

EMERGENCY RESPONSE PLAN
Rosebud Treasure County Fair
PO BOX 990
Forsyth, Montana 59327

Developed and First Adopted – 2010
Latest Review and Update – June 1, 2014

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Definitions

Board – The members of the Rosebud Treasure County Fair Board of Directors.

Incident Command and Control Headquarters (ICCH) – The joint communication center located at the Rosebud Treasure County Fair Office.

RCDES – Rosebud County Disaster and Emergency Services.

RCDESD – Rosebud County Disaster and Emergency Services Director.

Emergency - A sudden, generally unexpected occurrence or set of circumstances demanding immediate action to protect life and/or property.

Emergency Declaration – The notification of the public, attendees, and workers at any event where at, for public safety, a special action must be taken.

Emergency Management – The Rosebud County Disaster and Emergency Services Director and/or the on-scene Coordinator.

FCC - Fair Crisis Coordinators – group of Fair Directors to review incidents and determine when to implement emergency response plan.

Evacuation – The orderly movement of people from an endangered location.

Extraordinary Emergency - An emergency, which requires the use of resources, personnel, equipment, facilities, and operational procedures beyond those normally and immediately available.

Potential Types of Emergencies - Potential emergency incidents during the Rosebud Treasure County Fair, or other events, could include one or more of the following:

1. Natural – (weather related incidents such as severe storms, tornadoes, flood, etc)
2. Technological – (incidents such as fire, explosion, building collapse)
3. Transportation – (motor vehicle accidents)
4. Medical Emergencies – (personal health or accident related)
5. Industrial – (Hazardous materials incidents on or off site)
6. Civil Disorder – (Domestic situations, terrorism, rioting, demonstrations)
7. Miscellaneous Emergencies

Sponsor – Any organization or business which shall utilize all or a portion of the fair grounds for any period of time where the public may be in attendance for an event not under the direct control of the Board.

CONTACT & RELATED INFORMATION

911 Address of Rosebud County

Fairgrounds:

513 North 16th Ave.

Forsyth, Montana 59327

Emergency Phone – 911

When calling an emergency in, make sure you specify the location on the fairgrounds of the emergency, and any other features that will facilitate a quick response to the site.

Fair Office will serve as the Incident Command and Control Headquarters for all emergencies, unless otherwise designated.

Sheriff Office 911 or (406) 346-2715

Forsyth Fire Dept 911

Rosebud County Ambulance 911

Rosebud County Disaster and Emergency

**Services Director Carole Raymond (406) 346-7068
(office)**

Rosebud County Fair Office (406) 346-2144

Fax (406) 346-2150

Fair Office Hours (Fair week only)

7:00 a.m. to 10:00 p.m.

****To do an emergency page on the fairgrounds phones, hit the # key and then 0 and make your announcement.**

After hours: once you hear the auto attendant, dial 280. This will ring ALL phones. Loudly but clearly announce the emergency.

Rosebud Treasure Fair Directors

CHAIRPERSON – Bonnie Prince

SECRETARY – Vicky Fink

DIRECTORS:

Mike Blakesley

Kim McRae

Johnna Newman

Gary Fjelstad

Cory Hert

Gordon VanAsh

Fair Crisis Coordinators:

Bonnie Prince
Doug Goyette
Vicky Fink
Henry Fink

Fair Crisis Team:

Name & Position
Bonnie Prince Chairperson
Cory Hert, Fair Director
Gordon VanAsh, Fair Director
Johnna Newman, Fair Director
Carole Raymond Rosebud. Co DES
Rod Dresbach Fire Chief
Rosebud Co. Sheriff
Rosebud Co. Ambulance

Fair Crisis Spokespersons:

Deb Perry – Public Information Officer (primary)
Bonnie Prince, Vicky Fink (alternates)

PURPOSE

This plan provides guidance for the protection of people and property, recovery from any disaster and the resumption of business at the Rosebud Treasure County Fair.

ASSUMPTIONS

The Rosebud Treasure County Fair is generally held the third full week of July. The fair is a combination of livestock, home economics, grandstand shows; carnival rides; commercial exhibits; and midway/food vendors. An estimated 12,000 people attend annually.

AUTHORITY

The legal basis for the plan implemented by this plan comes from Montana law and local laws and ordinances.

ASSUMPTIONS AND PLANNING FACTORS

- A. Threat or actuality of tornadoes, excessive wind, flooding and other natural disasters can affect the county fair activities.
- B. Terrorism, bio-terrorism and agri-terreorism are also possibilities.
- C. Hazardous material spills or clouds could affect fair activities.
- D. Threats or actuality of civil disorder, public disorder or other human threats can affect the operation of fair business.
- E. Weapons of Mass Destruction (WMD) or their threat of use can affect fair activities.

ORGANIZATION/RESPONSIBILITIES

Rosebud County Fairgrounds is the base organization and responsible for emergency operations within the scope of this Emergency Operation Plan (EOP).

CONCEPT OF OPERATION

- A. If a state of emergency arises in a building owned and operated by the Board or anywhere on fair property, the FCC (Fair Crisis Coordinators) or designee may begin implementation of the Emergency Operations Plan. The FCC or designee(s) has the authority to delegate responsibility to any building leader for the implementation of the EOP.
- B. Operation Policies
 - 1. It is recognized that the protection of life is the primary responsibility of Rosebud Treasure Fair personnel.
 - 2. Fair Directors can spend as needed to respond to an emergency, the spending limit shall be temporarily waived if an emergency is declared by FCC.
 - 3. Fair officials shall call upon local law enforcement and fire department for assistance in time of disaster.
 - 4. Rosebud County Disaster & Emergency Services Director will work with

the assistance of the FCC and ask for a disaster declaration from the Rosebud County Commission when local resources have been or expect to be exhausted.

ADMINISTRATION AND LOGISTICS

A. In time of a disaster, response will be coordinated through RCDESD with fair personnel, law enforcement, medical personnel and fire service.

B. It is understood by fair authorities that responding agency(s) will take over response and recovery operations in coordination with fair authorities and Emergency Management. Responding agency(s) will retain authority until situation is under control.

C. It is understood that in some disaster situations that fair property may become part of a crime scene and may be retained for evidence. If this is necessary, FCC or designee will request a receipt from the lead investigating authority for any item taken into evidence.

PLAN DEVELOPMENT, MAINTENANCE, TRAINING AND REVIEW

A. This plan and any supporting appendixes and annexes will be updated annually and changes noted on the Plan Record of Changes Worksheet.

B. Distribution of the plan should include, but is not limited to, the fair office, building leaders, county sheriff and county emergency management.

C. Fair Directors will review and confirm individual specific roles annually.

ROSEBUD TREASURE COUNTY MULTI-HAZARD DISASTER PLAN

This plan provides for the safety of staff, participants and attendees, and the protection of property in the event of a multi-hazard disaster. Copies of this plan will be made available for public viewing according to existing open records laws. Copies will be available in the Fair Office. Copies will be distributed to building leaders, county emergency management, local law enforcement and others as needed. Rosebud Treasure County Fair will adopt and approve changes to this document each year after initial adoption. All changes will be noted on Plan Change Worksheet.

Bonnie Prince, Chairperson

Vicky Fink, Secretary

EMERGENCY RESPONSE GUIDE

Response to Any Emergency

Notify 911 (if necessary) and the event superintendent. Superintendent notifies Fair Office.

Notify Disaster and Emergency Services if necessary.

Notify Fair Office for CPR/first aid certified persons on the grounds of medical emergencies, if necessary.

Basic First Aid can be received at Fair Office

Seal off high-risk area.

Take charge of area until incident is contained or relieved by law enforcement.

Assemble Crisis Team.

Preserve evidence if crime scene.

Refer media to Fair Spokesperson(s) or RCDESD (or designee).

Fair Responsibilities

Event superintendent/coordinator or designee:

- Verify information.
- Call 911 (if necessary).
- Seal off high-risk area.
- Convene crisis team and implement crisis response procedures.
- Notify Fair Office
- Evacuate participants and audience if necessary.
- Refer media to Fair Spokesperson(s) or RCDESD (or designee).
- Implement post-crisis procedures.
- Keep detailed notes of crisis or emergency event and compile notes into a formal "Incident Report". The "Incident Report" shall be filed in the Fair Office and distributed as directed by the Board of Directors.

Directors/Leaders/Staff:

- Verify information.
- Lock building doors if necessary, unless evacuation orders are issued.
- Warn participants and audience, if advised.
- Account for all participants.
- Stay with participants during an evacuation. Take participant roster.
- Refer media to Fair Spokesperson(s) or RCDESD (or designee).
- Keep detailed notes of crisis event.

General Responsibilities

Ensure Buildings for Shelter are unlocked and accessible
Verify Lighting is on in buildings

Rosebud Treasure County Fair Spokespersons or their designee(s) / Office Manager

Messaging on Public Address System
Weather Alerts – Watches and Warnings will be announced over the Public Address System

Fair Office and/or event superintendents

Shall provide the Exhibitor/Participant List if said personnel are aware of the attendees.

Fire Dept and Ambulance Availability

Fire Dept and Ambulance Services will be available each day to facilitate any needs which may arise.

RCDES

RCDES representative will be available.

Visitor Responsibilities

Ensure your family/friends or other guests attending the fair with you have discussed:

- Meeting place designated
- When to meet, if any watches/warnings are announced
- Where to seek shelter if needed
- Where any emergency services are located on the grounds
- At what point your party will depart the grounds
- Reviewing fair emergency plan in fair office or on website
- Reporting all emergencies/accidents to Fair Office

EVAC Helicopter Landing Areas

Primary landing area will be the hospital helipad.
Secondary landing area will be the infield.

FAIR CRISIS COORDINATORS /OPERATIONS COMMANDER RESPONSIBILITIES

The Fair Crisis Coordinators (FCC) shall be responsible, but not limited to, the following actions:

1. Report to the ICCH upon declaration of an emergency and assume operations command (operations commander).
2. Becoming aware of all aspects of the emergency.
3. Assure that the appropriate agencies and team members have been alerted.
4. Organizing the fair personnel to reduce the loss of life or severity of the incident.
5. Determine as to the status of fair operations (closure or limited operations).
6. Authorizing any information to be released relating to the emergency.
Approved information will be submitted to the official fair spokesperson(s)
7. Acting as, or delegating a team member, to work with the emergency services.
8. When needed, providing for the proper documentation (reports and photographs) of the emergency.
9. Assemble Crisis Team
10. Coordinate with DESD

CRISIS TEAM MEMBERS RESPONSIBILITIES

Fair Crisis Team is available to deal with all emergencies that may occur during the Rosebud Treasure County Fair and shall be responsible for, but not limited to:

1. Responding to all calls for assistance.
2. Providing support services as required for any emergency.
3. Assisting the operations commander(s) in enforcing fair regulations upon fair guests, exhibitors, and employees.
4. Enforcing rules and conditions of safety upon all fair guests, exhibitors, and employees.
5. Assisting outside agencies as needed.
6. Providing a physical deterrent.
7. Providing an atmosphere of safety.
8. Enforcing and reporting any violations to the proper authorities.
9. Providing a deterrent to any act which shall be considered a breach of public order, or contrary to the goals of the Rosebud Treasure County Fair.

OFFICE MANAGER RESPONSIBILITIES

The fair office manager shall be responsible for the operation of Incident Command and Control Headquarters (ICCH) and the following actions:

1. Securing ICCH when an emergency is declared.
2. Obtaining detailed information about any accident or incident.
3. Assisting the operations commander(s) in assigned duties.
4. Notifying agencies as required by incident level or as directed by the operations commander(s).
5. Keeping a written record of the incident as time allows.
6. Cataloging incoming calls for later response by the operations commander or fair spokesperson(s)
7. Making the operations commander(s) aware of officials arriving relative to the incident.
8. Fielding media questions to the fair spokesperson(s) or operations commander
9. Releasing only information that has been approved by the fair spokesperson(s) or operations commander

GRANDSTAND EVENT ATTENDANT(S) RESPONSIBILITIES

The evenings Grandstand Event Attendant(s) shall be responsible for the following actions:

1. Insuring the safety of the participants, entertainers and presenting groups.
2. Assisting the FCC or crisis team in isolating any dangers from stage area utilities.
3. Providing for the safe re-location of the audience as directed by the operations commander(s).
4. As nearly as possible, providing for the security of the entertainers property.
For the purpose of any large youth group activities, a central meeting location shall be marked to provide a gathering point in an emergency. All participants will meet at the emergency gathering point to allow supervisors and chaperones the opportunity to account for all participants.
*The meeting area is **at the west end of the infield**. This area provides a safe zone away from potential hazards as well as allowing access of incoming emergency responders. After all participants have been accounted for, they are to remain until receiving further instructions as to a safe evacuation avenue.*

INDEPENDENT MIDWAY/COMMERCIAL EXHIBITS ATTENDANT(S) RESPONSIBILITIES

The Independent Midway and Commercial Exhibitors Attendant(s) shall be responsible for the following actions:

1. Directing, as needed, the closing of the concessions/exhibits to facilitate emergency actions.
2. Directing the fair customers to shelter areas within or away from the concessions/exhibits as directed by the operations commander(s).
3. Insuring the movement of concessions or customers does not interfere with the access and movement of emergency equipment.
4. Working with the FCC or crisis team isolating utilities as needed.
5. As nearly as possible, providing for the security of the concession exhibitors.

CAMPING SUPERINTENDENT RESPONSIBILITIES

The camping superintendent shall be responsible for the following actions:

1. Upon declaration of an emergency event, stand by to assist in parking operations (evacuation or holding traffic flow).
2. Insuring the campers have sufficient warning for emergencies affecting the campground.
3. Insuring the campers do not interfere with incoming emergency vehicles.
4. Providing for information on persons who may have been involved in the emergency and are occupying the camper areas
5. Coordinating with the FCC or crisis team, providing for the orderly evacuation of the camper areas, as directed by the operations commander(s).

PARKING SUPERVISOR RESPONSIBILITIES

The parking supervisor shall be responsible for the following actions:

1. Upon declaration of an emergency event, report to the ICCH to direct parking operations.
2. Coordinating with the operations commander(s) or crisis team, closing the parking lot to incoming vehicles and as effectively as possible, routing the incoming vehicles away from the fairgrounds.
3. Assigning a Fairgrounds Employee to meet the incoming emergency responders and direct them to the appropriate staging area.
4. Directing the exiting vehicles to insure their route does not interfere with incoming emergency responders, or endanger the vehicles that are exiting.

DEPARTMENT SUPERVISOR RESPONSIBILITIES

The department superintendents shall be responsible for the following actions:

1. Providing for the safety of guests and contestants during an emergency.
2. At the direction of the operations commander(s), providing for the relocation or evacuation of persons in the exhibit areas.
3. As safety permits, providing for the safety of animal and non-animal exhibits.
4. Insuring the trafficking of animals does not interfere with the movement of people or emergency equipment.
5. As nearly as possible, provide for the accountability of all exhibitors.
6. Passing on all pertinent information to the department assistants.
7. Work with FCC or Crisis Team in developing an evacuation plan for each department.

FFA FAIR MANAGER/ADVISORS/EXTENSION AGENTS RESPONSIBILITIES

The FFA Fair Manager, FFA Advisors, Extension Agents and their designates, shall be responsible for the following actions during FFA and 4H activities:

1. Upon declaration of an emergency event, report to the ICCH to assist in the safe relocation or evacuation of members.

2. Coordinate with DES Director.

Provide for the safety of exhibitors and guests during an emergency.

3. At the direction of the operations commander(s), provide for the safe relocation of persons in the arena, building, or contest areas.
4. As safety permits, provide for the safe movement of animals and exhibits.
5. Insure that the movement of animals does not interfere with the arrival of emergency equipment.
6. As safety permits, provide for the accountability of all contestants.
7. Insure that all leaders and superintendents of departments have ample opportunity to prepare for emergencies.
8. Pass on all information to subordinates and relief workers.

Weather and Monitoring

Rosebud County Fair Office will have a weather radio and will consult various websites including but not limited to www.noaa.gov; and will be in contact with the Rosebud County Disaster and Emergency Services representative to monitor any weather events deemed of interest to the safety of any person(s)/property on the fairgrounds.

Tornado

Tornado Watch has been issued for Rosebud or Treasure County

Monitor NOAA Weather Stations (National Weather Service, Weather Channel), weather websites.

Bring all persons inside building(s) if deemed necessary.

Be prepared to close windows and blinds.

Review tornado drill procedures and location of shelter areas. Tornado shelter areas are listed in the evacuation section.

Tornado Warning has been issued for Rosebud or Treasure County

Move participants and staff to shelter areas.

Remind event leaders to take participant rosters, if practical/applicable.

Ensure that participants are close to center of all buildings, low to the ground and have their heads covered.

Remain in shelter until warning expires or until emergency personnel have issued an all clear signal.

The following is information from the National Weather Service on tornados.

The good news is that you can survive a tornado! Even on the western fringe of tornado alley, chances are you will never experience a direct hit by a tornado. However, being prepared is critical. By following these simple guidelines, you can protect yourself and your family from nature's most violent storm. No matter where you are, use these basic guidelines for tornado safety Refer to other sections of this guide for more details on staying safe in specific locations and circumstances. The most important things to remember are:

- **GET IN** - If you are outside, get inside. If you're already inside, get as far into the middle of the building as possible.
- **GET DOWN** - Get underground if possible. If you cannot, go to the lowest floor possible.
- **COVER UP** - Flying and falling debris are a storm's number one killer. Use pillows, blankets, coats, helmets, etc to cover up and protect your head and body from flying debris.

Outdoor Activities - Campgrounds, RV Parks, Sporting Events, Fairs, and Festivals

Being exposed outdoors is one of the worst places to be in a tornado or severe thunderstorm.

Being involved in outdoor activities can sometimes put you at increased risk, because you're exposed outdoors and possibly in an unfamiliar area. Organized outdoor events, including sporting events at all times of year, should have weather safety plans. People at large sporting events are especially vulnerable because of the difficulties involved in moving large numbers of people. Event coordinators or managers should have a detailed severe weather safety plan in place and practice it. People at large outdoor gatherings or events should listen when severe weather information is conveyed and follow instructions if a safety plan is put into action.

The following

comments on this page are excerpts from Joint Statement on Tornado Safety by the American Red Cross and the National Weather Service:

The Red Cross and Weather Service believe that if you are caught outdoors, you should seek shelter in a basement, shelter or sturdy building. If you cannot quickly walk to a shelter:

- *Immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy shelter.*

- *If flying debris occurs while you are driving, pull over and park. Now you have the following options as a last resort:*

Stay in the car with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.

If you can safely get noticeably lower than the level of the roadway, exit your car and lie in that area, covering your head with your hands.

- *Your choice should be driven by your specific circumstances:*

The important thing to understand is that if you find yourself outside or in a car with a tornado approaching and you are unable to get to a safe shelter, you are at risk from a number of things outside your control, such as the strength and path of the tornado and debris from your surroundings. This is the case whether you stay in your car or seek shelter in a depression or ditch, both of which are considered last resort options that provide little protection. The safest place to be is in an underground shelter, basement or safe room.

NATIONAL WEATHER SERVICE WEATHER DEFINITIONS

A severe thunderstorm must contain hail that is three-quarter inch in diameter or larger or straight line winds of 58 mph or stronger and/or a tornado. The National Weather Service issues severe thunderstorm and tornado watches and warnings for severe thunderstorms. A severe thunderstorm watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger and/or straight line winds of 58 mph or stronger in the area. A tornado watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger straight-line winds of 58 mph or stronger and/or possible tornadoes in your area. A severe thunderstorm warning means a severe thunderstorm containing hail that is three quarters of an inch 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. The severe storm may also contain hail that is three-quarters of an inch diameter or larger and/or straight-line winds of 58 mph or stronger.

Severe Thunderstorm or /Lightning

Severe Thunderstorm Watch has been issued for Rosebud or Treasure County

Monitor NOAA Weather Stations (National Weather Service, Weather Channel), weather websites.

Consult with RCDES representative

Bring all persons inside building(s) if deemed necessary.

Be prepared to close windows and blinds.

Severe Thunderstorm Warning has been issued for Forsyth Area / Lightning Sighted

Monitor NOAA Weather Stations (National Weather Service, Weather Channel), weather websites.

Consult with RCDES representative

Evacuate Grandstands if deemed necessary

Notify Carnival Office - Evacuate Rides

Bring all persons inside building(s) if deemed necessary.

Be prepared to close windows and blinds.

Fire

In the event a fire, smoke from a fire or a gas odor has been detected:

- Fire Extinguishers are available.
- Evacuate all persons to a safe distance outside of building.
- Event superintendent/supervisor notifies Rosebud County Dispatch (call 911) and Fair Office.
- Event superintendent/supervisor may move all persons to nearest shelter building if weather is inclement or building is damaged.
- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Fire Chief or designee notifies fair office of termination of emergency. Resume normal operations.
- Firefighters' main concern is human safety
- Keep all aisle ways/fire lanes clear

Hazardous Materials

Incident occurred on fairgrounds

- Call 911.
- Notify event superintendent.
- Event superintendent notifies Fair Office.
- Seal off area of leak/spill.
- Take charge of area until fire personnel contain incident.
- Fire officer in charge will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.
- Resume normal operations after consulting with fire officials.

Incident occurred near fairgrounds

- Fire or Sheriff will notify Fair Office
- Fair Office will notify event superintendent/supervisor, if necessary.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation.

Assault/Fights

- Ensure the safety of participants and fair volunteers/staff first.
- Call 911, if necessary. Contact law enforcement on fairgrounds.
- Notify CPR/first aid certified persons on the grounds of medical emergencies
- Notify Event Superintendent. Superintendent assembles Crisis Team Members.
- Seal off area where assault took place.
- Defuse situation, if possible.
- Superintendent notifies sheriff if weapon was used, victim has physical injury

causing substantial pain or impairment of physical condition, or assault involved sexual contact (intentional touching of anus, breast, buttocks or genitalia of another person in a sexual manner without consent. This includes touching of those areas covered by clothing).

- If sexual assault if possible secure scene and keep victim, clothing and any other potential evidence intact. Do not allow victim to shower until told to by law enforcement.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.
- Assess counseling needs of victim(s) or witness(es). Implement post-crisis procedures.

Bomb Threats

Upon receiving a message that a bomb has been planted on fairgrounds:

- Use bomb threat checklist.
- Ask where the bomb is located, when will bomb go off, what materials are in bomb, who is calling, why caller is doing this.
- Listen closely to caller's voice and speech patterns and to noises in background.
- Notify Fair Office
- Fair Office orders evacuation of all persons inside building(s).
- Fair Office notifies police (call 911) and RCDESD(or designee).

Evacuation procedures:

- Fair Office warns participants and staff. Do not mention "Bomb Threat". Use standard fire procedures.
- Participants and staff must be evacuated to a safe distance outside of building(s).

After consulting with Fair Office, supervisors may ask all persons to leave the fairgrounds if weather is inclement or building is damaged.

- No one may reenter building(s) until entire building(s) is declared safe by fire or police personnel.
- Fair Office notifies superintendent of termination of emergency.
- Resume normal operations.

Bomb Threat Checklist

Exact time of call: _____ Date: _____

Exact words of caller:

QUESTIONS TO ASK:

1. When is the bomb going to explode?

2. Where is the bomb?

3. What does it look like?

4. What kind of bomb is it?

5. Where are you calling from?

6. What is your address?

7. What is your name?

8. What will cause it to explode?

9. Did you place the bomb?

10. Why?

CALLER'S VOICE (circle):

Calm Slow Crying Slurred Stutter

Loud Broken Giggling Accent

Sincere Squeaky Angry Rapid

Lisp Deep Normal Disguised

Excited Nasal Stressed

If voice is familiar, whom did it sound like?

Were there any background noises?

Remarks:

Person receiving call:

Telephone number call received at:

Intruder/Hostage

Intruder- An unauthorized person who enters fairgrounds

- Notify Event Superintendent.
- Ask another staff person to contact law enforcement.

If intruder refuses to leave:

- Notify security or police and FCC if intruder refuses to leave. Give police full description of intruder.
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located on grounds/building, whether he/she is carrying a weapon or package, etc).
- Event Superintendent notifies Fair Office and FCC may issue lock-down procedures (see Lock-Down Procedures section).

Hostage

- If hostage taker is unaware of your presence, do not intervene.
- Call 911 immediately. Give dispatcher details of situation; ask for assistance from hostage negotiation team.
- Seal off area near hostage scene.
- Notify Event Superintendent.
- Event Superintendent notifies Fair Office.
- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm all other persons if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

Serious Injury or Death

If incident occurred on fairgrounds

- Call 911.
- Notify CPR/first aid certified persons on fairgrounds of medical emergencies (contact fair office for names of CPR/first aid certified persons)
- If possible, isolate affected participant/staff member.
- Notify Event Superintendent.
- Event Superintendent notifies Fair Office
- Activate crisis team. Designate staff person to accompany injured/ill person to hospital.
- Event superintendent notifies parent(s) or guardian(s) of affected person, if under 19.
- Direct witness(es) to crisis team.
- Refer media to Fair Spokesperson(s) or RCDESD (or designee).

If incident occurred outside of fairgrounds

- Activate crisis team if necessary.
- Notify leaders before normal operating hours.
- Announce availability of counseling services for those who need assistance.
- Refer media to Fair Spokesperson(s) or RCDESD (or designee).

Post-crisis intervention

- Meet with crisis team to determine level of intervention for staff and individuals.
- Designate rooms as private counseling areas.
- Escort siblings and close friends and other "highly stressed" persons to counselors.
- Assess stress level of volunteers/staff. Recommend counseling to overly stressed staff/volunteers.
- Follow-up with youth/students and staff/volunteers who received counseling.

Suicide/Attempt

Suicide Attempt on fairgrounds

- Verify information.
- Call 911, if person requires medical attention, has a weapon or needs to be restrained.
- Notify law enforcement, Fair Office, and RCDESD.
- Event Superintendent calls Fair Office and parent(s) or guardian(s) if suicidal person is a minor.
- Calm suicidal person.
- Try to isolate suicidal person from other persons.
- Stay with person until counselor/suicide intervention arrives. Do not leave suicidal person alone.
- Activate crisis team to implement post-crisis intervention. Determine level of intervention.

Suicidal Death/Serious Injury

- Verify information.
- Activate crisis team.
- Notify law enforcement, Fair Office, and RCDESD.
- Notify staff in advance of next day following suicide or attempted suicide.
- Implement post-crisis intervention.

Post-crisis Intervention:

- Meet with counseling staff and event leaders to determine level of intervention for staff and others affected.
- Designate rooms as private counseling areas.
- Escort siblings and close friends and other "highly stressed" individuals to counselors.
- Assess stress level of staff. Recommend counseling to overly stressed staff.
- Refer media to Fair Spokesperson(s) or RCDESD (or designee).
- Follow-up with individuals and staff who received counseling.
- Resume normal routines as soon as possible.

Activists/Demonstrations/Terrorism

Staff or other person who is aware of an activist on the grounds:

- Notify Fair Office immediately.
- Tell Fair Office name of location of activist, demonstration or suspected terrorist
- DO NOT CHALLENGE/ARGUE WITH THE INDIVIDUALS. AVOID CONFRONTATION
- Have Exhibitors stay with their animals/equipment
- If Show ring is disrupted, have exhibitors and animals return to their stall/pen area

Fair Office:

- Call law enforcement immediately if activity is suspected, as viewed by a reasonable person on the fairgrounds.
- Accompany suspect to private office to wait for police.
- Keep detailed notes of all events
- If suspect threatens you, do not try to approach them.
- Remain calm.

Weapons

Staff or other person who is aware of a weapon brought on fairgrounds:

- Notify Fair Office immediately.
- Tell Fair Office name of suspected person who brought the weapon (if known), where the weapon is located, if the suspect has threatened anyone or any other details that may prevent the suspect from hurting someone or himself/herself.
- If staff member suspects that weapon is in a building, he/she should confidentially notify another adult. Staff member should leave building and prevent anyone else from entering.

Fair Office:

- Call law enforcement if a weapon is suspected, as viewed by a reasonable person on the fairgrounds.
- Accompany suspect to private office to wait for police.
- Conduct search for weapon(s) with law enforcement.
- Keep detailed notes of all events and why search was conducted.
- If suspect threatens you with weapon, do not try to disarm him/her. Back away with your arms up. Remain calm.

Emergency Alert Stations

Listen to the following radio and TV stations for information regarding a potential or impending emergency:

FM --- KIKC 101.3

AM – KIKC 1250

TV – KTVQ Channel 2, KULR Channel 8

LOST CHILD MESSAGES AND PROCEDURES

CHILD IS BROUGHT TO FAIR OFFICE:

- Attempt to obtain name of child, parent's name if possible.
- If unable to obtain the child's or parent's name, use a description of the child in your PA announcement.

Your Attention Please...

We have a child at the Fair Office that is looking for (his) (her) (parents) (family).

The child's name is _____ or

The child is about _____ years old and is wearing _____

If you are looking for this child, please come to the Fair Office.

PARENT, GUARDIAN, FAMILY MEMBER IS LOOKING FOR CHILD:

- Note the present time

• Family member's name

• Family member's address

• Child's name

• Child's description/clothing

• Time the child was noted missing

- Make Announcement:

Your Attention Please...

We have a missing child by the name of _____. (Child's name) if you hear me, your (parent) (family member) is here at the Office. (Child's name) is _____ years old, is

wearing _____.

If you see this child, assist (him) (her) to the Fair Office or come and let us know where the child is presently located.

- Time

difference: _____

(How long search had been conducted before reporting to office)

- If search time has been longer than (1/2 hour) contact Rosebud County Sheriff and advise them that a search is just beginning for the child. Give them all available information and inform them you will notify them if the child is, or is not, found
- Request that the family member reporting the lost child remain at the Fair Office while others look for the child, or if they insist on leaving, advise them that a missing child report will be, or has been, filed with the SO and a deputy will want to interview them for more information.

Sheltering Procedures

Sheltering provides refuge for students, staff and public within the fairgrounds during an emergency. Shelters are located in areas that maximize the safety of inhabitants. Shelter areas may change depending on emergency.

- Primary shelter area will be in any building except the grandstand concession stand.
- FCC or designee warns all persons to assemble in shelter areas. Bring all persons inside building(s).
- Close all exterior doors and windows.
- Turn off any ventilation leading outdoors.
- Cover up food not in containers or put it in the refrigerator.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in shelter areas until notified by FCC or emergency responders.

Lock Down Procedures

Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons in a fair building.

- FCC or designee will issue lock-down procedures by sending a messenger to each building.
- Direct all individuals, staff and visitors into shelter area of building.
- Lock doors.
- Cover windows of buildings.
- Move all persons away from windows and doors.
- Allow no one outside of buildings until all-clear signal is given by FCC or law enforcement.

Evacuation/Relocation Centers

Evacuation

PURPOSE

To provide for the orderly and expeditious evacuation of all or any part of the Rosebud County Fairgrounds in the City of Forsyth Montana if it is determined that such action is the most effective means available for protecting the population from the effects of any disaster.

SITUATION

A. The Rosebud County Disaster and Emergency Services identifies numerous hazards, which could result in the need to evacuate.

ASSUMPTIONS AND PLANNING FACTORS

A. While some disaster events are slow moving providing ample reaction time, the worst-case assumption is that there will be little or no warning of the need to evacuate.

B. The decision to evacuate could occur day or night, and there would be little control over the start time.

C. Because most evacuations cannot be staged or stretched out, maximum traffic congestion should be expected. Voluntary evacuation probably will not have occurred; however, voluntary evacuation could occur after the public has been advised of a potential problem or danger, even though the situation does not warrant an official evacuation.

D. There would not normally be time to obtain manpower support from the State. Local government resources could be severely stressed.

E. Some people will refuse to evacuate.

ORGANIZATION/RESPONSIBILITIES

All of the emergency functions detailed in this plan could play a role in successfully carrying out an evacuation at the fairgrounds. The overall responsibility for issuing evacuation orders rests with the Crisis Team of the Fair Board or their designee, Rosebud County Sheriff's Office or Deputies.. However, the on-scene operations commander(s) can make a decision to evacuate when there is an immediate need in order to protect lives and provide for public safety.

Key organizational participants are:

A. Law enforcement

B. Rosebud County Fair Board of Directors

CONCEPT OF OPERATIONS

A. Command and Control

An ICCH will normally have been activated because of the primary hazard event. Overall, executive direction and control of the incident and any ensuing evacuation will be conducted from the FCC as outlined in this plan. The Rosebud County Disaster and Emergency Services Director may on request assist with coordination of all evacuation support activities.

B. Transportation

1. Assembly Area

2. Special Needs and Health Care Transportation: There could be cases where elderly or handicapped persons in the evacuation area will not be able to get to the assembly point or would need special type of transport. The Rosebud County Disaster and Emergency Services Director, or their designee, may coordinate the use of government or volunteer vehicles to transport these individuals.

C. State Support

Under disaster conditions, evacuation support and resources may be available from a number of state agencies. The following agencies may provide information in the emergency evacuation of the area:

1. Department of Transportation (DOT): will provide updated information on road conditions, usability to support evacuation or rerouting of traffic.

2. Local Law Enforcement: if an evacuation is initiated, the law agencies may assist in traffic control to allow evacuation of fairground property in an orderly fashion.

PLANNING FACTORS COVERED BY PLAN

1. Possible reasons for evacuations, but not limited to include, fire, tornado or severe winds, lightning, hail, flooding, accident or hazardous spill.

2. It may be necessary to evacuate only portions of the fairgrounds.

3. This plan is in effect throughout the year.

4. The largest crowds are generally on Thursday, Friday and Saturday nights.

5. Fair Week brings in an average of 12,000 people, an average of 1,000 per day (estimates).

FACILITY INFORMATION (estimates)

1. Main Grandstand holds 2000, bleachers holds 225 each.

2. Average night attendance 1200

3. Exhibit Hall holds 900 (seated)

4. Sale Arena holds 200

ROSEBUD TREASURE COUNTY FAIR PREMISE EVACUATION PLAN

An evacuation of all or part of the facility may be ordered by Board of Directors of the Rosebud Treasure County Fair, Rosebud County Sheriff or Deputy or Rosebud County Fire Chief. The evacuation may be for part or all of facility based on type of emergency, location of emergency and immediate risk to life. If order is given, all activity in the affected part of the fairground facility must cease. Instructions will be given over public address system as to the nature of the emergency and where exits are located. All exit gates (pedestrian/vehicle) must be opened fully.

Upon notification of need to evacuate the fairgrounds, the FCC or designee will designate persons from the Board that will proceed to the following areas to notify the public of the need to evacuate, and to supervise the evacuation of the area assigned to the particular Board Member.

Areas of assignment to be:

Grandstand complex; arena and infield area; Exhibit Hall; Carnival; food stands and other outside vendors; livestock buildings and area; campers; parking and pedestrian areas.

All north camper residents will be asked to exit through the west gate onto 15th Avenue.

All east camper residents will be asked to exit through the main gate onto Park Street.

All traffic located in the "pit" area of the track should exit south and out the gate onto 16th Avenue.

Vehicles located in the main parking areas of the fairgrounds may exit south onto Park Street.

Law enforcement (Rosebud County Sheriff) should establish direction of travel based on the emergency and its immediacy. They should be located at each facility exit and will determine the direction flow of vehicles.

Promoters and/or sponsors of events at Rosebud County Fairgrounds must heed warnings given them by member(s) of the Rosebud County Fair board of directors or law enforcement in regards to evacuation. This warning may also include warning of possible incoming danger such as severe weather. This stipulation applies to any and all hazards or emergencies regardless of possible profit or loss.

Evacuation of animals will be the responsibility of the animal's owner(s) and may be done at the direction of Fair Board personnel or law enforcement.

Commercial Exhibitors/Vendors will be instructed as to when/if evacuation phase allows removal of exhibitors/vendors' property. To insure personal safety, exhibitors/vendors' property may be left in place in initial evacuation.

Media Procedures

All staff must refer media to Fair spokesperson(s).

Fair Board assumes responsibility for issuing public statements during an emergency.

Fair FCC identifies the spokesperson(s) if primary and alternate are unavailable. Public Information person acts as contact for emergency responders and assists fair spokesperson (s) with coordinating media communications. If Public Information person is unavailable, an alternate assumes responsibilities.

Public Information person:

RCDESD (or designee)

During an emergency, adhere to the following procedures:

- Involved superintendent relays all factual information to Fair spokesman(s).
- Fair Spokesman(s) may ask Public Information designee to prepare a written statement to media.
- Establish a media information center away from fair office.
- Update media regularly. Do not say "No comment"
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of individuals and volunteers staff first.
- Briefly describe fair's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

Emergency Response Plan Appendices

APPENDIX A

UPDATES LOG & WORKSHEET

RECORD OF PLAN CHANGES

Date of Change Notes of Updates Date of Board Approval

APPENDIX B – INCIDENT LOG

Date Emergency Incident FCC Action

APPENDIX C – Public Address Log

Date &

Time

Emergency

Incident

Announcement made Announcer

APPENDIX D – Weather Radar Check Log

Date &

Time

Website

Consulted

Decision Fair Representative

Rosebud Treasure County Fair Forsyth, MT Animal Health/Emergency Response Plan

1.0 INTRODUCTION

Rosebud Treasure County Fair recognizes a need for pro-active emergency planning for its staff, directors, superintendents, and individual citizens. This animal disaster plan has been developed primarily for the safety of Rosebud Treasure County Fair directors, superintendents, volunteers and visitors. It also supports the continuance of vital agriculture operations, promotes responsible animal care and companionship, and reduces harmful interactions between humans and non- domestic animals in the event of a sick or diseased animal. This Plan provides an organized, detailed system to allocate proper and pertinent resources in the event of an animal disease emergency. Further, failure to plan for sick or diseased animals prior to an emergency may lead to serious public health concerns during an incident. Injured, ill or, dead animals can pose disease and injury hazards to the public.

1.1 Purpose Statement

To protect the public health, the public food supply, domesticated animal resources, the environment, the agricultural economy, and to ensure the humane care and treatment of animals in case of illness or disease, or other situations that can cause animal suffering.

1.2 Scope

This plan is intended for use by Rosebud Treasure County Fair as a guideline for implementing immediate action to provide care and control of animals, thereby minimizing animal suffering and/or the spreading of an animal disease. Care and control measures outlined herein will apply to all animals at the fair, regardless of ownership. This plan addresses planning and response with regard to all-hazards, however incidents which are due to significant animal disease will require oversight by the Montana Department of Agriculture based on established laws and response plans. For safety and for biosecurity reasons, do not attempt to move or handle sick or dead animals that may have been affected by an animal disease.

2.0 PARTICIPATING AGENCIES/RESPONSIBILITIES

The Rosebud Treasure County Fair Board of Directors

Responsibilities: Coordinate and manage animal protection in emergencies. Activate the Incident Command and Control Headquarters, if necessary. Assume responsibility for direction and control of the emergency incident on the fair grounds.

Rosebud County Animal Control

Responsibilities: Provide and coordinate personnel and equipment to collect, rescue and shelter companion animals. Assist in identifying, surveying, and maintaining a list of small animal sheltering facilities and transportation as part of the County Animal Response Team.

Rosebud County Health Agency

Responsibilities: Provide services which address injuries/bites/diseases related to the protection of humans and animals. Provide assistance in the disposal of dead animals to avoid negative impact on public health and to minimize zoonotic disease outbreaks during an animal health emergency.

Extension Office

Responsibilities: Assist in identifying and procuring additional resources. Provide subject-matter expertise, trained volunteers, personnel, equipment, and shelter as required to care for livestock and large companion animals.

Private Veterinarian

Responsibilities: Assist in providing information and direction with regard to the general health of animals within their expertise. Provide assistance with identifying needs of animals in shelter situations.

2.1 Resource Groups & Agencies

Private Veterinarians and Veterinary Clinics

In accordance with clinic policies, provide trained personnel and equipment as required to care for animals.

Montana Department of Environmental Quality

Provide resources necessary for protection of environment and water quality related to animal carcass disposal and decomposition.

3. 0 PLANNING ASSUMPTIONS

The Rosebud Treasure County Fair should plan for animal-related emergency situations and implement response and recovery operations utilizing local resources. State, federal, and private organizations may provide animal care and assistance in emergencies, when requested. Animal protection planning should ensure the proper care and recovery of animals impacted during an illness or disease outbreak. This should include measures to identify housing and shelter for animals, establish communication methods to both internal and external audiences (i.e.: exhibitors, fair board members, animal owners and the general public), procure necessary supplies for the care of the animals, and plan for animal release and return to owners or work with animal owner for proper disposal of deceased animals. A large-scale emergency at the Rosebud Treasure County Fair may warrant an immediate response from state and local personnel, agencies, and organizations. However, emergency situations may become compounded due to the nature of the emergency and may also require activation of additional specialized agencies through mutual aid agreements.

3.1 Legal Considerations

It is important to note that animals can be classified broadly into two categories: privately owned and publicly owned. Livestock and companion animals are private property; they belong to individuals or entities and have an economic value that may require compensation if those animals are ordered destroyed. Wildlife, both game and non-game species, belongs to the people of the State of Montana, and separate laws govern them. Federal and state laws govern how animals are cared for and handled. Some of the most important:

Pets Evacuation and Transportation Standards Act of 2006

Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq. to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

3.2 Animal Populations

Determining the number and type of animals at Rosebud Treasure County Fair is an important component of planning for an animal health emergency.

Ascertaining what livestock exist, determining how many animals are on the fair grounds, identifying specific specie needs is crucial for appropriate resource planning. All animals exhibited and housed on the fairgrounds are registered at the 4H office.

3.3 Facility Identification

The following fairground facilities are included in this plan:

- All barns with live animals
- Temporary shelter (tents) for any animals
- Show ring, Sale ring
- Show and barn equipment (bedding, chutes, wash stalls, scales, gates, pens, brooms, shovels, buckets, etc.)
- Wash racks and other equipment used
- Quarantine/isolation facilities/area
- Restrooms and hand washing stations

4.0 FINANCIAL RESPONSIBILITY:

The fiscal responsibility of maintaining and operating fair events/activities is the responsibility of the fair board. The fair board will make every effort to provide a secure/safe exhibit area but assumes no financial responsibility for damage, destruction, injury, sickness, or disease of either still exhibits and/or livestock which become the responsibility of the exhibitor or owner or both.

Situations may occur which require treatment, specialized care including the potential of quarantine. In such instances, the FCC and/or FCC'S DESIGNEE in consultation with the assigned superintendent, local and/or state veterinarians (and, if necessary, appropriate local, state, and/or federal agencies) will make final judgment regarding security, housing (type and location), feeding and care, waste removal, treatment, disposal of deceased animals and the process/procedure for animal release. Exhibitors/owners will be kept fully informed with the understanding that official information will come only from the General Livestock Superintendent and/or designee.

Should isolation and/or quarantine be required, fair management in consultation with the assigned superintendent will develop safe and appropriate procedures for housing (including feed, water, bedding, stall maintenance, necessary security) including who will have access to the location of quarantined animals. All proceeds including premiums and sale will be held by the fair board until final determination. Should costs exceed premiums and/or sale proceeds the exhibitor including the owner will be billed for the balance. Unused premiums and/or sale proceeds will be released to the designated exhibitor upon animal release determination.

5.0 CONCEPT OF OPERATIONS

5.1 General

The primary and support agencies will manage and coordinate, or assist in coordinating, local animal protection activities. These agencies will use established animal protection and support organizations, processes, and procedures. Responsibility for situation assessment and determination of resource needs in the event of a large-scale emergency lies primarily with Rosebud Treasure County Fair Board of Directors, the local incident commander and Rosebud County Animal Control. Depending upon the nature of the emergency, other partners may assist as listed under primary and support agencies in section 2.0 and 2.1, of this plan. When county resources and mutual aid agreements are insufficient, animal protection assistance and resources such as food, medicine, shelter, bedding material, specialized personnel, and additional veterinary medical professionals, will be requested. Animal protection operations will be managed using the Rosebud Treasure County Fair Emergency Plan and NIMS - the National Incident Management System. Public health concerns will be managed in accordance with appropriate Rosebud County Community Health Agency plans and procedures.

5.2 Notification & Communications

This plan and its procedures will be activated in the event of an emergency that results in a significant need for animal protection. Rosebud Treasure County Fair Board of Directors will determine when these procedures will be implemented and notify the appropriate agencies. Communications among the fair directors, emergency management coordinator, the County Animal Control Director, and agencies will occur primarily through telephone, facsimile, and cellular telephone transmission. Rosebud Treasure County Fair Board of Directors will maintain a list of radio and TV stations for the purpose of public notification when necessary. Public information statements will be issued through various media outlets.

5.3 Public Information

The Rosebud Treasure County Fair Public Information Spokespersons in conjunction with the County Public Information Officer will be responsible for the coordination of all media activities and press releases associated with the protection of animals. Responsibilities may include:

- Notifying the public of the quarantine.
- Delivering instructions to the animal owners regarding an impending emergency.

- Obtaining animal-related information from the owners of animals
- Public information statements will be issued through various media outlets.
- Promoting public awareness..
- Others as determined by the nature of the animal health emergency.

Steps:

1. The Public Information Officer will work prior to an animal incident to develop press release templates for anticipated animal emergencies.
2. During the response phase, the fair board of directors will provide continued updates to the fair spokesperson(s) on the animal response effort. This will include general information on the response and special instruction for the general public, as well as for owners as applicable.
3. The fair spokesperson(s) will provide information to the media, public and key audiences as appropriate. It is extremely important that everyone receive the same information from the same source to prevent misinformation. Consistent information shall be prepared ahead of time, edited and approved by the fair directors or their designee. The fair spokespersons or their designee shall be the appointed spokesperson for internal and external communication. When citing a source of any information they shall know ahead of time of the communication and the designed course of action. All media would be directed to the fair office when they enter the gate. There, the fair spokesperson(s)s or designee shall be the spokesperson(s) that will address the situation. The fair spokesperson (s)s or designee will be responsible for communicating to all media sources. Careful deliberation about what information needs to be released shall be taken. Exhibitors should not talk to the media but should rather direct them to the office. To ensure reaching the media in a timely fashion, the information will be distributed in a variety of forms: fax, email and hard copy if on the grounds. All media shall receive the same information.

Internal guidelines:

The general livestock superintendent or his/her designee in cooperation with the Fair Veterinarian and fair board shall keep the exhibitors and families informed of the situation. Every attempt shall be made to provide regular updates to exhibitors, parents and leaders about daily events. In the event of quarantine on market animals, additional communication will be established with buyers, packers, processors and truckers.

6.0 Chain of Command

The Rosebud Treasure County Fair chain of command shall be as follows:

1. General Livestock Superintendent(s)
2. Extension Agent(s)
3. Fair Crisis Coordinators
4. Fair Director, assigned to an area
5. Department Superintendent
6. Assistant Department Superintendent
7. FFA Advisor

Parents/livestock owners shall be consulted by fair superintendents/fair staff relating to the health of any animal(s). The veterinarian working with the owner of the affected animal may be consulted for advice by the owner. Rosebud Treasure County Fair Board of Directors has final authority on the exhibits on the fairgrounds.

7.0 Education/Awareness of Health/Emergency Policy

7.1 Superintendents will discuss health issues and health emergency plan with all animal exhibitors/owners to ensure awareness, understanding and compliance with our plan and procedures.

7.2 Health/Emergency Policies will be posted online on the fair website for fair participants to review. All animal exhibitors/owners shall be required to be aware and understand the plan and procedures. Superintendents shall monitor that exhibitors are in compliance.

7.3 Recommended vaccinations shall be as required by the State Veterinarian and documented to the superintendent of the species and the fair office.

7.4 Superintendents shall discuss with exhibitors use of hand washing stations, proper cleaning of pens and stalls, NOT sharing feed pans or equipment, and the wearing of proper footwear and disinfecting before entering another barn.

8.0 Check In Procedures:

8.1 Superintendents/Leaders will inspect all animals upon arriving at the fair to determine the general well being of each animal before an animal is placed in a barn, stall or pen. If an animal presents itself as being not in good health, the animal shall not be allowed into the barn, stall or pen until cleared by their veterinarian and fair management.

8.2 Individual isolation/quarantine area will be designated when needed. Signs with contact information for the superintendent, fair vet and fair office will be posted.

8.3 Other animals transported with the animal in question shall not be allowed into the barns, stalls or pens until cleared by their veterinarian and fair management.

8.4 Superintendents of each species will develop and follow their respective criteria for check procedures.

9.0 Animal Treatment:

9.1 No animal shall be treated without the knowledge of the superintendent or designee of that species. If an animal requires treatment, the treatment shall be documented on a form or record of activity and presented to the Superintendent and on file. In the case of conflicting advice, the general livestock superintendent and/or his/her designee will have the final say.

9.2 All market animals are to only be treated after the approval of a Veterinarian. If an animal requires treatment, the treatment shall be documented on a form or record of activity and presented to the Superintendent and on file.

9.3 The general livestock superintendent or his/her designee, after consulting with the fair Veterinarian, has the authority to send an animal home.

9.4 Treatment of an animal shall be by the veterinarian or by the direction of a Veterinarian of the owner of said animal verified with written documentation.

10.0 Disposal

10.1 For an isolated incident and where the cause of death has been determined to not fall under local jurisdiction, it shall be the animal's owner responsibility to properly dispose of the carcass. This shall be coordinated with the species superintendent and fair management to be completed as soon as feasibly possible.

.11.0 Review and Update

On a regular basis, this procedure will be reviewed and updated as appropriate by the Rosebud Treasure County Fair Board of Directors, and other affected agencies.

APPENDIX E - GUIDELINES FOR HANDLING HORSE AND CATTLE DURING EMERGENCIES

Guidelines for Horses during Emergencies

Adapted from the American Veterinary Medicine Association Disaster Preparedness and Response Guide

Free roaming horses will naturally group together and move as a group. Many horses will allow themselves to be caught, especially if they are encouraged with grain. Catching a horse can be done by first placing a rope loosely around its neck, and then fitting on a halter. If a large group of horses avoid capture, they should be rounded up in small groups and corralled into smaller confinements. If the horses cannot be rounded up and have not suffered any obvious injuries, they may be kept fenced in and fed without further human contact.

When moving horses into an unfamiliar environment, the handler should allow them time acclimate to their new surroundings. Not all horses are familiar with being tied to a stationary object. If horses must be tied, use a quick release knot..

Identification

Many horses are permanently identified with a tattoo on the inside of their upper lip, freeze brands under the mane, and brands on the outsides of their hind limbs. These are helpful in recording the identification on a horse. Other methods for identification that can be used include neck banding, microchip injection, painting or etching the hooves, and describing all whorls of the horses' coats.

Photographs of the right and left sides of the body, medial and lateral aspects of the lower legs, and the face of a horse are helpful in matching owners' descriptions when trying to locate misplaced animals.

Behavior

Most horses are familiar with people and are used to being handled. Horses will seek to establish hierarchy when first grouped together. If this occurs under confined conditions, horses may become violent resulting in serious injuries to each other and to people handling them. Horses show signs of aggression toward people by pinning their ears back, extending their necks to bite, or turning their rear quarters toward an approaching person. Special care should be taken to avoid standing between mares and their foals, and when handling

stallions (adult un-castrated males). Ideally, horses should be kept in small herds at pasture or in individual stalls. If this is not possible, allow horses plenty of room to reduce aggression. Never place two or more stallions together. If at all possible, observe horses for the first few hours after placing together in a herd.

Methods of restraint

Horses can be dangerous. Restraint and handling of horses should be done by people with equine experience. Most horses will cooperate once they have a halter and lead rope on.

Health concerns

Dietary changes predispose horses to colic, laminitis, and hyperlipemia. Mixing of horses from various sources predisposes them to contagious respiratory disease. Vaccinating all horses against Equine Herpes Virus, Equine Influenza, Eastern and Western Equine Encephalitis, Tetanus, and West Nile Virus, can minimize the spread of contagious disease

Typical weights and heights

Horses are measured in "hands," one hand being equal to 4 inches. Horse's heights are measured at the highest point of the shoulder (withers). Typical weights and sizes of horses are:

Adult weight (#) Newborn weight (#) Approx. Height

Giant Breeds 1,500 – 2,000 150 - 200 17+ hands

Full Size 750 - 1,200 75 -100 15 -17 hands

Pony 500 - 750 50 – 75 < 15 hands

Miniature 200 - 400 20 - 40 < 40 inches

Typical feeding requirements of horses

Ideally, horses should be fed individually or in small groups. They should be fed twice a day at regular intervals. If horses are fed in groups, the most aggressive ones should be fed first. If that is not possible, observe horses at feeding time to ensure that all horses allow each other access to feed and water. Under resting conditions and when ambient temperatures are above 40° F, horses should consume about 2% of their body weight per day in dry matter. About 75% of this should be derived from forages (hay) and 25% from grain. 12% protein horse pellets and sweet feed are the preferred grains. Total feed intake depends on body size. For example, a 1,000 lb horse will require 7.5 lb (approximately 1 /5 of a rectangular bale) of hay and 2.5 lb of grain at each feeding. This amount should be fed in the morning and in the evening. In addition, horses require about 2% of their body weight in fresh water per day, and 1 -2 oz of loose salt. All of the feeding requirements should be doubled for lactating mares and increased if ambient temperatures fall below 40° F. To estimate the amount of feed required for a horse herd, calculate the biomass of the horses by estimating the approximate weight of all the horses and adding the weights together. Multiply this figure by the feed requirements listed above to calculate the amount of hay, grain, water, and salt needed for the herd.

Sheltering and housing

Ideally, horses should be kept in small herds at pasture or in individual stalls. The

amount of bedding required depends on the type of flooring. Porous flooring with plenty of lime mixed into it requires the least additional bedding. Concrete flooring requires the most. The approximate amount of bedding that will be required is one bale of straw per 12 x 12 ft stall. Straw is the preferred bedding under emergency conditions, as it is likely to be available, is space efficient, and is most degradable. Alternatively, 2 bales per stall of conifer wood shavings or shredded newspapers can be used. Black walnut and exotic wood shavings cannot be used. Fencing materials that are free of projections should surround paddocks for horses. Barbed wire is not suitable for fencing horses. Electric wire fencing can be used, but it must be made visible to horses by 2" x 24" strips of cloth every 6 to 10 feet.

Sanitation

Horses will produce about 0.5% of their body weight of manure per day. Manure should be removed from stalls at least once a day. Manure from horses on pasture should be collected once per week if possible. Manure should be stacked in neat piles, with minimal surface area, to promote composting and reduce fly hatching. To further reduce fly burdens, the manure pile can be sprayed every 3 days with fly spray. Horses void about 0.5% of their body weight as urine each day. Urine is a major attractant to stable flies. Completely remove the stall bedding at least every third day to reduce fly problems.

The total amount of manure and bedding that will accumulate can be calculated from the number of horses, the average amount of manure produced, plus the number of straw bales used. Manure piles should be located at least 200 yards from the stabling facilities.

Zoonosis

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. Salmonella is endemic in many horse populations. Stressed horses, such as those surviving a major disaster, are most likely to suffer from clinical salmonellosis and develop fulminant diarrhea. Horses that develop diarrhea may have a guarded to poor prognosis and are a potential source of infection to other horses and personnel. For these reasons, serious consideration should be given to euthanasia, especially if the horse can only be maintained by compromising the level of care to other horses.

Euthanasia and disposal

Disposal must be considered prior to euthanasia. If at all possible, it is easiest to walk the horse to the site where the carcass will be buried, rather than transport dead horses to a disposal site. Euthanasia will be done under supervision of qualified personnel. Records will be kept of all dead horses.

Guidelines for Cattle during Emergencies

Cattle are grazers and browsers by nature and are easily adaptable to new environments. They are gregarious animals that follow herd instincts, but may be excited and frightened by new persons, predators, and dogs in their midst. Because of their gregarious nature, individual cows become anxious in situations that lead to their isolation from the herd. They have keen eyesight and hearing and can detect something unusual at distances of several hundred yards.

Behavior during the disaster event

Cattle normally will move away from fire and flood, but in an excited state they may actually move into such a disaster. Herding and driving cattle during a disaster is made more difficult because herding instinct is overridden by survival reaction. Injuries, especially to the younger animals, are much more probable during a disaster.

Behavior during the immediate aftermath

Most cattle, if given hay, water, and a space to stand or lie down, will acclimate well in their new surroundings. The more antisocial animals, especially bulls, may not become content as quickly and may attempt to escape. There is also a problem with establishment of social dominance within a group if new numbers are added. This is particularly true with bulls, and though cows usually settle down soon, the bulls may continue the struggle for dominance for a protracted period. Bulls are dangerous. They should be penned separately and handled only by people with experience.

Capture, containment and restraint

Dairy cattle are used to caretakers, are socialized to human beings, and are easily penned. Beef cattle commonly are fed hay and grain in or around a barn or corral, which can aid in penning. If a preexisting structure is not in place, a temporary corral can be built with portable gate panels. Avoid barbed wire and woven wire fencing because of the danger of injury to excited animals and animals unfamiliar with fences. Portable corrals may be used to make runways and chutes for restraint. To load cattle into a trailer, portable gate panels can be made progressively smaller from the corral into a narrow alley, which ends at the truck. Avoid creating tight turns and have a way of blocking the entrance of the alleyway so that animals cannot back up into the corral rather than go forward to the truck. The most common and available method of restraint is the lariat and halter. This restraint is dependent on having something to which the animal can be secured. For particularly fractious animals, application of a nose lead in combination with a rope halter provides additional distractions and approved restraint. The most desirable restraint device is the portable cattle chute with a head restraint. Diagnosis and treatment are much easier and safer with this equipment. Tranquilization or sedation of injured animals may be necessary. Tranquilization will be done under supervision of qualified personnel.

If evacuation from the home premise is necessary, bumper-pull or fifth wheel type stock trailers, 12' x 16' or larger and without compartments, should be used. The low bed with a low center of gravity allows easier loading and unloading and is more stable in winds and water.

Animal identification methods

Permanent identification of dairy cattle is usually numerical by means of an ear tag, ear tattoo, brand, microchip, or numbered neck chain. Animals may be temporarily identified through use of livestock marking crayons.

Typical weights

Dairy cattle – Holsteins are the largest and most common of the 5 major breeds of dairy cattle. Holsteins are black and white and cows weigh an average of 1,500 lbs., mature bulls can tip the scales at more than a ton. Jersey dairy cattle are the smallest, with mature cows weighing approximately 1,000 lb. and bulls near 1,500 lb. Weigh tapes for measuring heart girth provide a fairly accurate estimate of weight in dairy cattle.

Beef cattle – There are wide variations among and within beef breeds. Weights can range from an 850 lb. British crossbred female to 2,500 lb. Charolais male. A weight tape for beef cattle, which measures heart girth, is fairly accurate.

Nutritional requirements

Cattle are grazing animals and can be maintained adequately on a variety of grasses on pasture. Care should be taken in selecting the site to pen cattle, because ornamental plants, which may be appealing to hungry ruminants, can be extremely toxic if consumed by cattle. Beef cattle and yearling cattle require only grass hay and water for survival. Calves less than 3 months old require milk or milk replacer along with grass hay. Lactating dairy cattle have different needs. Some important feeding recommendations for lactating dairy cows during an emergency situation are discussed here. The first priority is to provide feed to keep the cows healthy; providing feeds which support milk production is secondary. Hay is the best feed choice to keep the cows healthy. Provide all the hay the cows will consume. An individual mature dairy cow will consume about 30-40 pounds of hay. Younger dairy cattle (heifers) will consume about 15-20 pounds per day per animal. Hay quality is not highly important, although the hay should be clean and not moldy. Small square bales or large round or square bales may be used and can be placed on the ground if feed bunks or bale feeders are not available. Spread the hay around the paddock so that all cows have access to the hay. Hay silage can be fed if dry hay is not available. Corn silage should not be the first choice since it contains grain, which can make cows sick if they consume too much. Water is very important and must be provided. A dairy cow will need about 25-30 gallons of water per day. Some type of large water trough will be needed for the cows to drink from. Milk production in dairy cattle will increase or decrease according to nutrient intake. Grass hay can be fed to dairy cattle for several days and they will suffer only temporary milk production loss when put back on their full production level ration. By reducing the caloric intake, a cow will reduce its milk production. Decrease in milk production may not be rapid enough to prevent mastitis. If the disaster causes electric power outages or cattle are moved to a location without milking facilities, milking even a small number of cows becomes an unrewarding and difficult task. However, having portable milkers and generators or pre-determined evacuation sites with milking equipment available is an important planning consideration for dairy producers and emergency managers.

Providing safe drinking water for animals

Because contaminated water may contain pathogenic organisms, treat it with chlorine to make it safer. Ideally, the water should be tested, but during a disaster

this may not be possible. Treating water with sodium hypochlorite (household bleach) will be beneficial. The following treatments should be followed when treating water: 16 drops of bleach for 1 gallon of water 1 Tablespoon of bleach for 15 gallons of water ½ cup of bleach for 120 gallons of water. When treating water, use unscented bleach. Allow the water to stand for 30 minutes after treatment to allow the bleach to mix thoroughly with the water.

Health concerns

Emergency conditions that lead to the commingling of animals from various operations increase the risk of infectious disease. This can be caused by a multitude of enteric and respiratory pathogens. In light of the difficulty imposed by attempting individual treatment, mass medication may be considered for treatment and control of infection. Large ruminants are frequently affected with bloat, diarrhea, and pneumonia during prolonged unusual events. Prevention of most bloat and diarrhea can be accomplished through nutritional management. Pneumonia can be partially prevented through vaccination against respiratory pathogens and providing rest and fresh air during the disaster. Even the best managed cattle will contract some stress-related pneumonia and a treatment center should be set up for care of sick cattle. Severe traumatic injuries will require individual examination and treatment. Lacerations and fractured bones may be detected in cattle during the aftermath of a disaster. The lacerations can be treated but fractures are difficult to manage in cattle and euthanasia may be required. Qualified personnel will conduct drug administration and pain management.

Housing and sanitation

Dairy cattle should be kept clean, dry and comfortable. If the disaster occurs during the hot and humid season, shade must be provided if it does not exist in the area of confinement. Avoid total enclosure, but shelter animals with shade cloth or plastic tarp from the extremes of heat or cold stress. Cattle should be moved with care if the ambient temperature exceeds 30° C (86° F) in order to avoid heat stress. The comfortable range in temperature for dairy cattle is between 41° and 78° F. Beef cattle requiring medical care might be housed in a confined area to expedite treatment, but healthy cattle do better in pastures or paddocks, and they tend to settle down quicker when put in an environment similar to where they had been maintained prior to the disaster. In addition, the open air will help disperse respiratory pathogens. Provision for manure removal is important. Cattle excrete about 5% of their body weight in manure and urine daily. Straw should be used for bedding, when required, because it will be easier to obtain and dispose of during times of disaster.

Zoonosis concerns

Zoonoses are diseases which can be transmitted from animals to people and from people to animals. The greatest risks are from enteric pathogens such as salmonella, cryptosporidia campylobacter, and giardia. Adult cattle maintained in questionable sanitary conditions can transfer these diseases without becoming clinically ill. Calves and yearlings will usually become sick and require treatment.

Contaminated water can be a source of pathogens for the cattle; therefore caretakers should use caution when handling cattle with diarrhea and never consume water from an unapproved source.

APPENDIX G - DEFINITIONS OF TERMS

Accredited Veterinarian: a veterinarian approved by the administrator of the United States department of agriculture, animal and plant health inspection service in accordance with provisions of 9 C.F.R. part 161, and considered pre-approved to perform certain functions of federal and cooperative state/federal programs.

Animal: mollusks, crustaceans, and vertebrates other than human beings including, but not limited to livestock, exotic animals, aquaculture, and domestic animals.

Carcasses: the dead bodies of animals, poultry, or aquaculture. Carcasses do not include rendered products.

Cattle: all bovine (genus bos) animals, bovine like animals (genus bison) also commonly referred to as American buffalo or bison and any cross of these species unless otherwise specifically provided.

Commingling: concurrently, subsequently sharing, or subsequent use by livestock or other domestic animals of the same pen or same section in a facility or same section in a transportation unit where there is physical contact or contact with bodily excrements, aerosols, or fluids from other livestock or domestic animals.

Consignee: the person receiving the animals at the point of destination named on the official interstate or intrastate health certificate, official interstate certificate of veterinary inspection or animal movement certificate, entry authorization form, fish disease inspection report, ownership per statement, or sales invoice.

Contagious disease: an illness due to a specific infectious agent or suspected infectious agent or its toxic products which arises through transmission of that agent or its products from an infected animal, or inanimate reservoir to a susceptible host, either directly or indirectly through an intermediate plant or animal host, vector, or the inanimate environment, or via an airborne mechanism.

Direct movement: transfer of animals to a destination without unloading the animals en route and without exposure to any other animals or bodily excrements, aerosols, or fluids from other animals.

Disease: any animal health condition with potential for economic impact, public or animal health concerns, or food safety concerns.

Domestic animal: those species of animals that live under the husbandry of humans.

Equine: all animals of the equine family which includes horses, asses, jacks, jennies, hinnies, mules, donkeys, burros, ponies, and zebras.

Exhibition or exposition: a congregation, gathering, or collection of livestock that are presented or exposed to public view for show, display, swap, exchange, entertainment, educational event, instruction, advertising, or competition.

Exhibition facility: any facility used or intended to be used for public view, show, display, swap, exchange, entertainment, advertisement, educational event, or competition involving livestock. Exhibition facility does not include a public stockyard, an auction sale yard, and a livestock yard where livestock are accepted on consignment and the auction method is used in the marketing of the livestock.

Exhibitor: any person who presents livestock for public display, exhibition, or competition or enters livestock in a fair, show, exhibition, or exposition.

Exotic animal: those animals that are not native to North America.

Fair: a competition and educational exhibition of agricultural commodities and manufactured products for which premiums may be paid and which is conducted by an association or governmental entity.

Garbage: any animal origin products, including those of poultry and fish origin, or other animal material resulting from the handling, processing, preparation, cooking, and consumption of foods. Garbage includes, but is not limited to, any refuse of any type that has been associated with any such material at any time during the handling, preparation, cooking, or consumption of food. Garbage does not include rendered products or manure.

Herd or flock of origin: any herd or flock in which animals are born and remain until movement or any herd or flock which animals remain for at least 30 days immediately following direct movement into the herd or flock from another herd or flock. Herd or flock of origin includes the place of origin, premises of origin, and farm of origin.

Infectious disease: an infection or disease due to the invasion of the body by pathogenic organisms.

Isolated: the physical separation of animals by a physical barrier in such a manner that other animals do not have access to the isolated animals' body, excrement, aerosols, or discharges, not allowing the isolated animals to share a building with a common ventilation system with other animals, and not allowing the isolated animals to be within 10 feet of other animals if not sharing a building with a common ventilation system. Isolated animals have a feed and water system separate from other animals.

Livestock: those species of animals used for human food and fiber or those species of animals used for service to humans. Livestock includes, but is not limited to, cattle, sheep, new world camelids, goats, bison, privately owned cervids, ratites, swine, equine, poultry, aquaculture, and rabbits. Livestock does not include dogs & cats.

Official Identification: an identification ear tag, tattoo, electronic identification, or other identification approved by the United States department of agriculture or the department.

Official interstate health certificate or official interstate certificate of veterinary inspection: a printed form adopted by any state that documents the information required under section 20 and that is issued for animals being imported to or exported from this state within 30 days before the importation or exportation of the animals it describes. A photocopy of an official interstate

health certificate or an official interstate certificate of veterinary inspection is considered an official copy if certified as a true copy by the issuing veterinarian or a livestock health official of the state of origin.

Official test: a sample of specific material collected from an animal by an accredited veterinarian, state or federal veterinary medical officer, or other person authorized by the director and analyzed by a laboratory certified by the United States department of agriculture or the department to conduct the test, or a diagnostic injection administered and analyzed by an accredited veterinarian or a state or federal veterinary medical officer. An official test is conducted only by an accredited veterinarian or a state or federal veterinary medical officer except under special permission by the director.

Official Vaccination: a vaccination that the director has designated as reportable, administered by an accredited veterinarian or a state or federal veterinary medical officer, and documented on a form supplied by the department.

Quarantine: enforced isolation of any animal or group of animals or restriction of movement of an animal or group of animals, equipment, or vehicles to or from any structure, premises, or area of this state including the entirety of this state.

Reportable disease: an animal disease on the current reportable animal disease list maintained by the state veterinarian that poses a serious threat to the livestock industry, public health, or human food chain.

Slaughter facility premises: all facilities, buildings, structures, including all immediate grounds where slaughtering occurs under federal or state inspection, or otherwise authorized by the director.

State veterinarian: the chief animal health official of the state as appointed by the director under section 7, or his or her authorized representative. "Swine" means any of the ungulate mammals of the family Suidae.

Toxicological disease: any condition caused by or related to a toxic substance.

Veterinarian: a person licensed to practice veterinary medicine under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838, or under a state or federal law applicable to that person.

Wild animal: any non-domesticated animal or any cross of a non-domesticated animal.