside or outside?
3. Who is involved?
  - Artist?
  - Fair-goers?
  - Volunteer?
  - Vendor?
  - Child or adult?
  - Staff?
  - Get names of all of the above.
4. Are all persons accounted for?

5. Number of spectators?
  - Where are they?
6. Emergency Responders called?
7. Take steps to stabilize the scene and initiate safety precautions
8. Injuries/Deaths
  - a. Number of injuries?
  - b. Number of deaths?
  - c. Have victims been taken to hospital? Which hospital?
  - d. Have families been contacted? By who? When?
9. Determine other areas within the Steele County Free Fair area that are connected with emergency.
  - a. Does entire area need to be evacuated?
  - b. Is everyone in a safe area now? If not, have security evacuate immediate area.
  - c. Has equipment or rides involved been secured or taken out of service?
10. Media
  - a. Determine number of media on-site/in route/notified (determine TV/print/photo)
    - Security officers usher them to a safe, contained location
  - b. Determine one (1) safe, entrance/exit area to direct media in/out of building
    - Relay information to security
  - c. Determine spokesperson (same person for duration of crisis)
    - Call and get them on-site (if they are not already)
  - d. Coordinate how/when that person can be reached by media (Public Information Officer)
    - Determine central, safe location for press updates
  - e. Mark location for reporters/cameras
    - Determine what areas are safe for media to photograph, if any.
    - Write out press rules and pass out to each one (similar to press conference)
11. Departmental
  - a. Draft and distribute simple statement for departments/managers to use in case of media phone inquiries, Fairgoer inquiries. Determine distribution system
  - b. Draft statement for Steele County Free Fair personnel responsible for communicating with staff employees, media, public and officials. Determine distribution system

## Recovery Phase

1. Incident Investigation determined by incident type.
  - a. Secure area, do not move anything, until scene is released from investigation.
  - b. Law Enforcement will determine what type of investigation is needed.
  - c. Fair Director will determine internal investigation needs.
2. Incident Accident Notification
  - a. Notification of Family if needed. (Law Enforcement)
  - b. MN OSHA Reporting Requirements (Worksite)
    - i. A death must be reported to MN OSHA (Within 8 HRs).
    - ii. Report 3 or more workers injured and sent to the hospital
    - iii. Amputation 30 days to MN OSHA
    - iv. MN OSHA 651-284-5050 (Business Hours)
    - v. 800-321-6742 (After Hours and Weekends)
  - c. Fair Insurance Provider Notification
    - i. Jensen Insurance Trevor Jensen                      507-456-8166
3. Site Clean-Up
  - a. Ensure scene is safe to enter
  - b. Fair Staff will implement site cleanup as needed
  - c. Equipment Inspection & Repair if needed
  - d. Safety Inspection as needed.
  - e. Re-open (Fair Manager)

## Security Alerts

1. Initiated by General Incident Procedures- On-site Situation Emergency Analysis
2. Incident Action Plan calls for:
  - a. Elevated level of Fair Ground Security.
    - i. Serious Crime has been committed
    - ii. Missing Child / Abducted Child
  - b. Local Law Enforcement Notification
3. Security alerts the following team (in this order):
  - a. Scott Kozelka, Steele County Free Fair Manager
  - b. Dan Deml, Steele County Free Fair President
  - c. Lon Thiele, Sheriff / Security Director



- d. Rick Ellingson, Steele County Free Fair Safety Coordinator
- 4. If necessary, security is dispatched to key locations/entrance/exits.
  - a. They call for appropriate Sheriff's Office back up.
- 5. Determine if other staff should be contacted/on-site.
- 6. Alert security to route all media. (Fair Office)
  - a. Provide a simple statement to security and appropriate departments on procedures for responding to any incident inquiries.
- 7. Team meets at Steele County Free Fair office.
- 8. Team develops strategy to respond and key messages.

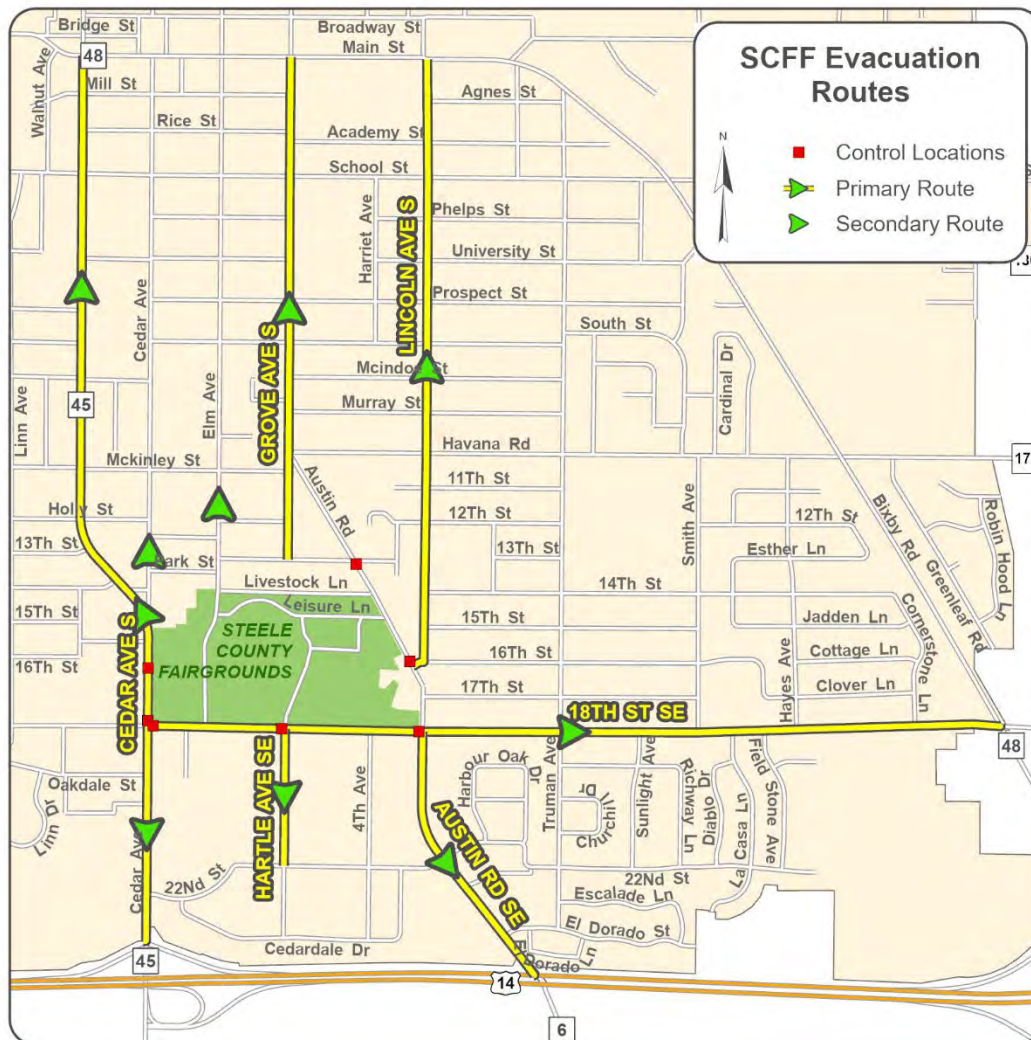
## Evacuation of Fair Grounds

1. Initiated by General Incident Procedures- "On-site Situation Emergency Analysis"
2. Incident Action Plan calls for Evacuation of Fair Grounds:
3. Emergency Notification
  - a. For the safety of all participants Evacuation of the Fairgrounds is necessary.
    - i. Severe Thunderstorm Warning (Fair PA system)
      1. The National Weather Service has issued a Severe Thunderstorm Warning for Steele County. Severe Weather is expected within the area in the next xxx minutes. The National Weather service considers a thunderstorm to be severe if it produces hail 1 inch or larger, wind \_\_ mph or stronger, or tornadoes. For your safety the Steele County Fair is providing you sufficient warning so you will have time to leave the Fairgrounds safely to seek shelter.
    - ii. Tornado Warning (Fair PA System)
      1. The National Weather Service has issued a Tornado Warning for Steele County which includes the Steele County Fair Grounds. A tornado has been spotted on the ground or is indicated by radar in the area. For your safety evacuate the fairgrounds immediately to a shelter area!
    - i. Public Safety Emergency (Fair PA System)
      1. Public Safety Officials have requested the Steele County Fairgrounds be evacuated immediately. For your safety, please leave the Fairgrounds immediately.

# Steele County Free Fair Guidelines for Evacuation of Fairgrounds

## 2. Evacuation Plan - Traffic Control and Pedestrian Crossing

- A. Emergency Notification for fairgrounds evacuation
  - a) Severe Thunderstorm Warning
  - b) Tornado Warning
  - c) Public Safety Emergency
- B. Evacuation Plan
  - a) Direct all traffic away from the fairgrounds (Green Arrows)
    - i) Exit roadways to the north—S. Oak Ave., S. Cedar Ave., S. Elm Ave., S. Grove Ave., and S. Lincoln Ave
    - ii) Exit roadways to the east—18<sup>th</sup> St. S.E.
    - iii) Exit roadways to the south—S. Cedar Ave.
  - b) Traffic control points manned by uniformed officer (Res Squares)
    - i) S. Cedar Ave./18<sup>th</sup> St. S.E. (2 officers), 18<sup>th</sup> St. S.E./Hartle Ave., 18<sup>th</sup> St. S.E./Austin Rd., Austin Rd./16<sup>th</sup> St. S.E., Austin Rd./Park St., S. Cedar Ave./Coolidge St.



## Standard Operating Guidelines:

### Accident with Death

Incident occurs.

Witness calls 911 if Emergency Response is needed.

#### **Response Phase**

1. First Responders Dispatched to the Scene
2. Dispatch Fair Security (On Site - Law Enforcement)
3. Security calls Steele County Free Fair Manager via phone or radio.
4. Emergency Responders follow normal standard operating procedures.
  - a. Perform Incident Size-up
  - b. Secure Scene, implement safety procedures, secure inner perimeter for investigation.
  - c. Establish Command (Unified) (Law Enforcement, EMS, Fire, Fair Director).
  - d. Establish a Command Post location (Staging).
  - e. Create an Incident Action Plan
  - f. Create an Incident Communications Plan.
  - g. Notify County Coroner through dispatch.

#### **Recovery Phase (Follow General Procedures)**

1. Incident Accident Notification and Investigation (Law Enforcement)
2. The Manager determines next steps based on information from security and witness.
3. Follow General Plan
4. After the investigation is completed and the scene is released clean the accident site.
5. Safety Inspection
6. Fair Director will determine when to re-open area.

#### **PRESS RELEASE TEMPLATE: ACCIDENT RESULTING IN DEATH**

(Clear with Sheriff before release)

#### **SAMPLE STATEMENT ACCIDENT RESULTING IN DEATH**

At approximately XX:XX today, a woman/man/child (DESCRIBE WHAT HAPPENED) at the Steele County Free Fair in Owatonna . Emergency units were called and paramedics took them to XX hospital where they was pronounced dead. The victim has not yet been released pending notification of relatives. It is not clear yet how the incident occurred. The Steele County Sheriff's Office is investigating this incident. The Law Enforcement and Fair Officials have thoroughly investigated the area and found it to be safe.

## Accident/Incident General Procedures

Incident occurs.

Witness calls 911 if Emergency Response is needed.

### **Response Phase**

1. First Responders Dispatched to the Scene
2. Dispatch Fair Security (On Site - Law Enforcement)
3. Security calls Steele County Free Fair Manager via phone or radio.
4. Emergency Responders follow normal standard operating procedures.
  - a. Perform Incident Size-up, scene stabilization
  - b. Request Mutual Aid if needed.
  - c. Activate Mass Casualty Plan if over 3 critical injured patients. (Mayo Clinic Ambulance)
  - d. Establish Command (Unified) (Law Enforcement, EMS, Fire, Fair Director).
  - e. Establish a Command Post location (Staging).
  - f. Create an Incident Action Plan
    - i. Establish Scene Safety procedures
    - ii. Set up Triage & Transport area if needed
    - iii. Secure Emergency Vehicle Route to and from accident site
    - iv. Secure Scene for investigation
    - v. Create an Incident Communications Plan

### **Recovery Phase**

1. Follow Incident General Procedures
2. Incident Accident Notification and Investigation
3. The Manager determines next steps based on information from security and witness.
4. Steele County Free Fair management:
  - a. Conduct Emergency Situation Analysis.
  - b. Write down facts (see attached security report).
  - c. Determine fact-update schedule.
  - d. After the investigation is completed and the scene is released, clean the accident site.

PRESS RELEASE TEMPLATE: ACCIDENT RESULTING IN INJURIES  
(Clear with Sheriff before release)

## SAMPLE STATEMENT ACCIDENT RESULTING IN INJURIES

At approximately XX:XX today, XXX people were injured (DESCRIBE WHAT HAPPENED) at the Steele County Free Fair in Owatonna . Emergency units were called and paramedics took the injured to XX hospital where they were treated for the following type of injuries. It is not clear yet how the incident occurred. The Steele County Sheriff’s Office is investigating this incident. The Law Enforcement and Fair Officials have thoroughly investigated the area and found it to be safe.

### Active Shooter / Weapon

Incident occurs.

When an active shooter is in a Steele County Fair the following actions should be taken:

Immediate Actions:

Steele County Fair Staff

1. Call 911 and provide active shooter information to dispatcher.

Provide as much information as possible.

- a. What is occurring “Active shooting at Steele County Fair location”.
- b. Location of the building and inside the building.
- c. Number of injured.
- d. Provide any information about the shooter(s) for law enforcement. Location, identity and detailed description of individual(s).
- e. Location and description of weapon(s).
- f. Fair Staff should assess the situation for individual safety and instruct fair participants in their area to move to a safe location, reassess the situation, and if in danger, move again if necessary.
- g. If evacuation is the safest option, instruct event participants to evacuate the fairgrounds to a safe offsite evacuation on the Fair PA system. Fair officials should weigh the available information and weigh the risk of each action for individual and participant safety.  
Provide information regarding known unsafe areas.
- h. Implement lock down procedures when staff and participants are in safe locations.
- i. If outside, stay as low to the ground as possible, and find any kind of cover.
- j. Implement a Staff Emergency Notification plan. (Provide direction)
- k. Help event participants by providing directions to safe shelter in an offsite evacuation area.

- l. Care for the injured if it is safe to do so, until emergency responders arrive.
- m. Do not add to the victim list by exposing self to danger.

## Response Phase

### 1. 911Center Dispatcher

- a. Dispatch available law enforcement units only to scene immediately “Active shooter at the Steele County Fair at location if known”.
- b. Designate emergency radio communication only
- c. Attain critical intelligence information from reporting parties and relay to Law Enforcement.
- d. Update Law Enforcement with status reports on pertinent information about shooter(s).
- e. Notification of the SWAT Team Commander.
- f. Dispatch Alert for other First Responders to “Stage and Standby – Active shooter at Steele County Fair location”.
  - i. Ambulance
  - ii. Fire
  - iii. Notification of mutual aid law enforcement
  - iv. Activate Emergency Operations Center emergency notification list.
  - v. Analyze calls that may be diversionary.

### 2. Law Enforcement

First officer on scene.

- a. Assess the situation
- b. Status report to dispatch "This is what we have, where problem is, this is what I'm doing".
- c. Establish the inner perimeter (Hot Zone).
- d. Active Scene - engage shooter(s) if active shooting in progress.
- e. Attempt to rescue and evacuate victims to a safe shelter area.
- f. Non-active scene - Designate entry point and standby for backup.
- g. Establish “Working Command” of scene.

Responding Law Enforcement officers:

- a. When officers arrive at the scene, engage the shooter.
- b. Follow local tactical standard operating procedure.
- c. EMS and Fire will pre-stage offsite and wait for orders. “Unsafe Scene”

- d. Complete a primary and secondary search for perpetrator(s), weapons and secondary devices.
  - e. When the scene is declared safe, request EMS and Fire to be dispatched to scene.
  - f. Provide EMS and Fire with best access point to victims.
  - g. Secure Crime Scene.
  - h. Establish on-scene Incident Command.
  - i. Establish a command post location.
  - j. Develop and communicate an Incident Action Plan using the incident command system.
  - k. Use ABCD, common terminology for building sides.
  - l. Establish perimeter security.
  - m. Establish and maintain scene security using the ID Badge system for secured areas.
3. Emergency Medical Service
- a. Stage and standby resources at Fire Station.
  - b. Activate Mass Casualty Plan.
  - c. Notify local hospital and air ambulance to stage personnel and standby.
  - d. Dispatch mutual aid ambulances to stage and standby at designated location.
  - e. Have hospital notify area trauma centers to standby.
  - f. Designate a Triage Team Leader to coordinate triage at scene.
  - g. Triage tape or treatment tags will be carried on all Command Units, ALS and BLS Units.  
Triage tape should be used in the following incidents:
    - When there are five or more injured at a scene.
    - Anytime there are three or more seriously injured people.
  - h. Report number of victims to the incident commander and hospital.
  - i. Firefighters will assist with EMS as needed.
4. Fire Department Personnel
- a. Provide Fair Pre-plan information to law enforcement when requested.
  - b. Stage Personnel for treatment and transport of victims at scene until requested at scene.
  - c. Provide Mass Casualty Trailer and supplies to the scene.
  - d. Evacuate victims out of hazard areas if equipped and trained for the hazard.
  - e. Assist with triage, treatment and transport when needed.
  - f. Assist with initial on scene care of victims, to level of EMS training.
  - g. Support and assist emergency medical service staff.
  - h. Provide support for law enforcement as needed.

- i. Fire Suppression and Rescue if needed.
5. When safe Emergency Responders follow normal standard operating procedures.
    - a. Perform Incident Size-up
    - b. Request Mutual Aid if needed.
    - c. Activate Mass Casualty Plan if over 3 critical injured patients. (Mayo Clinic Ambulance)
    - d. Establish Command (Unified) (Law Enforcement, EMS, Fire, Fair Director).
    - e. Establish a Command Post location (Staging).
    - f. Create an Incident Action Plan
      - i. Establish Scene Safety procedures
      - ii. Set up Triage & Transport area if needed.
      - iii. Secure Emergency Vehicle Route to and from accident site.
      - iv. Secure Scene for investigation.
      - v. Create an Incident Communications Plan.

#### Recovery Phase

1. Follow Incident General Procedures
2. When safe hold any event participants or staff with information about the incident for law enforcement questioning.
3. Develop a plan to return event participants to the fairgrounds area or their vehicles when it is safe to do so.
4. Incident Accident Notification and Investigation
5. The Manager determines next steps based on information from security and witness.
6. Steele County Free Fair management:
  - a. Conduct Emergency Situation Analysis.
  - b. Write down facts (see attached security report).
  - c. Determine fact-update schedule.
  - d. After the investigation is completed and the scene is released, clean the site.

#### Animal Hazard on Fairgrounds

Incident occurs.

Witness calls 911 if Emergency Response is needed.

#### Response Phase



1. Rescue and capture of animals that have escaped confinement
  - a. The owner of the animal should always be contacted first if present and should have a means to bring the animal under control.
  - b. If the owner is not present contact the Fair Director to see if staff can bring the animal under control.
  - c. The Fair Director may contact Law Enforcement to assist with a dangerous animal.
    - i. The animal control officer may be dispatched to the fairgrounds.
    - ii. An area veterinarian may be used to subdue the animal to bring it under control.
    - iii. A conservation officer may be dispatched to assist with wild animals.
2. Evacuation and transportation from the Fair Grounds during a disaster.
  - a. Is the responsibility of the owner of the animal.
3. Sheltering displaced animals.
  - a. If the need arises and the owner cannot be located, temporary sheltering will be coordinated by the Fair Director when needed.
4. Medical care for the sick and injured
  - a. Is the responsibility of the owner.
5. Quarantine of infectious or contaminated animals.
  - a. Coordinated by local veterinarians or the MN Board of Animal Health.
6. Disposal of dead animals
  - a. Is the responsibility of the owner of the animal.
  - b. For Disaster Assistance involving multiple animals call the Minnesota Duty Officer for Additional Resources 1-800-422-0798

## Assault/Sexual Assault

Incident occurs.

Witness calls 911 if Emergency Response is needed.

### **Response Phase**

1. Call 911 to report any assault or sexual assault on the fairgrounds.
2. Notify Law Enforcement onsite if available.
3. Dispatch Emergency Medical Service to care for the victim.
4. Protect the victim until Law Enforcement arrives on scene.
5. Have witnesses remain on scene until Law Enforcement arrives.
6. Law Enforcement will follow normal agency procedures.

7. Law Enforcement will determine if Security Alert should be initiated.

## Bomb Threat/Explosives

Incident occurs.

Witness calls 911 if Emergency Response is needed.

Steele County Fair Staff

1. Call 911 and provide bomb threat information to dispatcher. Provide as much information as possible.
2. Instruct all personnel, especially those at the office telephone switchboard, in what to do if a bomb threat call is received. A calm response to the bomb threat caller could result in obtaining additional information. This is especially true if the caller wishes to avoid injuries or deaths. If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb's location, components, or method of initiation. The bomb threat caller is the best source of information about the bomb.

*When a bomb threat is called in:*

- a. Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
- b. If the caller does not indicate the location of the bomb or the time of possible detonation, ask him/her for this information.
- c. Inform the caller that the building or fairground is occupied, and the detonation of a bomb could result in death or serious injury to many innocent people.
- d. Pay particular attention to background noises, such as motors running, music playing, and any other noise which may give a clue as to the location of the caller.
- e. Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments. Immediately after the caller hangs up, report the threat to the person designated by management to receive such information.
- f. Report the information immediately to the Law Enforcement and other appropriate agencies. The sequence of notification should be established in the bomb incident plan.
- g. Remain available, as law enforcement personnel will want to interview you.

*When a bomb threat is a written message:*

When a written threat is received, save all materials, including any envelope or container. Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting or typewriting, paper, and postal marks. These will prove essential in tracing the threat and identifying the writer.

While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.

### Response Phase

#### General Procedures:

When a bomb threat is received at the Steele County Fair the following actions should be taken:

#### Immediate Actions:

#### Incident Decision Making:

The most serious of all decisions to be made by Fair staff and Law Enforcement in the event of a bomb threat is whether to evacuate the area.

Essentially, there are three alternatives when faced with a bomb threat:

1. Ignore the threat.

Ignoring the threat completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees or fair participants learn that bomb threats have been received and ignored, it could result in morale problems and have a long term adverse effect on the fair. Also, there is the possibility that if the bomb threat caller feels that he/she is being ignored, he/she may go beyond the threat and actually plant a bomb.

2. Evacuate immediately.

Evacuating immediately on every bomb threat is an alternative that on face value appears to be the preferred approach. However, the negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on the fair business. If the bomb threat caller knows that the policy is to evacuate each time a call is made, he/she can continually call and force the fair to a standstill. An employee, knowing that the policy is to evacuate immediately, may make a threat in order to get out of work. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

### 3. Search and evacuate if warranted.

Initiating a search after a threat is received and evacuating the fairgrounds or a specific building after a suspicious package or device is found is the third, and perhaps most desired, approach. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time avoiding the potential danger areas of the bomb.

The fair staff should be trained in how to assist Law Enforcement in evacuating a specific building or area during a bomb threat. They may also be trained to assist Law Enforcement with search techniques for suspicious packages or a device. To be proficient in searching a building or area, search personnel must be thoroughly familiar with all hallways, rest rooms, false ceiling areas, and every location in the building where an explosive or incendiary device may be concealed. The evacuation or search unit should be trained only in evacuation and search techniques and not in the techniques of neutralizing, removing or otherwise having contact with the device. If a device is located, it should not be disturbed. However, its location should be well marked and a route back to the device noted.

### Suspicious Object Located

It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should anyone move, jar or touch a suspicious object or anything attached to it. The removal or disarming of a bomb must be left to the professionals in explosive ordinance disposal. When a suspicious object is discovered, the following procedures are recommended:

1. Report the location and an accurate description of the object to Law Enforcement.
2. These officers should be met and escorted to the scene.
3. Identify the danger area and block it off with a clear zone of at least 300 feet, including floors below and above the object.
4. Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
5. Evacuate the building or area.
6. Do not permit reentry into the building until the device has been removed or disarmed.
7. Have a contingency plan available if a bomb should go off.

## SAMPLE STATEMENT BOMB THREAT/EXPLOSIVES

1. At approximately XX:XX today, the Steele County Free Fair officials received a call warning that an explosive had been placed in the Fair area. The Steele County Sheriff's Office immediately dispatched a bomb squad unit that conducted a thorough and complete search of Steele County Free Fair. Nothing was found and the Steele County Sheriff's Office have verified that there is NO explosive device on the premises. As a result, Fair retailers (opened XX minutes later than usual) (evacuated all Fair-goers, volunteers and artists and is now re-open).
  
2. At approximately XX:XX today, a \_\_\_\_\_ bomb went off in the XX block of the Fair grounds. There were no injuries or deaths. The following areas were damaged (list). The extent of the damage still under investigation and dollar amounts are still being estimated. The Steele County Sheriff's Office immediately dispatched a bomb squad unit that conducted a thorough and complete search of the Fair area. Nothing else was found and the Sheriff's Office have verified that there are NO other explosive devices on the premises. As a result, Fair retailers (opened XX minutes later than usual) (evacuated all Fair-goers, volunteers and artists and is now re-open) (will be closed for the remainder of the day and will reopen tomorrow at TIME)(will not continue).
  
3. At approximately XX:XX today, a \_\_\_\_\_ bomb went off in the XX block of the Fair grounds. There were (XX) people injured and (XX) people are dead. Survivors were taken directly to XX hospital. Families of all victims are being notified. The Steele County Sheriff's Office immediately dispatched a bomb squad unit that conducted a thorough and complete search of the Fair area. Nothing else was found and the Steele County Sheriff's Office have verified that there are NO other explosive devices on the premises. As a result, Fair retailers (opened XX minutes later than usual) (evacuated all Fair-goers, volunteers and artists and is now re-open)(will be closed for the remainder of the day and will reopen tomorrow at TIME)(will not continue). The following areas were damaged: (list).

## Civil Disturbance

Incident occurs.

Witness calls 911 if Emergency Response is needed.

Situation Analysis Conducted by Steele County Free Fair management

### 1. Determine

- a. Who is the protest group?
- b. Name of group
- c. Group leader name
- d. What time is it planned (if known)?
- e. Where (if known)?
- f. Inside/Outside?
- g. How many people?
- h. Type of protest – violent/non-violent
- i. Is the protest under control?

- j. Is this legal in the confines of the Fair?
  - k. What steps can be taken to ensure this does not interfere with the fair?
2. Notify Law Enforcement
  3. Consult with the Sheriff to develop an Incident Action Plan

**SAMPLE STATEMENT CIVIL DISTRUBANCE**

At approximately XX:XX today, a protest/demonstration occurred in the XX area of Fair. By XX:XX it had ended after approximately XX minutes. The protest/demonstration group (NAME), protesting/demonstrating for/against (CAUSE). This was a peaceful protest, no one injured, and no property was damaged.

**SAMPLE STATEMENT SEVERE STORMS**

At approximately XX:XX today, Fair officials learned of severe weather heading to the Fair area. Fair officials notified vendors and Fair-goers of the situation and appropriate safety measures were taken.

1. After the storm, the damages to the fairground were assessed. There is no damage or injuries. As a result, the Fair will continue through Sunday, August 9 at 7:30 p.m.
2. After the storm, the damages to the Fairgrounds were assessed. There were no injuries to any artists, vendors or Fair-goers. However, (winds, trees, etc) damaged the following areas.(list areas damaged). The extent of the damage is still being assessed and dollar amounts are being estimated. The Steele County Sheriff’s Office and Fair security teams are on-site throughout the Fair. As a result, the Fair (opened XX minutes later than usual) (evacuated all Fair-goers, volunteers and artists and is now re-open)(will be closed for the remainder of the day and will reopen tomorrow at TIME)(will not continue).

**Fire**

Incident occurs.

Witness calls 911 if Emergency Response is needed.

1. Determine
  - a. Where?
  - b. Inside/Outside?
  - c. Pinpoint location of fire?
  - d. Is the fire under control?
2. For Small Fires Use a Fire Extinguisher.
3. Clear the area so fire apparatus can gain access to:
  - a. The Structure that is on fire
  - b. Water Supply (Fire Hydrants)

**SAMPLE STATEMENT FIRE**

At approximately XX:XX today, a fire broke out in the XX area of Fair. By XX:XX it had been completely contained, approximately XX minutes after the first alarm sounded. Adjacent areas were evacuated immediately. The evacuation involved approximately XX people. No one was injured in the fire. The extent of damage is not known. The cause of the fire is under investigation. While the Fair area is open, the XX area will remain closed.

## ACCIDENT WITH INJURY/MEDICAL

Incident occurs.

Witness calls 911 if Emergency Response is needed.

1. Notify First Responders on site for First Aid
  - a. Wear proper personal protective equipment if giving first aid. (Gloves).
  - b. Bring defibrillator to area if victim is unconscious.
2. Clear area so ambulance can get to victim.
3. Keep path open for ambulance to leave the area.

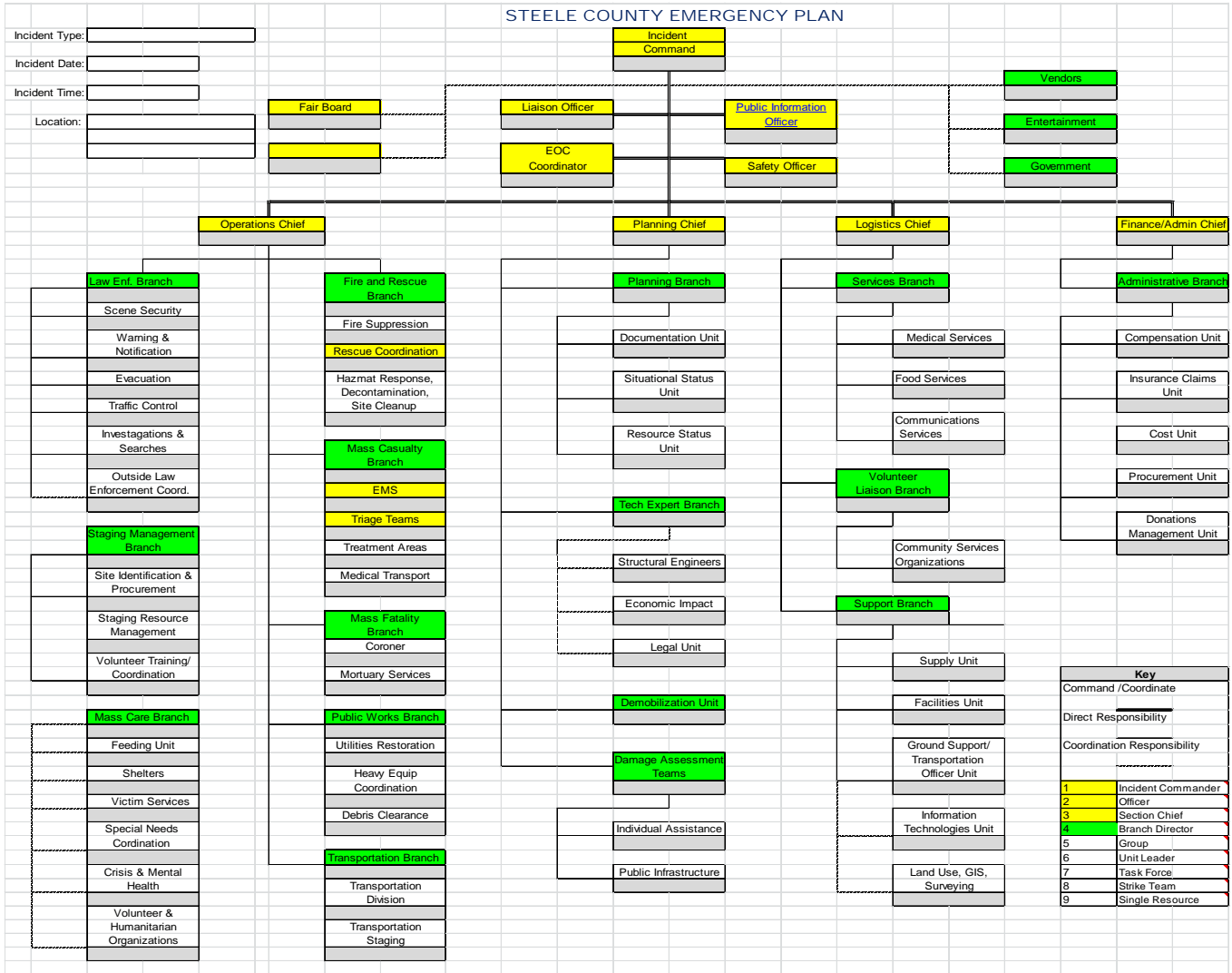
### DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Where in the Fair did this happen?
6. How many people were hurt?
7. How seriously?
8. Were they taken to the hospital?
9. Which one?
10. When?
11. Was anyone killed? (see accident with death)
12. How did this happen?
13. Have names been releases?
14. Were these Fair-goers? Staff? Merchants?
15. What is the condition of the victim(s)?
16. How soon were Steele County Free Fair and emergency personnel notified?
17. Have victim(s) families been notified?
18. Is this the first such incident at the Fair?

### SAMPLE STATEMENT ACCIDENT WITH INJURY

At approximately XX:XX today, a (man/woman/child) was injured at the Fair. The Fair security force immediately notified First Responders and was taken directly to XX hospital by ambulance. The extent of the injuries is unknown at this time. The reason they (XX) is unclear, but it is being investigated.

# Incident Command Structure





### INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

<b>1. Incident Name:</b>	<b>2. Date/Time Prepared:</b> Date: _____ Time: _____	<b>3. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____
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**4. Basic Radio Channel Use:**

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

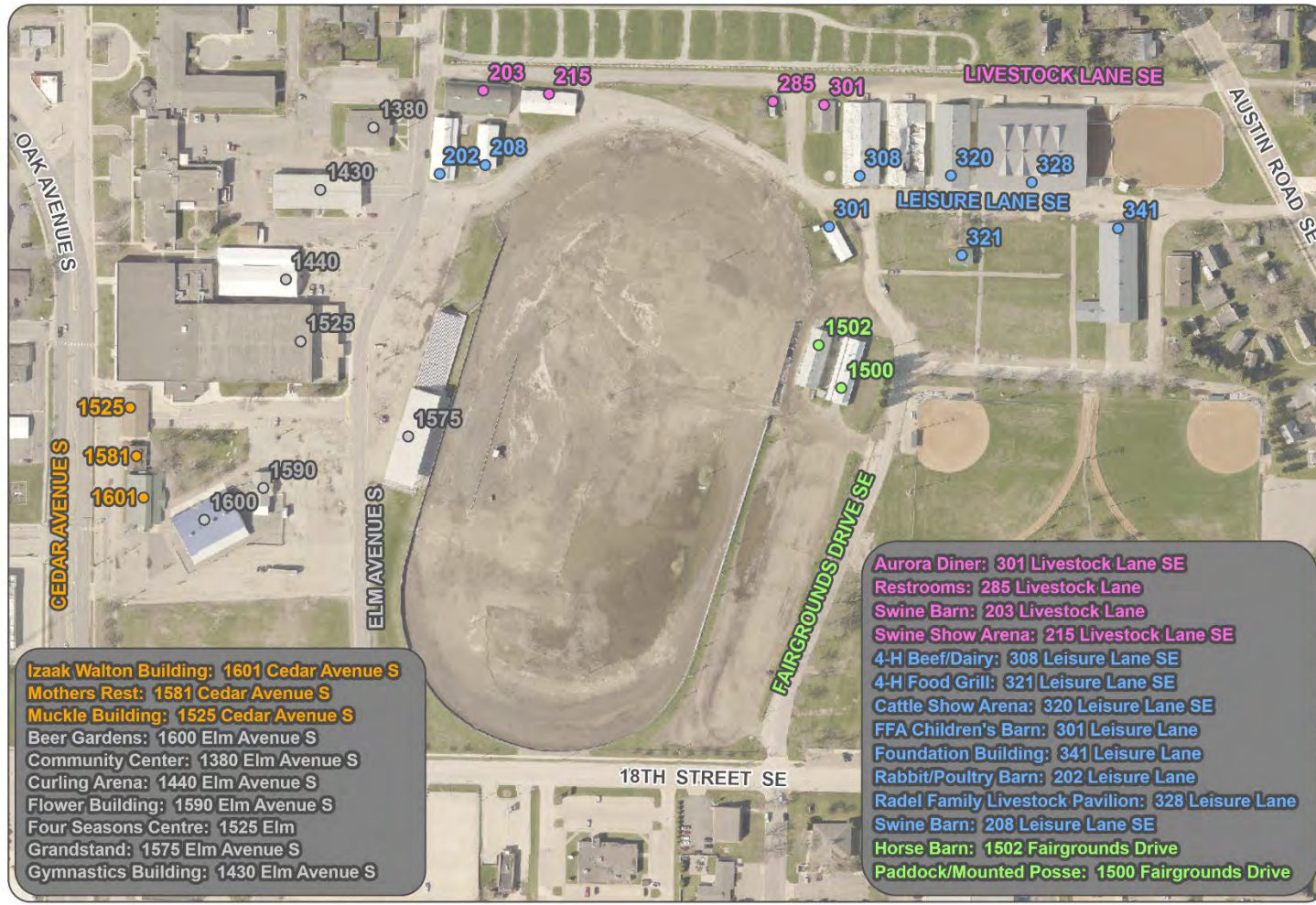
**5. Special Instructions:**

**6. Prepared by** (Communications Unit Leader): Name: \_\_\_\_\_ Signature: \_\_\_\_\_



# Steele County Fair Grounds Maps

## Building Numbers

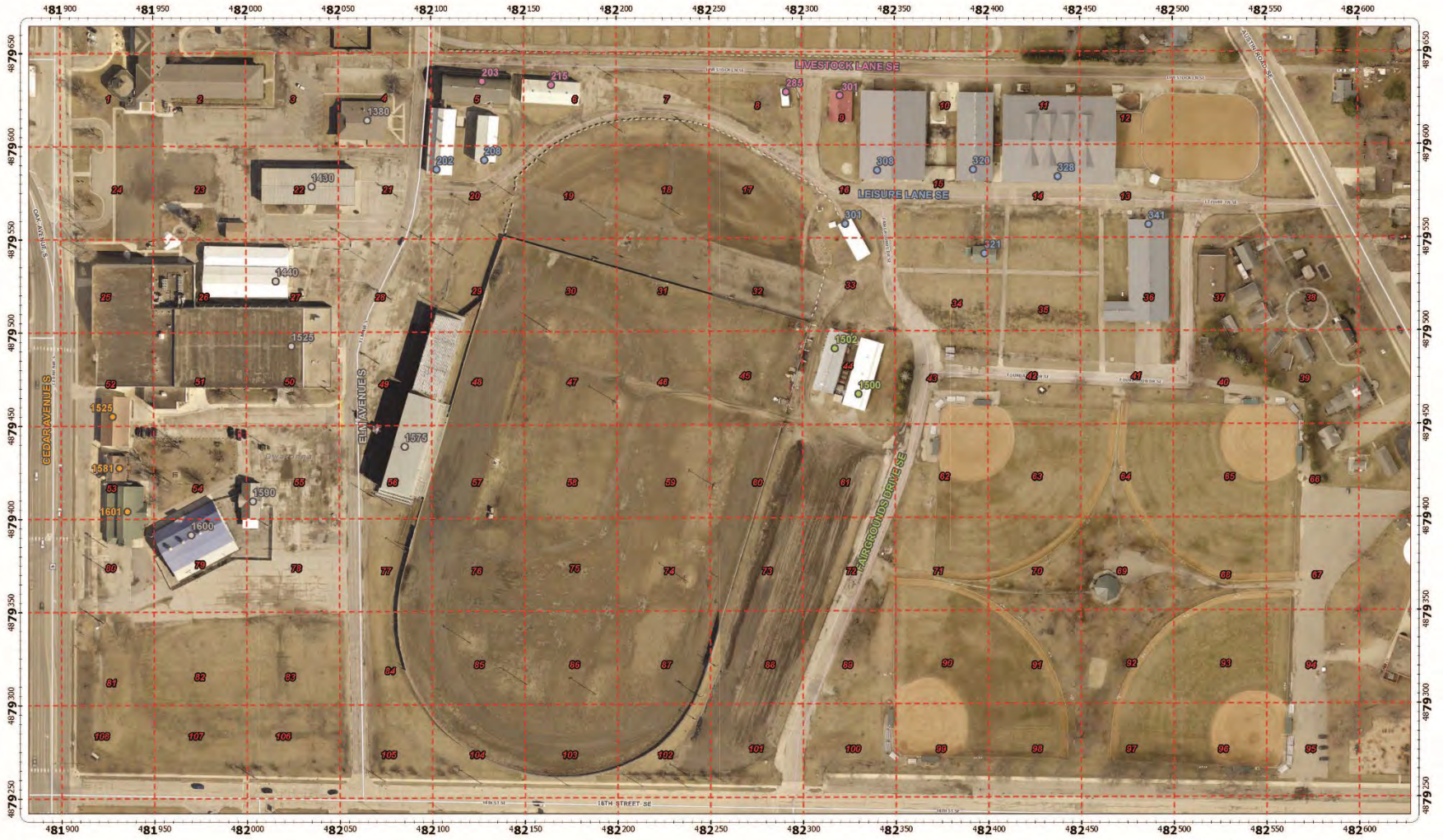


**Izaak Walton Building: 1601 Cedar Avenue S**  
**Mothers Rest: 1581 Cedar Avenue S**  
**Muckle Building: 1525 Cedar Avenue S**  
 Beer Gardens: 1600 Elm Avenue S  
 Community Center: 1380 Elm Avenue S  
 Curling Arena: 1440 Elm Avenue S  
 Flower Building: 1590 Elm Avenue S  
 Four Seasons Centre: 1525 Elm  
 Grandstand: 1575 Elm Avenue S  
 Gymnastics Building: 1430 Elm Avenue S

**Aurora Diner: 301 Livestock Lane SE**  
**Restrooms: 285 Livestock Lane**  
**Swine Barn: 203 Livestock Lane**  
**Swine Show Arena: 215 Livestock Lane SE**  
 4-H Beef/Dairy: 308 Leisure Lane SE  
 4-H Food Grill: 321 Leisure Lane SE  
 Cattle Show Arena: 320 Leisure Lane SE  
 FFA Children's Barn: 301 Leisure Lane  
 Foundation Building: 341 Leisure Lane  
 Rabbit/Poultry Barn: 202 Leisure Lane  
 Radel Family Livestock Pavilion: 328 Leisure Lane  
 Swine Barn: 208 Leisure Lane SE  
**Horse Barn: 1502 Fairgrounds Drive**  
**Paddock/Mounted Posse: 1500 Fairgrounds Drive**

	Address Points (ADP)	Fairgrounds Dr SE ADP Leisure Ln SE ADP Livestock Ln SE ADP	<b>Steele County Fairgrounds</b> <i>Building Addresses</i>	0    150    300 Feet	 <small>7/29/2021</small>
	Cedar Ave S ADP Elm Ave S ADP	Aerial Imagery: Spring 2019			



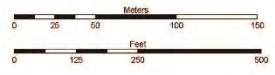


US National Grid  
 Grid Zone Designation  
**15T**  
 100,000-m Square ID  
**VJ**

# Steele County Free Fair

US National Grid - 50m

2022 Spring Imagery



Reading UTM Grid Coordinates

- Coordinates are always given as an even number of digits (e.g. 15T VJ 820200)
- Separate coordinates in half (8202 0200) and the leading and trailing zeros
- Read right to grid line 82. Then measure half another 200 meters (27.5 x 10)
- Read up to grid line VJ. Then measure up another 200 meters (20 x 10)

Reference center by 15T VJ 8202  
 UTM Grid Coordinates 15T VJ 820200



Steele Geospatial 07/16/2022



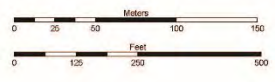


US National Grid  
 Grid Zone Designation  
**15T**  
 100,000-m Square ID  
**VJ**

# Steele County Free Fair

US National Grid - 50m

2022 drone imagery



Reading UTM Grid Coordinates

- Coordinates are always given as an even number of digits (e.g. 15T VJ 82076520)
- Separate coordinates in half (8207 6520)
- 200 for the easting and northing components
- Read right to grid line E, then measure left another 200 meters (E2, N200)
- Read up to grid line N, then measure left another 200 meters (E2, N100)

Reference corner for 15T VJ 8207  
 UTM Grid Coordinate 15T VJ 82076520



Steele Geocpatial 6/16/2022



# Heat-related Illness Signs

## HEAT-RELATED ILLNESSES

### WHAT TO LOOK FOR

### WHAT TO DO

#### HEAT STROKE

- High body temperature (103°F or higher)
  - Hot, red, dry, or damp skin
  - Fast, strong pulse
  - Headache
  - Dizziness
  - Nausea
  - Confusion
  - Losing consciousness (passing out)
- Call 911 right away-heat stroke is a medical emergency
  - Move the person to a cooler place
  - Help lower the person's temperature with cool cloths or a cool bath
  - Do not give the person anything to drink

#### HEAT EXHAUSTION

- Heavy sweating
  - Cold, pale, and clammy skin
  - Fast, weak pulse
  - Nausea or vomiting
  - Muscle cramps
  - Tiredness or weakness
  - Dizziness
  - Headache
  - Fainting (passing out)
- Move to a cool place
  - Loosen your clothes
  - Put cool, wet cloths on your body or take a cool bath
  - Sip water
- Get medical help right away if:**
- You are throwing up
  - Your symptoms get worse
  - Your symptoms last longer than 1 hour

#### HEAT CRAMPS

- Heavy sweating during intense exercise
  - Muscle pain or spasms
- Stop physical activity and move to a cool place
  - Drink water or a sports drink
  - Wait for cramps to go away before you do any more physical activity
- Get medical help right away if:**
- Cramps last longer than 1 hour
  - You're on a low-sodium diet
  - You have heart problems

#### SUNBURN

- Painful, red, and warm skin
  - Blisters on the skin
- Stay out of the sun until your sunburn heals
  - Put cool cloths on sunburned areas or take a cool bath
  - Put moisturizing lotion on sunburned areas
  - Do not break blisters

#### HEAT RASH

- Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)
- Stay in a cool, dry place
  - Keep the rash dry
  - Use powder (like baby powder) to soothe the rash

