

El Paso County
Fair and Event Complex



***EMERGENCY
OPERATIONS
PLAN***

June 2017

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Purpose and Scope

The purpose of the El Paso County Fair and Event Complex ("Fairgrounds") Emergency Operations Plan (EOP) is to ensure a safe environment for all who participate in the El Paso County Fair.

While specific to the annual El Paso County Fair, this EOP is also a useful reference for private entities that rent the Fairgrounds for private events.

This EOP is intended to fit the overall structure of county and state all-hazards response plans that are the responsibility of the Office of Emergency Management of El Paso County, and it serves as a general guide for planning and responding within the all-hazards planning framework.

While focused upon the period when the fair takes place, this document also is a resource for private entities that rent the fairgrounds for any event.

This EOP is intended to set general processes and guidelines that ensure safety and security in an all-hazards environment. It is not a be-all, end-all answer to all possible variations that occur during an incident. It also does not replace prudent decision making by persons responsible for the Fair or any other event. The safety of citizens and responders is paramount. In all cases planners and responders must consider life, property and the environment when planning for contingencies and mitigating hazards.

Background

The El Paso County Fair and Event Complex ("Fairgrounds"), is located at 366 10th Street, Calhan, Colorado. Fairgrounds management may be contacted by phone: (719) 520-7880. Detailed information regarding the Fairgrounds may be found at <http://www.elpasocountyfair.com>

The El Paso County Board of Commissioners ensures achievement of county residents' interest by establishing policy regarding the usage of the El Paso County Fair and Event Complex through two entities:

- The County Fair and Event Complex Advisory Board (the "Fair Board"). Information about the Fair Board may be found at <http://bcc.elpasoco.com/VolunteerBoards/Pages/default.aspx>
- The El Paso County Community Services Department, Parks Division.

A third entity, a non-profit, called the Fairgrounds Corporation, conducts operations and was established by the El Paso County Board of Commissioners to:

- acquire, manage and/or hold a liquor license assigned to the El Paso County Fairgrounds;
- coordinate the use of the El Paso County Fairgrounds for special events during which the consumption of alcohol is desired; and
- through its operation, provide funding to support the El Paso County Fair, the El Paso County Fair and Events Complex, and the El Paso County 4-H program.

The El Paso County Office of Emergency Management (OEM) is tasked by the Board of County Commissioners with ensuring that local governments within El Paso County

have the capability to survive a disaster, and manage and conduct essential emergency functions to support our citizens. Working in collaboration with County agencies, offices and authorities, OEM is the office of primary responsibility leading the collaborative establishment of emergency operations plans.

Full responsibility for ensuring emergency response planning to support the County Fair and County sponsored events at the Fairgrounds is therefore, assigned to the Office of Emergency Management which resides under the authority of the El Paso County Department of Public Works. The El Paso County Sheriff's Office has the lead for planning and responding to emergencies and works in collaboration with other jurisdictions, such as the Calhan Police Department, the Calhan Fire District, and other County services. Fairgrounds staff is responsible for creation of procedures and processes that maximize the safety of people and property during the El Paso County Fair.

Business and individuals who rent the fairgrounds for events must ensure that the planning of their activities includes actions to ensure the safety of attendees at these events.

Authorities

- CRS 24-32-2107; "Local and inter jurisdictional disaster agencies and services."
- El Paso County Ordinance 98-439, general 101 & 102 "Emergency Management"
- CRS 32-1-1002, Special District Act: "Fire Protection Districts – additional powers and duties"
- CRS 35-50-109, Livestock Health Act: "Inspection and Testing"

Concept of Operations

This EOP is not intended to be used for the many small emergencies that occur during a typical County Fair. Small-scale incidents – such as an isolated injury or illness, a small disturbance, or a single traffic accident – can be managed by emergency responders, using their normal procedures.

This EOP assigns tasks and responsibilities to agencies and personnel in the event of a major emergency that threatens life, property, or the environment. It provides overall guidance to initiate a response to an actual or imminent emergency that is larger than on-site emergency responders can manage with their usual staffing and regular procedures. It outlines the relationship of Fairgrounds staff to the emergency responders who will command the emergency response, and describes the most likely protective actions that responders may direct Fairgrounds staff to take.

Potential threats

Within an all-hazards planning process, many potential threats can be anticipated. The following types of emergencies should be included in planning and briefing the Fairgrounds staff:

- Severe Weather (lightning, hail, tornadoes, excessive rain, flooding, excessive heat, snowstorms and snow accumulation). Historically the most likely threat to life, property and the environment at the Fair is severe weather.
- Physical or Industrial Emergency (building fire, wildland fire, equipment malfunction, ride or building collapse, loss of electricity and/or water).
- Disease or Contamination (Human health, food safety, animal disease outbreaks and transmission, intentional contamination, hazardous materials release).
- Other Concerns (Human injuries, loose animals, injured animals, lost visitors, protestors, public disturbances, crowd panic, bomb threats, attack, theft).

Use of the Incident Command System (ICS)

Each of the potential threats listed above could cause emergency situations that would require different types of action, and a multi-disciplinary, multi-jurisdictional, response. For example, a wildland fire with evacuation to the Calhan School will require the Calhan Volunteer Fire Department, Calhan Police Department and El Paso County Sheriff to coordinate roles dependent upon the nature of the fire, current weather, and the size and location of the population and property affected.

To manage a single response among multiple agencies, emergency response operations on the Fairgrounds shall be managed by using the Incident Command System (ICS) as commonly practiced by emergency response agencies, and as required by the Calhan Police Department, Calhan Fire Protection District, and El Paso County Sheriff's Office policies.

ICS is a standard all-hazard incident management system that allows users to create an integrated organizational structure to match the needs of single or multiple incidents. The ICS system can be expanded or contracted as needed during an incident.

Each staffing shift will have one person designated to assume initial command in case of an emergency. During the day shift, this will be the senior EPSO Deputy on the Fairgrounds. During the night shift, this will be the senior member of the Fair staff, or someone designated by that senior member.

The Incident Commander will set up the initial ICS structure according to the nature of the emergency and the principles of the Incident Command System. The Incident Commander may later transfer command to another emergency response agency if the situation warrants. Identifying the lead agency within a response will be dependent upon the nature of the emergency.

Detailed information about the Incident Command System is available at <http://www.fema.gov/emergency/nims/IncidentCommandSystem.shtm>

Preparedness actions

Before the Fair opens, key Fairgrounds staff and other members of the Fair with emergency responsibilities, and members of designated response agencies will become familiar with resources and procedures for responding to an emergency situation.

Pre-Fair training

Fair management will identify and document key personnel who will tour designated evacuation and staging areas, located both within the Fair complex and off-site.

The designated off-site support and evacuation facility is the Calhan School. All fair and county personnel associated with Fair operations and emergency response are expected to become familiar with the Calhan School building, its access points, and its resources.

Fair management, via the Fair Board, will ensure that all Fairgrounds personnel receive instruction on their role in the emergency plan.

Ensuring access to Calhan School

Physical security and accessibility of the Calhan School and associated buildings will be the responsibility of the Calhan Police and Fire Departments, or the El Paso Sheriff's Office (EPSO) under mutual aid request.

Keys to the Calhan School are held by the school's Maintenance Supervisor, and the Calhan Fire Chief. When it has been determined that evacuation to the school is needed, the senior EPSO Deputy will ask EPSO Dispatch to page both of those persons to open the school.

Posted instructions

Instructions for the most likely protective actions will be posted in all fairgrounds buildings.

Daily morning briefing

Fair management will conduct a daily pre-opening briefing to keep all Fair personnel aware of their roles in both daily operations and an emergency response. A suggested checklist for this briefing appears in "Appendix B: Sample Daily Briefing Checklist."

Accountability

Team leaders are responsible for keeping accountability of their team members. During any closure or evacuation, team leaders will account for all of their team members, and report that information to the Incident Commander's staff.

Fair staff and directors who are assigned and have accepted responsibility for specific areas of the fairground may not leave the fairground until they brief a replacement on their area of responsibility. They then must inform the Fair Board Chair of their departure and replacement.

Communications plan

Radio communications

Fairgrounds staff will communicate among themselves via two-way radios.

First responders working on the Fairgrounds will typically communicate among themselves over the 800 MHz digital radio system. The EPSO Dispatch center will

assign an 800 MHz radio talk group (digital channel) to the Fair, which will be used by all emergency responders working on the Fairgrounds.

To ensure coordinated communication in case of an emergency, the senior EPSO Deputy on duty at the Fair, and other emergency responders designated by the senior Deputy, will be issued the same radios used by the Fair staff.

In the event of an emergency, emergency responders working under the IC will continue to use the Fair's assigned talk group to coordinate emergency response activities. The ICP will communicate with EPSO Dispatch over the EPSO Red Channel.

When using the 800 MHz radio system, it is imperative to limit radio traffic to essential information only, to ensure that everyone is able to communicate emergency traffic.

24-hour contact information

Fair staff will maintain a list of 24-hour contact information (phone numbers, email, or both) for key personnel and resources:

Fair staff

Key volunteers

Calhan School Maintenance Supervisor (719-651-8609)

EPSO Dispatch (719-390-5555)

Utility company emergency line

County Fair Veterinarian

Insurance and legal assistance

El Paso County Community Services Dept. – Environmental Services (719-520-7879)

Colorado State Veterinarian's Office (303-239-4161)

Other regulatory agencies (as needed)

Roles and responsibilities in an emergency incident

El Paso County Sheriff's Office (EPSO)

The Fairgrounds are located in the unincorporated area of the county. All policing operations on the Fairgrounds fall under the authority of the El Paso County Sheriff.

In the event of an emergency, the senior on-site Sheriff's Deputy will act as the initial Incident Commander. The IC will coordinate the emergency response, and call for any additional resources that may be required.

All Fair personnel and emergency responders on site will work under the direction of the Incident Commander, and carry out any protective actions that the IC orders.

Calhan Police Department

The Calhan Police Department is responsible for policing operations within the town limits of Calhan, outside the fairgrounds. The Calhan Police Department may provide

support to the EPSO when requested under a mutual aid agreement. The CPD is primarily responsible for:

- Operating the Town Hall tornado siren, as needed (with town officials)

Calhan Volunteer Fire Department (CVFD)

The Fairgrounds are located within the Calhan Fire Protection District. The Calhan Volunteer Fire Department is responsible for firefighting and emergency medical response on the fairgrounds.

In the event of an emergency, the initial Incident Commander may transfer command to the Fire Chief if the Fire Department is determined to be best suited to lead the response.

As directed by the IC, the CVFD is primarily responsible for:

- Opening the Calhan School
- Managing sheltering at the school, in cooperation with the Calhan Police Department and Calhan School officials.

Fairground Staff and Fair Board Directors

Fair staff and Directors are pre-assigned to each area of the Fair. In the event of an emergency, these Directors, with their assistants, are responsible for carrying out emergency orders in their areas. As directed by the Incident Commander, Fair personnel are primarily responsible for:

- Monitoring the weather, and notifying the IC when any severe weather watches or warnings are issued by the weather service or, in the absence of watches or warnings, any indication that such conditions may develop.
- Ensuring that an emergency notification is received by everyone in their area.
- Carrying out any protective actions ordered by the Incident Commander.
- Securing money and merchandise (if time permits).
- Control and protection of animals on the fairgrounds.

Response to an emergency

Recognizing and reporting an emergency

Any person on the Fairgrounds may be the first to recognize that an emergency incident has occurred, or is imminent. Initial information about an emergency may begin with a 911 call, by monitoring weather radio channels, warning siren, a phone call, or handheld radios.

Any Fairgrounds personnel who suspect an emergency will immediately report it to the Fair management staff or any emergency responder on duty at the Fair, who will in turn pass the information to the person designated to assume initial command. That person will determine whether the situation is an emergency that requires the use of this Emergency Operations Plan.

Establishing Incident Command

The person designated to assume initial command (senior Deputy, or senior Fair staff member), will notify EPSO Dispatch of the emergency, and inform Dispatch that incident command has been established. At that point, that person becomes the Incident Commander (IC).

The IC will notify all Fair personnel of the emergency and the establishment of incident command.

The IC will establish objectives and assign tasks to manage and mitigate the incident. All Fair personnel will carry out the tasks assigned to them by the IC, directly or through their supervisors.

At the earliest point in the response, the IC will determine whether the emergency can be adequately managed with the assets and resources on the Fair and Event Complex, or if outside resources will be required. The IC will contact Dispatch to assist in obtaining resources, notifying other agencies, or any other response coordination that is necessary.

If outside resources are required, the IC may designate a staging area for the additional emergency responders.

Incident Command Post

An Incident Command Post (ICP) will be established, where the IC will command the incident. The ICP serves as the location of the IC and allows for efficient operational consistency, communication and coordination.

For many emergencies the ICP does not need to be highly structured. The ICP may simply be the back of a truck, a local building, or the pre-established Fair operations center. The size, complexity and expected length of the incident will determine the location of the ICP.

The Incident Commander will notify all personnel of the location of the ICP.

If a Unified Command is established, participating agencies will support the Unified Command and send liaisons to the Unified Command Post when requested.

Notifying the public and staff of the emergency

Should it become necessary to notify the public of an emergency on the fairgrounds, the order to do so will be given by the Incident Commander, or a designated representative. All Fair personnel will pass the information to all facilities, structures and activities at the fair by all communications available, to include the public address system, runners, and bull horns.

The Incident Commander will contact EPSO Dispatch to conduct any emergency notification of the area surrounding the Fairgrounds, if necessary.

Protective actions

The Incident Commander's highest priority is the protection of lives. Depending on the type of emergency, the Incident Commander may order Fair personnel to take actions to protect people and animals. The following types of protective actions are not the only choices available, but are appropriate for many of the most likely emergency situations:

Weather Related Emergencies

El Paso County Fair staff shall have at least one person assigned to monitor weather when conditions are present or there is the potential for severe weather in the area. Monitoring shall include visual inspections throughout the day and through weather information sources on the radio and internet websites such as www.noaa.gov, The National Weather Service at <http://forecast.weather.gov/MapClick> or other weather websites to include The Weather Channel and local media websites. Any severe or potentially severe weather in the area or approaching the area shall be immediately reported to EPC Fair leadership.

In the event of present or approaching severe weather, EPC Fair leaders shall make the determination of evacuation and implement evacuation procedures for all persons on the fairgrounds.

During evacuation procedures the El Paso County Sheriff's Office shall assume command of the evacuation operations.

EPC Fair staff shall assist EPSO Deputies in the movement of fair attendees, participants, exhibitors, other staff, and vendors to identified shelters.

As safety permits, fairground staff shall assist EPSO Deputies with attention to the safety of animals on the fairgrounds. Staff will ensure the movement and securing of animals shall not interfere with nor present safety hazards to people seeking shelter and the movement of emergency equipment.

Severe Weather Conditions

Severe weather can include severe thunderstorms with hail, heavy rainfall and high winds, lightning strikes, and/or tornados. The National Weather Service issues severe thunderstorm and tornado watches and warnings. A severe thunderstorm watch means conditions are favorable for severe thunderstorms. A tornado watch means conditions are favorable for possible tornadoes in the area. A severe thunderstorm warning means a severe thunderstorm containing hail that is $\frac{3}{4}$ of an inch in diameter or larger and/or straight-line winds of 58 mph or stronger has been detected by radar or reported by storm spotters in the area. A tornado warning means a tornado has been detected by radar or reported by storm spotters in the area. Since tornado and lightning strikes are difficult to predict and can develop quickly, extreme caution must be taken when conditions are favorable for the formation of a tornado or lightning in the area.

To determine the distance of a lightning strike you should count the number of seconds between seeing the lightning and hearing the thunder. Generally you can calculate 5 seconds per mile for lightning. For example, if you see lightning, count to 30 and hear the thunder than means the lightning is approximately 6 miles away. Lightning can strike as much as 10 miles away from a storm, so even if the sun is shining at the Fairgrounds a storm in the area can still produce a deadly lightning strike.

If severe weather is identified by the weather monitor or other staff to be within 15 to 20 miles of the EPC Fairgrounds, EPC Fair leaders shall be notified. Leaders shall alert EPSO Deputies and all Fair staff on the weather situation and the potential for a weather

evacuation. Staff shall position themselves at the grandstands and other event areas to assist with the movement of people and animals if that becomes necessary.

If severe weather is within 6 to 10 miles of the Fairgrounds the leaders shall determine whether evacuation procedures will be implemented

If severe weather is less than 6 miles of the Fairgrounds the leaders shall take immediate action regarding evacuation of the Fairgrounds.

When an evacuation is called by the Fair leaders, an announcement shall be made over the Public Address system as well as by word of mouth to outlying exhibits, vendors, and other event areas. All activities and events shall be suspended for the duration of the evacuation.

Shelter in Place

The IC may order Fair staff to shelter the public in Fair buildings if people are not safe outdoors, but the Fair buildings themselves are not in danger. For example, Fair buildings can provide protection from wildfire smoke, chemical fumes, or heavy rain.

Fair staff members who are in charge of Fairgrounds areas will report to the Incident Commander when sheltering has been completed in each building.

All persons should remain indoors until notified by Fair personnel or emergency responders that it is safe to go out.

Lock down

In case of an attack, or threatened attack, by dangerous intruders, the IC may order Fair staff to direct the public into the nearest building, to positions where they cannot be seen from windows or doors, then secure the doors. All persons must remain indoors, quiet, and out of sight until law enforcement personnel arrive, or until told it is safe to leave by the Incident Commander or designee.

Bomb Threat

Bomb threats, although not as common as fire alarms, have occurred in County facilities. All such threats are taken seriously. However, it is the policy of the County to not evacuate based solely on a telephoned threat. Threat assessment may determine that evacuation is justified and will be done when the totality of the information dictates it.

Bombs themselves are usually not identifiable as such to the trained or untrained observer. In reality, the physical appearance of a bomb is only limited by the imagination of the builder. Therefore, any suspicious object that is not usually found at a given location could be a bomb. Never touch any suspicious object, especially during a bomb threat incident.

Any bomb threat or item identified as a potential bomb should be reported to any Fair management staff or emergency responder on duty at the Fair. An Incident Command Post will be established and the Incident Commander will assume responsibility for the threat or identified item.

Medical Emergencies

Medical emergencies may happen at any time on the Fair Grounds. Fair management and/or the nearest EPSO Deputy shall be notified immediately to provide assistance and call for additional medical help if needed.

Fair staff will ensure emergency responders have a clear path to the location of the emergency by keeping Fair attendees and participants out of the travel path.

If an available employee is trained in First Aid/CPR, they may provide the minimum amount of first aid necessary respective to their level of training and continue to do so until medical help has arrived. In a life threatening situation, CPR/AED usage would be an appropriate response.

Evacuation

If the decision is made to evacuate the Fairgrounds, the Incident Commander will tell Fair personnel where to direct the public:

- **Sheltering in Calhan School** is needed if it is unsafe for people to shelter in the Fairgrounds buildings. A tornado warning is the best example of a reason to shelter in the school; the school building is stronger than the Fairgrounds buildings.
- **Evacuation from the Calhan area** is necessary if it is unsafe for the public to remain in the town. First responders will determine the routes for evacuees to travel out of the Calhan area. It is preferable to direct evacuees to travel south on Calhan Highway to Judge Orr Road, unless that route will put them in danger.
- **Evacuating only the Fairgrounds** is appropriate if people must leave the Fairgrounds, but it is safe for them to remain in the Calhan area.

All Fair personnel, in cooperation with firefighters and law enforcement personnel, will direct the public to leave all Fair buildings, and tell them whether it is necessary to shelter in the Calhan School, or leave the Calhan area.

Persons with limited mobility will be evacuated from the Fairgrounds via Fair vehicles. Fair personnel will direct or assist these persons to a pickup point in each area. The staff member in charge of each area will report to the Incident Commander the number of persons in that area who need assistance to evacuate. Whenever possible, Fair personnel will attempt to transport service animals and assistance equipment (wheelchairs, etc.) with their owners.

Fair staff members who are in charge of Fairgrounds areas will report to the Incident Commander when each area has been evacuated.

The Calhan School will serve as a reunification point for families or groups that were separated before or during an evacuation. If the school has not been opened as a shelter, Fair staff will direct separated families and groups to meet at the front entrance of the school.

Staff will secure doors and windows as they leave each area, if time permits.

Fair staff cannot force anyone to evacuate, and are not obligated to stay with someone who refuses to evacuate. If someone refuses to leave after being warned and instructed to do so, the staff will notify Incident Command, as they leave the area, of the number and location of these persons.

Animal protection and control

Animals housed in closeable structures will remain in place unless otherwise dictated by the IC. Owners of animals that are in exposed open structures will be encouraged to move animals into Owens Livestock Arena. If owners are not available during an event, an available 4-H livestock committee member will make the decision.

The nature and imminence of an emergency may prevent an owner from moving animals off of the Fairgrounds. Such movement will not be allowed if it could hinder emergency responders, jeopardize the safety of human evacuees, or widen the scope of the emergency (for example, by spreading a disease beyond the Fairgrounds). The Fair Veterinarian shall determine whether it is necessary to restrict the movement of animals within or off of the Fairgrounds.

Public affairs

The public dissemination of information is critical to the successful resolution of any event. During any incident the El Paso County Public Information Officer (PIO) will serve as the official spokesperson, and is responsible for issuing public statements during the emergency. All Fair staff will refer news media inquiries to the EPC PIO, and will not give statements to news media without prior coordination with the PIO.

For larger or multi-jurisdictional incidents, the PIOs from the agencies involved in the incident may establish a Joint Information Center to coordinate information releases. The location of the Joint Information Center will be the Calhan School Administration Building, unless otherwise dictated by the incident.

Plan Maintenance and Review

This plan will be reviewed annually and updated as needed. Each year's plan review and update will be completed in time to update Fair procedures and instructions, and serve as the basis of pre-Fair training for Fairgrounds personnel.

Appendix A:

Definition of Terms and Acronyms

Emergency Operations Center (EOC): The physical location at which County officials coordinate information and resources to support on-scene incident management activities. The El Paso County EOC is located at 101 West Costilla Street, Colorado Springs, Colorado.

Emergency Operations Plan (EOP): A document that identifies the available personnel, equipment, facilities, supplies, and other resources in the jurisdiction and states the method or scheme for coordinated actions to be taken by individuals and government services in the event of natural or manmade disaster. It describes a jurisdiction's emergency organization and its means of coordination with other jurisdictions. It assigns functional responsibilities to the elements of the emergency organizations, and it details tasks to be carried out at times and places projected as accurately as permitted by the nature of each situation addressed.

Hazardous materials: Substances or materials in a quantity or form that may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Appendix B:

Sample Daily Briefing Checklist

A daily pre-opening briefing to Fair personnel is an important tool to keep all personnel aware of their roles in both daily operations and an emergency response.

Items may be added or deleted as needed.

Current situation

- ☐ Pertinent events from the previous night
- ☐ Significant changes (Service outages, work in progress, change in entry/egress)
- ☐ Participant locations (vendors, campers, special livestock, other)
- ☐ Weather forecast

Today's plan

- ☐ Any changes from previous day?
- ☐ Expected operations/events
- ☐ Staff assignments
- ☐ How to report a "normal" emergency
- ☐ Safety concerns and safe practices

Communications plan

- ☐ Channels and talk groups assigned
- ☐ How to find other contact information
- ☐ Equipment assignments
- ☐ Appropriate radio usage

Review Emergency Operations Plan

- ☐ How to report a major emergency
- ☐ Communications procedures
- ☐ Roles and Responsibilities
 - ☐ El Paso County Sheriff's Office
 - ☐ Senior EPSO Deputy: Incident Commander
 - ☐ Calhan Police Department
 - ☐ Calhan Volunteer Fire Department
 - ☐ Fair Board Directors (Area Directors) and Fair Staff
 - ☐ All other Fair personnel
 - ☐ Calhan School officials
- ☐ Evacuation Routes
- ☐ Calhan School access and entry procedures
- ☐ Shelter-in-Place Plan
- ☐ Animal Control and Protection
- ☐ Staging Areas

Additional Issues? Any questions from the staff?

Appendix C:

Emergencies at Non-Fair Events

The El Paso County Fair and Event Complex is part of the El Paso County Parks Department, and plays host to all types of commercial, business, youth, and private events throughout the year.

Preparedness actions

Event Holders are responsible for making reasonable preparations to protect the lives of their event attendees:

- Ensure that all event staff (including security personnel or EMTs) are familiar with the emergency instructions posted in the areas to be used by the event.
- Monitor weather conditions before and during the event, and remain aware of any potential for severe weather near the Fairgrounds.
- Learn the location of the designated tornado shelter for the Town of Calhan, and how to direct event attendees to get there.

Recognizing and reporting an emergency

Any person who recognizes that an emergency incident has occurred, or is imminent, will immediately report it to emergency responders on site (if available), or call 9-1-1.

Once emergency responders have been notified, event personnel should render first aid if needed, and follow the instructions of emergency responders or the 9-1-1 Dispatcher.

If the town siren is heard, a tornado may be imminent. Event staff will instruct attendees to go directly to the designated tornado shelter for the Town of Calhan.

Protective actions

The highest priority is the protection of lives. After notifying emergency responders, event staff may be directed to take the following types of actions to protect people and animals. These are not the only choices available, but are appropriate for many of the most likely emergency situations:

Severe Weather: Tornado

In the event of a tornado warning, attendees should evacuate the Fairgrounds buildings and shelter in the Calhan tornado shelter at Calhan High School across 10th street. See Evacuations below.

Shelter in Place

Event staff should shelter attendees in Fairgrounds buildings if people are not safe outdoors, but the Fair buildings are not in danger. For example, Fair buildings can provide protection from wildfire smoke, chemical fumes, or heavy rain. All persons should remain indoors until event staff or emergency responders determine that it is safe to go out.

Lock-down

In case of an attack, or threatened attack, by dangerous intruders, event staff will direct attendees into the nearest buildings, secure the doors, and move all persons to positions where they cannot be seen from windows or doors. All persons must remain indoors and out of sight until an all-clear signal is given by Fairgrounds staff or law enforcement personnel.

Medical Emergency

In the event of a medical emergency, attendees should call 911 immediately. A person should be designated to meet the first responders at the Fairgrounds entrance and direct them to the medical emergency.

Evacuation

If it is necessary to evacuate the Fairgrounds, emergency responders will choose one of these options based on the nature of the emergency:

- **Sheltering in the designated Calhan tornado shelter** is needed in case of a tornado warning. The shelter is stronger than the Fairgrounds buildings.
- **Evacuation from the Calhan area** is necessary if it is unsafe for the attendees to remain in the town. First responders will determine the routes for evacuees to travel out of the Calhan area.
- **Evacuating only the Fairgrounds** is appropriate if people must leave the Fairgrounds, but it is safe for them to remain in the Calhan area.

Event staff will secure doors and windows as they leave each area, if time permits.

Event staff cannot force anyone to evacuate, and are not obligated to stay with someone who refuses to evacuate. If someone refuses to leave after being warned and instructed to do so, event staff will note the number and location of these persons, and notify emergency responders later if needed.

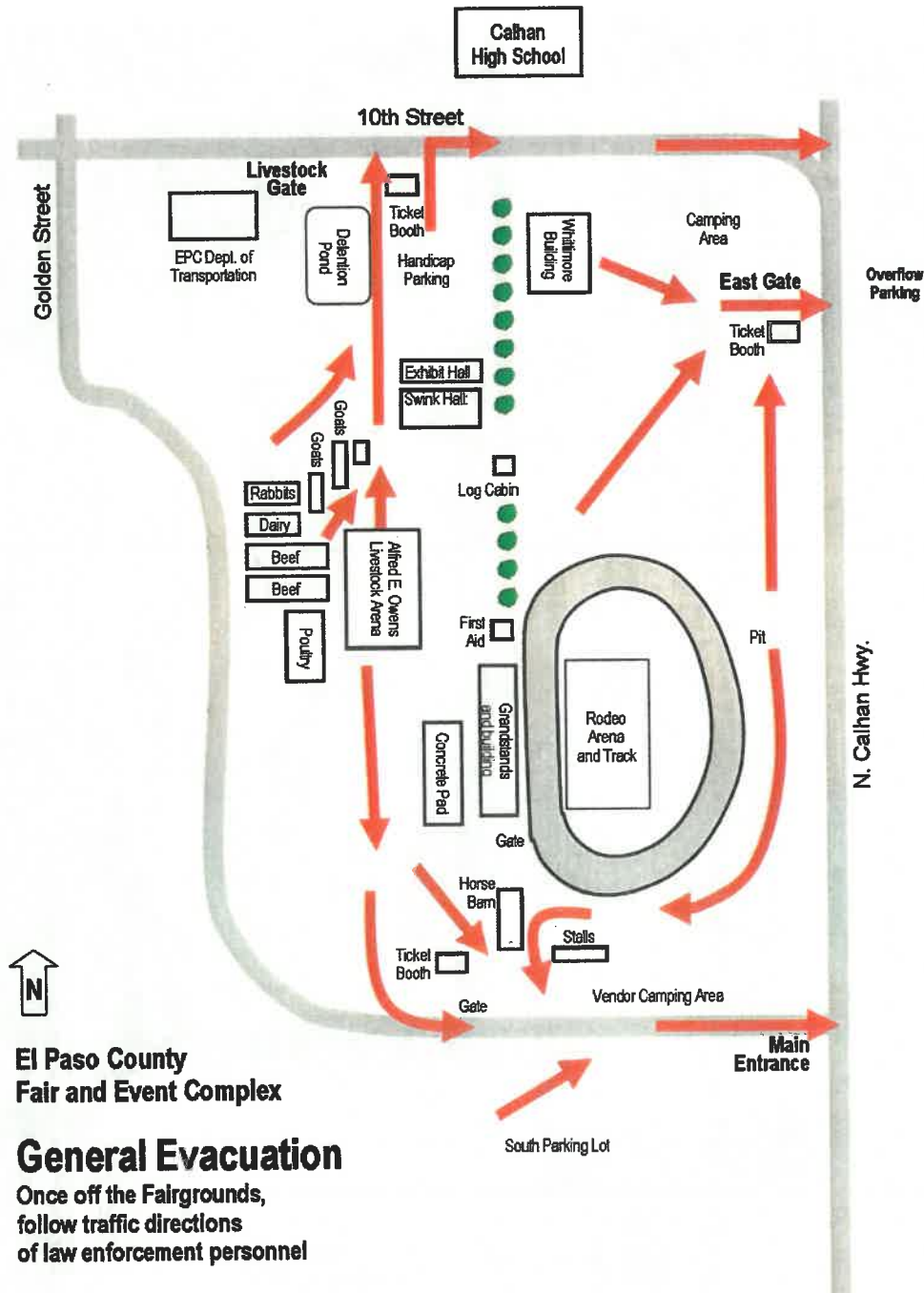
Animal protection and control

Animals housed in closeable structures will remain in place unless otherwise dictated by emergency responders. Owners of animals that are in exposed open structures will be encouraged to move animals into Owens Livestock Arena.

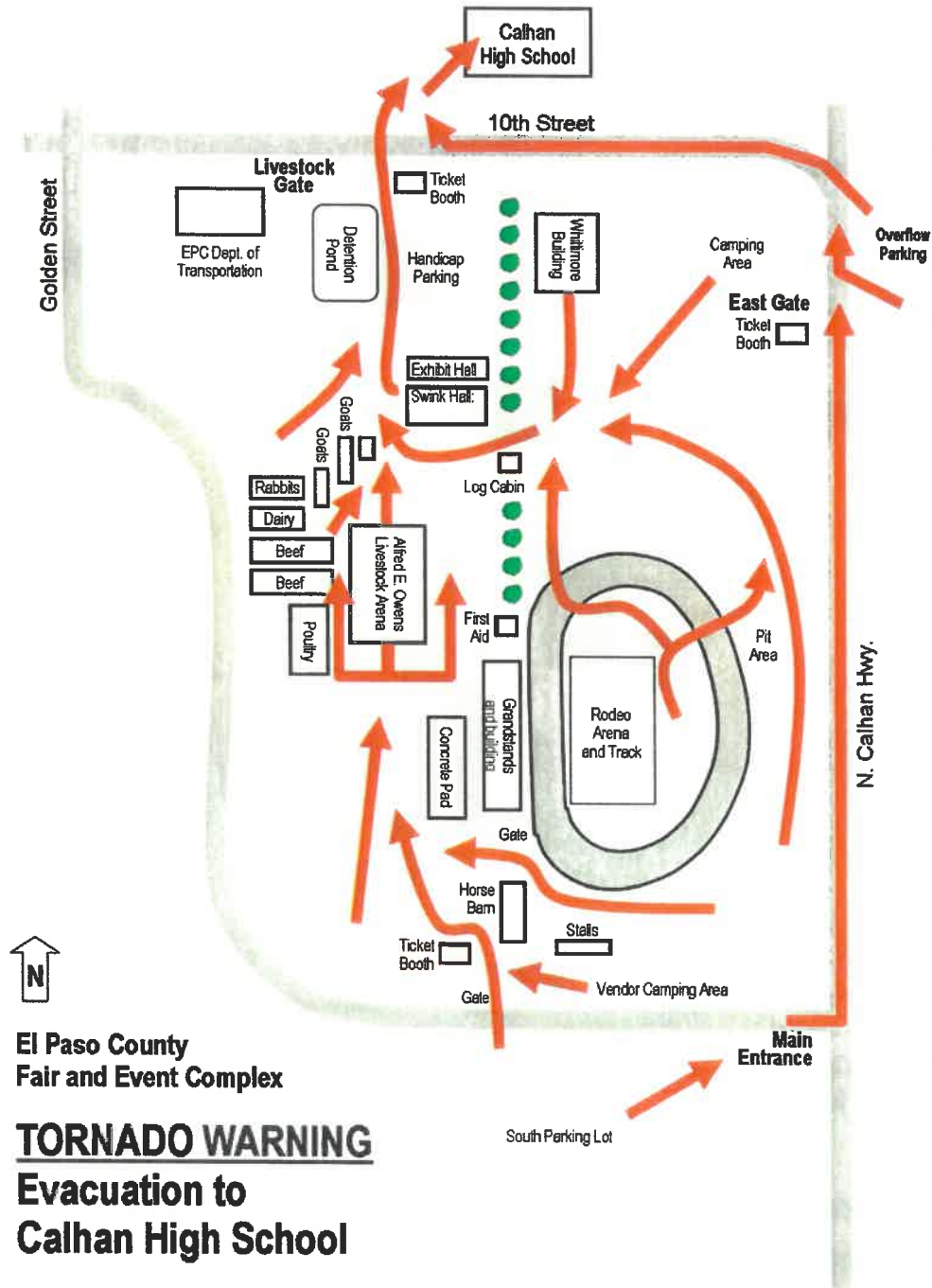
Appendix D: Map of Fair and Event Complex Grounds



Appendix E: Map – General Evacuation



Appendix F: Map – Evacuation to School



Appendix G: Map – Shelter in Place Locations

