

WESTERN WASHINGTON FAIR

Puyallup, Washington

EMERGENCY MANAGEMENT

MANUAL

2001 Revision

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WESTERN WASHINGTON FAIR
EMERGENCY MANAGEMENT MANUAL

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PINK SECTION

GUIDE TO EMERGENCY ACTION PROCEDURES

Emergency Action First Steps

- IF YOU SEE OR HEAR AN EMERGENCY INCIDENT, CALL THE FAIR COM CENTER FOR IMMEDIATE ASSISTANCE.
- IF YOU HAVE A RADIO, USE CHANNEL #1.
- IF YOU HAVE A TELEPHONE, DIAL 5050.
- IF COM CENTER IS NOT ACTIVE, DIAL SWITCHBOARD 0
say
"COM CENTER, COM CENTER
THIS IS (YOUR NAME)
I HAVE AN EMERGENCY."

Wait for an acknowledgement ----- Then say

"THIS IS (YOUR NAME AND TITLE)
THERE IS A (POLICE, FIRE, MEDICAL, MACHINERY,
MIDWAY RIDE, ETC.) TYPE EMERGENCY.
THE LOCATION IS _____.
PLEASE SEND HELP."

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.

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!**

A. TELEPHONE BOMB THREAT

1. If you receive a telephone bomb threat:
 - a. The operator or employee should handle the call on a priority one basis.
 - b. Note the time.
 - c. 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.
 - d. 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.
 - e. Record the message on the bomb threat form, using the exact words if possible.
 - f. 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.
 - g. 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 Fair COM Center Phone 5050; Do not use radio.
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.

B. INJURIES/ACCIDENTS

1. Stop and appraise the situation.
2. **Immediately phone the Fair Com Center at 5050 or Radio Channel #1.** State how many persons 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, 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 and 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 or 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 photographer arrives.
8. Complete and return an accident report form to the First Aid Station.

C. 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 Fair Com Center, phone 5050 or Radio Channel #1.** 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.
- D. Crimes not in progress are not an emergency situation and fall under other Fair Association guidelines.

E. If in doubt Call Fair Com Center, phone 5050.

4. VERBAL THREATS

- A. **Report all threats against you or the Fair immediately to the Fair Com Center, phone 5050 or Radio Channel #1.**
- B. Under no circumstances are Fair representatives to challenge, answer back or to otherwise further provoke the person making the violent threats.

5. ROBBERY

- A. Do not attempt to resist any robbery attempt. Only converse with suspect when spoken to. Do not alert anyone in the immediate area that an armed robbery is in progress.

B. Contact Fair COM Center immediately, phone 5050 or Radio Channel #1.

C. Observe direction of escape.

D. 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.

E. Stay in the area.

F. Do not disturb anything in this area.

G. Do not discuss details with anyone except persons directly involved in investigation.

H. Remain on site until released by proper authority.

6. DEMONSTRATIONS

A. Alert Fair Com Center immediately, phone 5050 or Radio Channel #1.

B. Do not attempt to break up a demonstration. The Police will handle the situation.

The Western Washington Fairgrounds are private property and prior permission is needed for demonstrations. The Police will explain this.

7. VIOLENCE

A. All acts of violence or other civil disorder should be immediately reported to Fair Com Center, phone 5050 or Radio Channel #1. 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.

8. HOSTAGE SITUATION

- A. Hostage Situation: The taking of a person/persons by force or intimidation to be held as a pledge that certain conditions will be fulfilled. These situations often involve armed suspects.
- B. Primary Concern: The safety of all persons is our primary concern. **Call Fair Police at phone 5050 or Radio Channel #1** 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.

C. During takeover:

1. Make no attempt to apprehend hostage takers or deter their escape.
2. Turn radio down to eliminate suspect's ability to become aware of our assessment situation.
3. Avoid confrontation with suspect.
4. Prepare to escort law enforcement agencies to scene.
5. Remain calm. Do not resist.
6. Speak to subject(s) only if spoken to.
7. Observe subject(s) and hostages carefully for later identification.
8. Do not alert anyone in the area to situation. Doing so could prompt spontaneous reactions that result in harm.

D. After takeover:

1. Stay in general area and remain calm.
2. Alert Fair Police to details.
3. Observe direction of escape and number of people leaving.
4. Do not disturb crime scene.
5. Do not discuss with anyone except law enforcement officials or management.

9. BARRICADED PERSONS/SNIPER/GANG FIGHT

A. Personnel in the area shall:

1. Take cover; Guard from personal injury.
2. Keep calm; Do not escalate the situation.

B. Alert Fair Com Center immediately by phone 5050 or Radio Channel #1.

C. Instruct others in the danger area to move calmly to a safe location or to take cover.

D. If possible, inform arriving Fair Police of the exact situation before they enter the danger area.

10. FIRE

A. Do not panic - most fires at the Fair are small and they can be extinguished quickly.

B. Sound alarm:

1. By calm voice for people in the immediate vicinity.
2. By alarm box - if area is equipped with one.

C. Alert Fair Com Center, phone 5050 or Radio Channel #1.

D. Fight the fire - if equipment is available - while waiting for

the Fire Department to arrive. Fire fighting equipment is simple to operate - an inspection of the equipment before Fair time will familiarize you with its operation.

- E. Direct Fire Department to fire.
- F. Help clear crowds from immediate area.
- G. The decision to clear a building is a decision that will be made by the Fire Department and the Fair Manager.

11. LARGE SCALE DISASTER

- A. 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.
- B. If you are at the scene, **report basic information to the Com Center by phone 5050 or Radio Channel #1.**
- C. Set an example by remaining calm. Help clear crowds to a safe area or toward exits.
- D. Assist any injured persons.
- E. Stand by to assist emergency workers, or report to your Department for assignment.

12. CROWD PANIC

- A. Crowds may panic and run because of real or imagined incidents, causing unnecessary injury.
- B. Avoid getting into the crowd or being "run over" by it.
- C. **Notify the Com Center by phone 5050 or Radio Channel #1 of the incident.**
- D. Use a loud but calm voice to direct the crowd to move calmly toward the nearest exit. Use a power megaphone, if available.

13. CONTACT WITH MEDIA

- A. The Fair Manager and the Media Relations Manager will handle all contact with the media.
- B. Refer all media personnel politely but firmly to the authorized staff. **Do not** offer information or respond to questions.

14. MEDIA RELATIONS PROCEDURES

- A. The Public Relations Manager receives emergency call and goes immediately to the scene to gather information.
- B. The Public Relations Administrative Assistant remains in the office and handles all media calls as follows:
 - 1. 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.
 - 2. Our Public Relations Manager is preparing a statement for a press conference at _____ o'clock in the _____.
 - 3. 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.
- C. Public Relations Assistant A goes to the gate to wait for any press.
- D. Public Relations Assistant B stays in the office and assists the Administrative Assistant in handling calls, staying in contact with the Public Relations Manager. 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.
- E. Public Relations Assistant C goes to scene (when the Public Relations Manager approves) and stays with press and informs them of press conference. (They **are not** to release any information.)
- F. As soon as the Public Relations Manager gathers information, P.R. Assistants are alerted to the time and location

of press conference.

G. Public Relations Assistant B prepares press conference room.

H. Public Relations Assistant C confirms press parking area with Parking Office, then posts sign.

15. FAIR STAFF PHONE CALL TO FAMILY MEMBERS PROCEDURE

A. 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.

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

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

Fair Police: General Functions

A. Fair Police have law enforcement and security authority and responsibility within the Fairgrounds under the jurisdiction granted by the Puyallup Police Department. The Fair Police Chief or a designated representative serves as the law enforcement coordinator in the Fair Com Center. The establishment of priorities and coordination between law enforcement units will be effected through the Fair Com Center.

Since Fair Police authority comes from the City of Puyallup Police Department, and all Fair Police officers are commissioned by the Puyallup Police Department, the Puyallup Police Department maintains ultimate jurisdiction over the Fairgrounds and will respond onto the Fairgrounds -- as part of the City of Puyallup -- whenever summoned, or whenever deemed necessary by the Puyallup Police Commander.

County and State support will be requested through the City Com Center, but only after local resources have been expended or deployed. Puyallup City Com assumes operations when outside resources are needed.

B. The Fair Police have responsibilities assigned during each of the four phases of emergency management:

1. Mitigation

- a. Determine vulnerability.
- b. Identify resources.
- c. Continue plans, review, and update.
- d. Identify key and critical facilities.

2. Preparedness

- a. Prepare plans and Standard Operating Guidelines for Police.
- b. Prepare plans for traffic control.
- c. Prepare contingency plans for law enforcement and security operations.
- d. Train primary and support police personnel.
- e. Coordinate with City of Puyallup Police.
- f. Plan for Police Mutual Aid.

3. Response

- a. Maintain law and order.
- b. Coordinate EOC (Emergency Operations Center) operations for Fair Police activities.
- c. Provide security for EOC.
- d. Inspect critical facilities.
- e. Provide security to key facilities.
- f. Conduct bomb searches.
- g. Patrol evacuated areas.
- h. Provide traffic and crowd control.
- i. Control access to restricted areas.
- j. Provide for V.I.P. security.
- k. Maintain records.

4. Recovery

- a. Continue security activities.
- b. Phase down when directed.
- c. Release mutual aid resources.
- d. Assist in damage assessment.

C. Fair Police Administration and Structure

1. Authority

Authority is granted to the Fair Police by the Puyallup Police Department through temporary commissioning during Fair operations.

2. Mutual Aid

The Fair Police are an operating unit of the Puyallup City Police, and City Police resources will be utilized prior to the use of outside mutual aid.

3. Administration

The Department is managed by a Chief of Fair Police. Subordinate to the Chief are a number of supervisors with various assignments. Subordinate to the supervisors are fully commissioned police officers.

The Fair Police Chief is appointed by the Manager of the Fair and is responsible for all of the operations related to the law enforcement functions.

The Assistant Fair Police Chief is appointed by the Fair Police Chief and is responsible for overall operations of the law enforcement functions.

There currently are seven supervisors:

- a. Day Shift Supervisor -- responsible for all of the day shift operations.
- b. Swing Shift Supervisor -- responsible for all of the swing shift operations.
- c. Fairway Supervisor -- responsible for all of the Fairway staff and operations.
- d. Grandstand Supervisor -- responsible for the Grandstand staff and all of the entertainment security.
- e. Banking Supervisor -- responsible for all of the bank staff and security for the banks on the grounds.
- f. Bank Escorts Supervisor -- responsible for the security of all staff providing escorts for bank staff.
- g. Graveyard Supervisor -- responsible for security of the Fairgrounds and Fair staff working through the night.

All Fair Police Officers are fully commissioned Police Officers normally employed by a number of different departments in the geographical area. They are all fully trained to state standards and meet all of the requirements and standards of their individual

departments.

4. Communication Center
Communications will be provided by the Fair Com Center.
5. Security
Fair Police will provide security for the Fair Com Center and all other restricted areas.
6. Reports and Records
Reports and records will be submitted to the Fair Com Center for information and later needs and use.
7. Resources
A complete list of all available resources will be prepared by each operations unit. This listing will be compiled in the Fair Com Center and used as the basis for allocating resources, determining security needs for key facilities, and establishing priorities.
8. Plans
Fair Police will be responsible for developing and maintaining plans that reflect the operational capabilities of the department. All plans will be reviewed at least annually and tested in exercises. Resources will be inventoried at least semi-annually to include personnel, equipment, supplies and other items.

Fair Fire Protection: General Functions

- A. Complete fire protection for the Fairgrounds is provided by the City of Puyallup Fire Department. These services include:
 1. Fire protection planning;
 2. Pre-Fair fire and life safety inspection of the grounds, permanent structures, temporary structures, storage areas, etc.;
 3. Issuance of permits and certificates;
 4. Daily fire and life safety inspections plus compliance reinspections of all areas;
 5. Inspection of all fixed fire protection systems, including hydrants, standpipes, sprinklers, and alarms;
 6. Roving fire patrol in selected areas by a mini-firepumper and crew;
 7. Staffing of the Fair Fire Station by a daytime and evening crew, plus a fire pumper;
 8. Daily review of conditions and any fire related incidents call for operational adjustments;

9. Maintenance of the Fair Fire Station as a designated SAFE PLACE for children;
 10. Fire suppression services;
 11. Hazardous materials incident response;
 12. Rescue services;
 13. Emergency medical response.
- B. Additional fire suppression, rescue, and emergency medical services can be brought to the Fairgrounds, if needed, from the three Puyallup Fire Department stations and from the Pierce County fire mutual aid system.
- C. The Puyallup Fire Department is maintained by the City as a full-service, self-contained department with a full-time Fire Marshal's office and a suppression-rescue force of pumpers, aerial ladder, heavy rescue truck and paramedic ambulance.
- D. The Fire Department is administered by a Chief, two Assistant Chiefs, a duty Battalion Chief on each shift, and company officers at each station.
- E. During the spring and fall Fairs, additional crews and officers are put on-duty and assigned to the Fairground Fire Station. The on-duty Battalion Chief serves as the incident commander.

Fair Emergency Medical Services

- A. Medical first-aid, emergency medical services, and hospital transportation are provided on the Fairgrounds through a tiered system employing on-site contract medical aid personnel, the Puyallup Fire Department, and a private ambulance company.
- B. During major Fairground events, including the Spring and Fall Fairs, a First Aid Superintendent is on full-time duty at the Fairgrounds. The Superintendent coordinates emergency medical services provided by the Puyallup Fire Department, contract personnel staffing a First Aid Station, and the private ambulance service.
- C. All levels of emergency medical service are available, from first-aid to advanced life support and hospital transport. First aid services at the Fairgrounds are offered free of charge.
- D. In addition to the "walk-in" First Aid Station, small medical carts are used for roving patrol and to transport, by litter, if needed, patients on the grounds. Ambulances are available also, as is medivac helicopter transport to a Seattle Trauma Center.
- E. The Fair employs a medical doctor (specialist in emergency care), who is the Fair's Medical Director and who is on-call during major Fair events.
- F. All medical services provided persons at the Fair require proper documentation. All accidents require the completion of a WWF Accident Report Form. The Washington State Medical Incident Report Form also may be required.
- G. Injured or ill persons who refuse medical aid need to sign the AMA (Against Medical Advice) Form.
- H. Accident scenes may need to be photographed, and safety corrections may need to be made on the spot.
- I. Emergency Medical Personnel Assignments
 - 1. The First Aid Station near the Yellow Gate is to be staffed by a co-

ordinating supervisor, to oversee internal operations as well as the on-ground medical response team. In addition an EMT and LPN will be on duty at all times when the Fair is open to the public. A paramedic is to be on staff daily, to assess major injuries, coordinate triage and initiate Advanced Life Support (ALS) service as may be deemed necessary.

2. The Medical Cart is to be staffed by a Paramedic and EMT to transport critical patients to local medical facilities, and to respond to minor medical aid requests on the Fairgrounds.
3. A minimum of one electric ambulance cart is to be on duty at least 12 hours daily, to respond to medical aid incidents on the Fairgrounds. This unit is to be staffed by one paramedic and one EMT, and is to be equipped with the necessary equipment and supplies, including oxygen, splints, stretcher and ALS equipment including defibrillator, drugs and IVs.
4. All ambulance units, ambulance carts and medical response teams are to be linked by radio to a dispatcher at the Fair Com Center, who will time-log and record request for assistance response times and actions of medical teams.
5. The First Aid Station shall be open no later than 10:00 a.m. daily and remain open until at least 10:00 p.m. daily.

Risk Management and Safety Coordination/Loss Control

- A. As part of emergency management, the Fair has a Risk Manager/Safety Coordinator. This person works with the various emergency groups, the fire and life safety inspectors, the Fair's Insurance and Loss Control Representative, the insurance and governmental agency representatives, who also inspect the Fairgrounds, and the Fair Manager.
- B. As part of our concern for the safety and well being of those who attend the Fair events, plus our employees, we strive constantly to maintain and improve our excellent safety record. Also, we work closely with our insurance carriers and the various regulatory agencies. To keep our grounds and facilities safe, and to prepare for any possible claims or litigation, we insist on complete accident and incident investigations, photos, video recordings, and written reports.
- C. The Fair's Risk Manager/Safety Coordinator, and the Fair's Insurance and Loss Control Representative conduct accident and incident investigations, along with our Police, Fire and Medical officials. They document accidents and film accident sites, record witnesses, and gather information.

- D. The Safety and Loss Control personnel conduct daily safety inspections and prepare daily safety reports and recommendations.

Communications

- A. Maintaining effective communication during the time of an emergency is extremely important. The Fair has two systems of communication: telephone and two-way radio (walkie-talkies). These systems both play important roles in the day-to-day operations of the facility. In time of emergency, these two systems will play a vital role in handling the situation.

- 1. Telephone System

- This system is a typical business phone system. The heart of this system is the switchboard located in the administration building and computer switching equipment also located in the administration building. All telephone locations should have an emergency telephone number list located with it. Each phone should be labeled with location. This list will indicate phone numbers for Fair Com Center, Fire, Fair Police, First Aid and Puyallup Police. The telephone system is equipped with a backup power source that will allow us to continue phone service during a power outage condition.

- 2. Two-Way Radio System

- Channel 1 will be designated as the Emergency Channel during an emergency/disaster. Fair Com Center will advise all persons using Channel 1 there is an emergency/disaster in progress and that only emergency communication be transmitted until further notice is given to resume normal activities.

- B. Fair Com Center

- The Fair Com Center serves as the emergency communications center for the Fair. In the event of a major malfunction there, the (Puyallup) City Com will handle Fair communications. Fair Com dispatchers are all trained and experienced in their duties.

C. Fair Com Center Duties

1. Inform WWF Manager, Bob Carlson, of all emergency situations.
2. Contact WWF Assistant Managers, Kent Hojem and Candy Blancher.
3. Contact WWF Insurance/Loss Control Agents, Bill Wilkerson, Curt Dyckman.
4. Contact WWF Public Relations Manager, Karen LaFlamme.
5. Contact WWF Photographer, Ron Allen.
 Instruct him to report to the scene of the accident. If not available,
 contact Bill Jarmon.
6. Contact Operations for emergency trailer (when requested).
7. Contact, when requested, the required electrical, chemical, structural, and/or
mechanical engineers to inspect and authorize the re-opening of a building, ride,
or other functional area of the
Fairgrounds.
8. Contact proper outside agencies for assistance when requested to do so.
9. Fair Com Center (when requested to do so) will contact a Chaplain(s) on
grounds to report to scene. If none is on grounds, they will contact Puyallup
Police or Puyallup Fire Chaplain as the situation requires.
 Puyallup Police Chaplain
 Puyallup Fire Chaplain
10. Contact First Aid Superintendent, Lewis Noel.
11. Contact Risk Management/Safety Coordinator, Bill Jarmon.
12. Contact Fair Police Chief, Dave Lane.
13. Contact, when requested, City Com Center for Puyallup Fire,
 Police, or Hospital transmissions.
14. Perform other duties as requested.

YELLOW

EMERGENCY INCIDENT NOTIFICATION LIST

A. Emergency activation calls can be made to three locations:

- 1. When the **Fair Com Center** is open and functioning 5050
- 2. When the Fair Com Center is closed but the **Fair Switch-board** is open and functioning 0
- 3. When the Fairgrounds and offices are closed, **Puyallup City Com**, advised by Puyallup Police or Fire
Business (9) 9-1-1
(253) 841-5341

B. For **routine emergency incidents**, notify the appropriate response department and a Fair Manager.

- PRIMARY CALL** Fair Police 5050/5100
(9) 9-1-1 Puyallup Police (City Com) (253) 841-5431
- PRIMARY CALL** Puyallup Fire (City Com) (253) 841-5431
(9) 9-1-1
- PRIMARY CALL** Fair Emergency Medical 5050
(9) 9-1-1 Puyallup Fire Rescue (City Com) (253) 841-5431
- PRIMARY CALL** AMR American Medical Response 5050
- PRIMARY CALL** Fair Building & Grounds 5030/5042
- PRIMARY CALL** Fair Manager-Robert Carlson 5000/5002/5051
- Fair Assistant Managers
 - Candy Blancher Office 5008/5007
 - Home (253) 446-1808
 - Cell (253) 691-2002
 - Kent Hojem Office 5030/5042
 - Home (360) 740-0277
 - Cell (253) 691-2003

C. For **major emergency incidents** notify the **WWF Emergency Management Team**.

Manager - Robert Carlson 5000/5002/5051
(253) 863-5952 (H)
(253) 279-9228 (Car)
(253) 229-2216 (Cell)

Assistant Managers -
 Candy Blancher 5008/5007
(253) 446-1808 (H)
(253) 691-2002 (Cell)

 Kent Hojem 5030/5042
(360) 740-0277(H)
(253) 691-2003

Public Relations Manager
 Karen LaFlamme 5024/5136
(253) 691-2005 (cell)

First Aid Superintendent -
 Lewis Noel 5299
(253) 209-2356 (Cell)

Insurance & Loss Control -
 Bill Wilkerson (800) 821-7703
 Curt Dyckman (253) 627-7183

Risk Management/Safety Coordinator -
 Bill Jarmon 5076/5050
(253) 858-2256 (H)

Fair Police Chief –
 Dave Lane 5100/5051

Puyallup Fire Chief -
 Merle Frank (253) 841-5400 (O)
(Puyallup City Com Center) (253) 841-5431

Puyallup Police Chief -
 Rodger Cool (253) 841-5440
(Puyallup City Com Center) (253) 841-5431

D. **Fair Com Center Call List**

1. Inform WWF Manager, Bob Carlson, of all emergency situations.
2. Contact WWF Assistant Managers, Candy Blancher and Kent Hojem.
3. Contact WWF Insurance/Loss Control Agents, Bill Wilkerson, Curt Dyckman.
4. Contact WWF Risk Manager, Bill Jarmon.
5. Contact WWF Public Relations Manager, Karen LaFlamme.
6. Contact WWF Photographer, Ron Allen.
Instruct him to report to the scene of the accident. If not available, contact Bill Jarmon.
7. Contact Operations for emergency trailer (when requested).
8. Contact, when requested, the required electrical, chemical, structural and/or mechanical engineers to inspect and authorize the re-opening of a building, ride or other functional area of the Fairgrounds.
9. Contact proper outside agencies for assistance when requested to do so.
10. Fair Com Center (when requested to do so) will contact a Chaplain(s) on grounds to report to scene. If none is on grounds, they will contact Puyallup Police or Puyallup Fire Chaplain as the situation requires.

Puyallup Police Chaplain	(253) 841-5431
Puyallup Fire Chaplain	(253) 841-5431
11. Contact First Aid Superintendent, Lewis Noel.
12. Contact Risk Management/Safety Coordinator, Bill Jarmon.
13. Contact Fair Police Chief, Dave Lane.
14. Contact Fair Business Manager, 5009.
15. Contact E.P.A. Hazardous Materials Incident, if so directed by the Fire Department.
16. Contact CHEMTREC Haz Mat information, if so directed by the Fire Department.
17. Other calls as requested.

E. WWF Assigned Radio Frequencies

Channel 1	Tactical/Emergency
Channel 2	Fair Talk
Channel 3	Puyallup Police Department
Channel 4	Fire/EMS
Channel 5	OSCAR
Channel 6	LERN
Channel 7	Blank
Channel 8	Blank

GREEN

EMERGENCY RESOURCE LIST

A. Law Enforcement Mutual Aid

- Puyallup Police Department will call through City Com Center.

B. Fire/Rescue Mutual Aid

- Puyallup Fire Department will call through City Com Center.

C. Emergency Medical Mutual Aid

- Fair EMS Superintendent will call through Fire Chief, through Fair Com Center or Puyallup City Com Center.

D. Light Rescue and Repair Equipment

ITEM	SOURCES	PHONE
Air Bags		
Air Compressor	Fair Operations	5042
Communications Equipment	Fair Police	5100/5050
Construction Equipment	Fair Operations	5042
Night Lights	Fair Operations	5042
Barricades	Fair Operations	5042
Sandbags	Fair Operations	5042
Cutting Torch	Fair Operations	5042
Power Saws	Fair Operations	5042
Porta Power		
Jacks	Fair Operations	5042
Spreaders		
Shoring	Fair Operations	5042
Welding	Fair Operations	5042
Electrical	Fair Operations	5042
Radiology		
Pipe Fitting	Fair Operations	5042
Sheet Metal	Fair Operations	5042
Roofing	Fair Operations	5042
Dimension Lumber	Fair Operations	5042
Roll Plastic	Fair Operations	5042
Chain Saws	Fair Operations	5042
Computers	Fair Acctg/Admin	5009/5015
Etc.		

E. Heavy Equipment

ITEM	SOURCES	PHONE
Crane	City of Puyallup	253-841-5431
Backhoe	Fair Operations	5042
Frontloader	Fair Operations	5042
Bobcat	City of Puyallup	253-841-5431
Grader	City of Puyallup	253-841-5431
Dump Truck	City of Puyallup	253-841-5431
Boom Lift	City of Puyallup	253-841-5431
Forklift		
Excavator		
Driller		
Trencher		
Flatbed		
Lowboy		
Cherry Picker		
Skid Loader		
Tow Truck		
Generator		
Morgue Equipment		
Come-Alongs		
Extrication Power Tools		
A-Frame		
Etc.		

F. Specialist/Technicians

PERSON	SOURCES	PHONE
Building Trades		
Riggers		
Welders & Cutters		
Electricians		
Communications Equipment Person		
Computer Technicians		
Heavy Equipment Operators		
Utility Service		
Collapsed Structure Search & Rescue Team		
Sniffer Dogs		
Iron Workers		
Sheet Metal Workers		
Water & Sewer Personnel		
Structural Engineer		
Civil Engineer		
Chemical Engineer		
Public Health Specialist		
Morgue Operator		
Medical Examiner		
Etc.		

G. Hazardous Materials Cleanup

H. Building Inspectors and Damage Assessment Team

I. Building Materials; Sand; Gravel; Cement

J. Water Purification Equipment

K. Portable Toilets and Disposal Service

L. Medical Equipment for Mass Casualty Incident
Aid Kits
Backboards

Stretchers, including scoop and stokes
Cardiac monitoring and defibrillation
IV sets & IV fluids
Drug boxes and emergency medication
Oxygen
Suction and ventilation equipment
Splints
Compresses and bandages
Complete Triage sets for MCI

M. Medical Personnel

On-site EMS personnel, including MDs
Hospital trauma and E.R. facilities
Ambulance personnel
Packaged field hospital for MCI disaster
Medical Examiner and Morgue staff

N. Alternate Fair Administrators and Department Managers for short-term relief or to cover for a longer term, if needed.

Extra Public Information Staff
Message Runners
Camcorder operator and status recorders for damage and injury documentation

O. Helicopter Service

P. City and County Agencies

Q. Federal Agencies

R. State Agencies

S. Industrial Response Teams

T. Private Agencies

Ambulance Service
Security Service
Utility Service

CHEMTREC
Cleanup Service
Fuel Delivery
Sanitation Service
Food Delivery Service
Waste Disposal Service
Salvage Removal Service

U. Media and Public Announcement Contacts

Radio
Television
Press
REACT (radio operators)
P.R. Firm
Chambers of Commerce
Churches and Civic and Social Groups

BLUE

INTEGRATED INCIDENT COMMAND

Primary Command and Coordination

This Blue Tab Section provides guidelines for commanding and coordinating emergency response and emergency operations at the Fairgrounds. Its secondary purpose is to provide general information concerning coordinating functions for emergency management during the planning, mitigation and recovery phases.

Fair personnel responsible for safety must be prepared to manage all types of probable and possible emergencies, and to help coordinate the functions of WWF on-site, City, County, and other responding emergency forces.

Directing on-site forces and coordinating outside forces during any and all types of emergency situations is called "Integrated Emergency Management."

Emergency Levels

1. LEVEL 1 EMERGENCY

A. This is an incident which can be handled primarily through the action of one of the on-site emergency groups, such as police or fire, using their normally available, on-site resources.

B. Whichever group handles the incident is responsible for the technical decisions to resolve it.

C. Notification to the WWF Manager (and the WWF Emergency Management Team) is through regular channels and the daily staff meeting time frame.

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 will be handled by Fair Public Relations.

2. LEVEL 2 EMERGENCY

A. 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 WWF Manager or designee takes place immediately. The WWF Emergency Management Team may be activated.

E. Media Relations will be handled by Fair Public Relations with consultation from the Fair Manager, if desired.

3. LEVEL 3 EMERGENCY

A. 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 Fair Manager and the Emergency Management Team make the decisions to resolve the entire emergency, and all policy decisions.

C. An on-scene command post is necessary. (A forward, or "go-down" post may be necessary also.) 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 Fair Manager, and under the Manager'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 Fair Manager. Large scale and longer term emergencies may require the involvement of the Manager and/or selected Board members in making public announcements and in media interviews.

F. Level 3 Special Notifications

In the event of a Level 3 incident, in addition to immediate notification of the WWF Manager and the WWF Emergency Management Team, the following are to be notified by the WWF Communications Center, or by alternate telephone:

On-duty Supervisor of the City Communication Center
(253-841-5431)

Operations Commander, Puyallup Police Department
(253-841-5431)

Operations Commander, Puyallup Fire Department
(253-841-5431)

Operations Supervisor, Lifefleet Ambulance

Emergency Room Supervisor, Good Samaritan Hospital

Midway Rides and Attractions Manager/Owner
(253-841-5254)

Trauma Center Supervisor, Seattle

Pierce County Department of Emergency Management
(253-798-6595) Steve Bailey

Pierce County Sheriff's Department

Mayor's Office, Puyallup

Relevant City and County Departments:

Public Works

Health

G. Level 3 Special Actions

1. Pre-designated backup communicators go to Fair Com for work assignments.
2. Open the alternate Fair Com facility, if necessary.
3. Switch operations to City Com, if necessary.
4. Open the administrative telephone bank and staff with assigned personnel. Activate the rumor control telephone.
5. Open the WWF Emergency Operations Center, or the designated alternate (off-site) location, if necessary.
6. The WWF Emergency Management Team, or designated alternates, plus pre-assigned operating and support staff, and the Midway Ride Manager, report to the Emergency Operations Center.
7. Media Relations will open a suitable facility for television, press, radio, and similar representatives to gather, receive, and transmit announcements.
8. The emergency Operations Center shall be furnished with suitable communications (radio, telephone, FAX) and other equipment, furniture, and electrical power. A television receiver and videotape player is necessary. An experienced stenographer and a tape recorder are necessary for a complete and accurate record of topics discussed and decided on, actions taken, etc. Legal counsel should be present. Multiple copies of the Emergency Management Manual, the resource lists, and site and building plans are necessary.

Levels 2/3 Incident: Initial Reporting Form

This reporting form is to be used by Incident Field Command to forward an initial record of the incident to the WWF Manager and the WWF Emergency Operations Center. The information, identified by form number, may be transmitted by radio, phone or in written form by messenger.

Note: Be aware that almost all radio transmissions usually are monitored by media and by many citizens. What is said over a radio quickly becomes common knowledge.

1. Name of person reporting: _____
2. Date and time of report: _____
3. Type of incident: _____
4. Location: _____
5. Type and extent of damage or impact: _____

6. Facilities now out of service: _____
7. Number of injuries: _____
8. Number of deaths: _____
9. Number evacuated to hospitals: _____
10. Emergency forces operating: _____

11. Outside responders summoned: _____
12. Location of Field Command Post: _____
13. Name and organization of Incident Commander: _____
14. Field condition at present time: _____

15. Special needs: _____

16. Remarks/Comments: _____

WWF Emergency Management Team Operations

1. Membership

The following are members of the WWF Emergency Management Team:

Manager - Robert Carlson

Assistant Managers – Kent Hojem and Candy Blancher

First Aid Superintendent - Lewis Noel

Insurance & Loss Control – Bill Wilkerson, Curt Dyckman

Risk Management/Safety Coordinator - Bill Jarmon

Fair Police Chief – Dave Lane

Fair Public Relations - Karen LaFlamme

Puyallup Fire Chief - Merle Frank

Puyallup Police Chief – Rodger Cool

2. Organization

A. The Emergency Management Team is under the direction of the WWF Manager, who shall act as chairperson and shall meet at the times and places designated by the Manager or as directed in this plan. The Manager shall name a temporary chair during periods of time when the Center is in operation and the Manager is not in attendance. This shall be a member of the Emergency Management Team.

B. Other personnel also usually will be present during meetings of the Team to fulfill the requirements 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.

3. Duties and Responsibilities

A. It is the duty and responsibility of the Emergency Management Team to evaluate, manage and coordinate efforts to resolve the situation and to issue the proper policy statements, orders, directives, etc., required to successfully conclude the episode. It also shall be responsible for setting policy governing the public and media information releases, and overall direction of the staff functions required to support operation of the Emergency Operations Center and the Emergency Management Team.

B. At the policy and coordinating level, the Emergency Management Team shall be responsible for the proper resolution of the incident(s) that caused the emergency to exist and shall promote whatever action is required to accomplish that goal.

C. When the Emergency Operations Center has been activated under Level 2 or Level 3 emergencies and the Emergency Management Team has been notified and assembled, it shall activate the Emergency Plan and the following functions will pass to the control of the WWF Manager or alternate, supported by the Emergency Management Team.

- Assessment and evaluation of current situation.
- Assessment and evaluation of alternative actions designed to resolve the incident.
- Decision authority on policy directives designed to resolve the incident.
- Mobilization of additional resources.
- Liaison with the Incident Commander.
- Liaison with the Site Commanders (when appropriate).
- Media and public relations.
- Purchasing.

- Other functions and duties required to resolve the situation or designed in this plan, and coming under the jurisdiction of the WWF Manager, Emergency Management Team, and the WWF Board of Directors.

4. Staff Support/Auxiliary Groups

When the Emergency Operations center has been activated and the Emergency Management Team assembled, the following designated personnel or groups also will report to the Center and be prepared to perform the required tasks.

- Personnel designated by the Chief of Police necessary for security of the Center.
- A designated manager from each of the following groups to serve as coordinators and communicators:
 - Emergency Operations Center Supervisor
 - Emergency Operations Center Recorder
 - Pierce County Department of Emergency Management Representative (Level 3 Emergency Only)

Command Centers

INCIDENT
OCCURS

ON-SITE
COMMANDER

INCIDENT
ESCALATES

LEVEL 1 EMERGENCY

COMMUNICATION LINKS

DEPARTMENT
COMMAND CENTER
ACTIVATED

INCIDENT
ESCALATES

LEVEL 2 EMERGENCY

DEPARTMENT
COMMAND CENTER
CONTINUES

MANAGE
INCIDENT

COORDINATE OTHER
DEPARTMENTS

CONTINUE ROUTINE
SERVICES

INCIDENT
ESCALATES

LEVEL 3 EMERGENCY

WWF
COMMAND CENTER
ACTIVATED

MANAGE
INCIDENT

CONTINUE ROUTINE
SERVICES

5. WWF Emergency Management Team: Specific Duties

A. Manager

Responsibilities:

The following actions are to be taken by the Manager when notified that a WWF Level 2 or Level 3 incident has occurred:

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

B. Assistant Managers

Responsibilities:

The following actions shall be taken by the Assistant Managers or their designated representative when an incident has been reported:

1. Assist manager.
2. Act as manager in case of his absence. (No designees, unless all Assistants are absent or unable).
3. Function as director or coordinator of pre-assigned task functions such as rescue operations using heavy equipment, and personnel issues.
4. Communicate all needed information to the WWF Manager.
5. Stand-by for special assignments.

C. First Aid Superintendent

Responsibilities:

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

1. Response to all accidents reported and attend to injured, unless the Emergency Operations Center has been activated. Then report to the E.O.C.
2. Contact Fair Com Center if further ambulance service is necessary.
3. Contact Fair Com Center, who will contact gatemen and inform them of arriving vehicles.
4. Coordinate efforts with the Fair Medical Director.
5. Provide for coordination of any responding outside medical forces.
6. Provide for the establishment and staffing of triage, medical service, tagging and transport, and ambulance staging areas for multiple casualty incidents.
7. Provide for any additional supplies needed.
8. Provide for helicopter medivac, if needed.
9. Provide for coroner, medical examiner and morgue services.
10. Update Manager of all emergency situations.
11. Fill out standard WWF Accident Report Form for all accidents.
12. Fill out Washington State Medical Incident Report Form (MIR) when necessary.

D. Insurance and Loss Control

Responsibilities:

The following actions shall be taken by the Insurance and Loss Control representative:

1. Assist the Risk Management/Safety Coordinator, and the Fair Photographer in photographing incident site in the event of possible litigation.
2. Secure report, photos, names and addresses for any future claims.
3. Maintain updated files of photos and videotapes of all WWF property and structures, in case of damage claims.
4. Conduct damage assessment in the event of Level 2 or Level 3 incidents.
5. Arrange for and coordinate damage assessment work of insurance carrier representatives.
6. Function as resource person during recovery operations.

E. Risk Management/Safety Coordinator

Responsibilities:

1. Perform job functions assigned by the Manager or his/her representative.
2. Act as Assistant to the Manager and key officials in implementing the Emergency Plan.
3. Investigate accidents, take photos, videotape, and write reports of accident area.
4. Get names/addresses of injured parties and witnesses.
5. Design and maintain an ongoing, comprehensive risk management program for the WWF. Stress personnel and customer safety.
6. Work with insurance carrier safety inspection personnel.
7. Keep video camera and related equipment in Fair Com Center.

F. Fair Police Chief

Responsibilities:

1. Function as the Chief and Supervisor of the on-site law enforcement program and police personnel.
2. Conduct on-going liaison with Puyallup Police Department, County Sheriff's Department, the State Police, and A.T.F.
3. Arrange for necessary security on the Fairgrounds.
4. Coordinate with Puyallup Police for off-grounds traffic control.
5. Supervise the on-site closed circuit TV security system.
6. Coordinate protective services for on-site banks and money transfer operations.
7. Provide visiting executive/VIP protection services, when needed.
8. Maintain and update the WWF Emergency Plan, coordinating the planning works of the other groups and departments, with emphasis on Level 3 emergencies.
9. Provide security services for the Com Center and the Emergency Operations Center.
10. Establish mutual agreeable procedures and protocols for operations with the Fire Department and the EMS providers.

11. 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 Assistant 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.

G. Public Relations Manager

Responsibilities:

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

1. Gather all facts concerning the emergency.
2. Coordinate with gates for media to come on grounds.
3. Coordinate parking for media.
4. Write all press releases relating to the emergency.
5. Determine conference room for media to use to place stories and to held news conferences.
6. Coordinate with the media to announce news conference schedule.
7. Do all live interviews with radio and TV.
8. Obtain black and white photographs from Fair photographer.
9. Operate a rumor control center during higher-level incidents.
10. Perform other duties as needed.

H. Puyallup Police Chief

Responsibilities:

1. Function as overall Police Executive for all law enforcement operations within the City, including WWF major incidents.
2. Provide criminal investigation, intelligence, and other services to the WWF Police group, in their regular operations.
3. Provide backup and special service support to the WWF Police group, during higher-level incidents and whenever necessary.
4. Function as a member of the WWF Emergency Management Team.

I. Puyallup Fire Chief

Responsibilities:

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

J. Support Positions to Emergency Management Team

1. 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.

2. EOC Security Supervisor

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

3. Switchboard Operator

This person forwards all accident and incident calls as follows:

- A. Obtain accident location and description.
- B. **Call Fair Com Center 5050**
- C. Bomb threat **Call Fair Com Center 5050**
- D. Field media questions to Public Relations Manager ...**5024/5136**
- E. Release information only provided by Public Relations Manager or Manager.

K. Fair Photographer

This person performs job functions assigned by the manager, working with the WWF risk management/safety coordinator.

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

L. 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.

M. Backup Dispatchers

These persons assist the on-duty communicator at the Fair Com Center.

N. Special Notes

1. At Level 3 Emergencies, the Duty Officer at the Pierce County Department of Emergency Management should be requested to send an appropriate level staff member to the WWF Emergency Operations Center in order to provide liaison and support services to the WWF Emergency Management Team.
2. The designations as primary and secondary departments are made to place responsibilities for initial planning and response to incidents. It is not intended to preclude response to the initial incident and the performance of normal duties by any department or WWF group when such response is appropriate.
3. It should be recognized that in some instances the primary department may relinquish authority or control to a secondary department when such action is required to resolve the incident (i.e. from the Fire Department to the midway ride maintenance and inspection staff).

O. 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 and management control.

Emergency Operations

1. Organization

A. Primary Department or Response Groups

Primary Departments or Groups are those that have been designated by practice, or the provisions of this plan, as being primarily responsible for the successful resolution of an emergency. They are the responding departments under Level 1 and Level 2 Emergency designations. They also are participants in the Emergency Management Team under a Level 3 Emergency and continue to function as the lead department in implementing the measures necessary to solve the crisis.

The Primary Departments are required to develop and maintain operational plans designed to manage extraordinary circumstances, which may arise that, if not able to be contained quickly, can escalate into a Level 3 Emergency situation, or which began as a Level 3 incident. They are also responsible for the assignment of Incident Commanders and, where appropriate, the assignment of Site Commanders or supervisors. This system of organization will facilitate the resolution of the problem.

All field operations should use a standardized Incident Command System.

B. Secondary Departments

Secondary Departments or Groups are those that are most likely to respond in aid and assistance to the original (Primary) Department's request for assistance in the supporting role. Such assistance will most times consist of the deployment of manpower and equipment to assist in the efforts to resolve the problem and contain it before escalation into a Level 3 Emergency. They also may offer specific support such as traffic control, security, planning assistance, etc. (Outside agencies also are included.)

Secondary Departments should consider the development of operational plans to facilitate their participation in those emergency situations where they have a high probability to be asked to assist during either Level 2 or Level 3 Emergencies. They also should enact plans to continue the delivery of their regular services both inside and outside the Fairgrounds during emergency situations. The Secondary Departments are not responsible for the assignment of Incident Commanders nor the assignment of Site Commanders (supervisors) unless directed to do so by the Emergency Management Team under a Level 3 Emergency. They should, however, assign adequate supervisors to effectively utilize those personnel that they have assigned.

Site Commanders are supervisory personnel assigned from the Primary Department and are responsible to provide supervision in a particular geographical area or a particular work site or project. They are responsible to the Incident Commander to properly implement the necessary measures to resolve the situation assigned to them.

C. Chain of Command

In most routine situations the chain of command is simple and direct. It should remain as nearly the same as is possible even during emergencies. Most emergency situations develop in a predictable sequence and the response of the departments in the normal course of events usually establishes the chain of command from the bottom up as the situation develops.

The usual sequence occurs as follows:

- Initial call and personnel and/or equipment dispatched.
- Supervisory personnel notified and sent to scene if necessary.
- Incident escalates and/or other locations become involved.
- Additional resources and supervisors assigned.
- Department management advised.
- Assignment of Incident Commander.
- Incident escalates.
- Other departments or agencies respond.
- Incident escalates.
- Emergency Management Team notified.

2. Mobilization of Responders

Limited Emergencies

There is a possibility that the emergency, as it is escalating, may not need the entire structure mobilized to handle the necessary tasks designed to resolve it. The Emergency Management Team has the option of a partial mobilization that would involve only those Departments and individuals with special assignments necessary to handle the emergency.

WHITE

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 WWF 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 Buildings and Grounds/Maintenance Department/Safety Department.

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. Pre-damage photos, videotapes and certified inventories are necessary. Medical examinations are essential for injury claims. Professional appraisers may be useful.

The WWF 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 heavy equipment, concrete/asphalt specialists, and utility providers, plus electrical, gas and plumbing workers.

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, 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, hopefully positive, on a continuing basis to citizen groups, business groups, service groups, and community organizations statewide.

It typically is a function of the Public Relations Office, the WWF Manager, and selected members of the Board of Directors.

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 Office.

10. Continuing 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. Pre-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 purchasing group, under advisement from the WWF Manager 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 provided by an *ad hoc* task force.

13. Technical Planning

This function provides for specialized technical, engineering, and architectural services needed for total recovery.

14. 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 Financial Officer and staff under the supervision of the WWF Manager.

15. Historical Documentation

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

This is typically the joint effort of the EOC Recorder, the Manager, key staff, and the responding agencies and groups. This may be in both verbal and visual formats.

16. Governmental Liaison

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

This is typically provided through the WWF Manager and key staff.

Management Operations

In cases of extensive damage and/or a long-lasting recovery phase, a Recovery Operations Center, separate from the regular administrative offices, can be maintained. Either the regular (or abbreviated) Emergency Management Team can continue to function, or an *ad hoc* recovery operations team established. Continuous reporting to the WWF Manager is essential.

Recovery Phase Resource List

The following special resources are in addition to those listed under GREEN TAB, and are especially applicable to a longer recovery period. Pre-arrangement by WWF officials for special recovery services should be made.

EQUIPMENT

MATERIAL

UTILITIES

HEALTH AND SAFETY

TOOLS

TECHNICAL EQUIPMENT

TECHNICIANS AND SPECIALISTS

STORAGE FACILITIES

DAY WORKERS

RIGGERS AND MOVERS

PROTECTION SERVICES

PUBLIC RELATIONS

LAYOUT AND PRINTING

MAILING SERVICE

GOVERNMENTAL AGENCIES

ORANGE

WWF EMERGENCY MANAGEMENT: POLICY and SUPPORT

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

- A: Scope, Purpose and Authorization
- B: Incident Levels and Types
- C: Initial Response Operations (Reference Emergency Response Agency Field Operations Plans):
 - Police
 - Fire
 - EMS
- D: Maps, Site and Structure Plans
- E: Training and Employee Familiarization
- F: Plan Updating

A. Scope, Purpose and Authorization

The Board of Directors and the WWF Manager hold the safety of our employees and all who work at the Fair or who attend as Fair-goers to be paramount.

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.

This WWF Emergency Management Manual provides information and guidelines for all WWF 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. 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 Plans) designed to serve as a guide to staff in the initial steps and efforts to control or resolve any emergency situation. They should be ready to implement them when necessary. Such plans will serve as the basis for general management of the emergency when needed and are considered as Section D of this tab.

All Tabs and Sections of this Emergency Management Manual have been reviewed and fully endorsed by the Western Washington Fair Manager, the Fair Police Chief and the First Aid Superintendent, the Puyallup Police and Fire Chiefs, and the Board of Directors of the Western Washington Fair.

B. Incident Levels and Types

Level 1 Emergency: Handled primarily by one of the on-site emergency groups.

Level 2 Emergency: Handled by two or more emergency groups, and may involve outside forces.

Level 3 Emergency: A large scale or serious incident involving all on-site emergency workers plus extensive outside aid.

(Details of each level appear in the Blue Tab)

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

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 (≤ 5)
- Mass Casualty (6+)
- 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

C. Initial Response Operations

This Section consists of the various emergency organizations' response plans. Copies of these plans are distributed to members of the specific response organizations and are not inserted into every distributed copy of this Manual.

D. Maps, Site and Structure Plans

This Section contains a WWF Site Plan. Other necessary maps, site plans, utility location maps and structure plans are available in the Emergency Operations Center.

E. 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 WWF emergency operating guidelines.

The various department heads of the Western Washington Fair organization are responsible for the distribution of the Manual and plans, and for familiarization and training for all employees within their units.

- 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 WWF emergency groups and Puyallup City emergency departments can be facilitated through the use of two particular learning methodologies. These are:

1. After Action Debriefing

The WWF Manager 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.

2. Demonstrations

Because of the high public interest in emergency response and rescue operations, fairs provide very useful vehicles for both training and public education. One demonstration incident 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 loudspeaker system and an "educational" narrative, not simply a description of the event. Handouts may be desirable.

F. Plan Updating

The WWF Manager 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. Recommendations for revisions and updates will be made.

This Manual shall be reviewed at least once each year, prior to main events. Group and supervisory checks shall be made at least twice each year.

Updates and changes shall be entered in each Manual, and recorded on the "Update Record" form, which follows.