



### In Case of Emergency: Develop Your Plan of Action Now, Before it's Needed

*Does your fair have an Emergency Plan? If not or if your plan needs updating, in this article, Tom Allen, CFSA's safety manager, provides some helpful advice on how to get started.*

Hurricane Katrina's swath of destruction across three gulf-coast states has been a real wake-up call for everyone responsible for emergency planning, training and preparedness.

And sadly, as we watch the seemingly endless finger pointing on whose fault it is that the post-Katrina disaster response system failed, we're finding out the hard way the dire effects of insufficient planning.

What we've learned, however, is the extreme importance of regular and detailed emergency and disaster planning, and that even the best written plan has little value if people aren't trained on its implementation.

#### Practicing What We Preach

Every year emergencies occur on fairgrounds across the state. There are heart attacks, fires, wind storms and even shootings. So what do you do if one of these emergencies occurs on your grounds? Do you have a written Emergency Action Plan? Are employees trained on their responsibilities?

When it comes to medical emergencies: Do you have a qualified first responder (certified in CPR/First Aid/Automated External Defibrillator [AED]) at your facility during business hours and/or during all events? If not, how quickly can emergency medical personnel respond?

Have you thought about which gate emergency vehicles should use to enter your grounds when the facility is crowded? And will that location change from one event to another? Is the gate locked, and if so, whose job is it to unlock it — someone from security, or from the maintenance or office staff?

You often have trained medical staff on site at fairtime and *Continued on other side ...*

#### Alameda County Fair is Recruiting: Hobby Building Coordinator Poetry Competition Coordinator

Both coordinator positions are part-time year-round and report to the Exhibits Supervisor. There's a minimal time commitment for strategy meetings and overall program development during the year, with an increased time commitment at fairtime to receive, process and judge entries. The ability to work well within a team setting, strong communications skills, and a positive attitude are all important skills for success in these positions. Salary: \$10.00 per hour; both positions will remain open until filled. The Alameda County Fair is an Equal Opportunity Employer and encourages all qualified persons to apply.

#### To apply, mail, fax or e-mail your resume to:

Vicki Hunter  
Alameda County Fair Association  
4501 Pleasanton Ave., Pleasanton, CA 94566  
Fax: 925/426-5192, attn: Vicki Hunter  
e-mail: jobs@alamedacountyfair.com *Continued on other side ...*

#### 'Tis the Season! For Pumpkin Patches & Christmas Tree Lots ~ Special Events Liability Coverage is Just \$20/day

When promoting your fairgrounds as the ideal spot for a Pumpkin Patch or Christmas Tree lot, tell promoters they can purchase the general liability coverage required by your fair *from* your fair and *at* your fair.

Not only is purchasing CFSA's Special Events coverage convenient, it's also very affordable at the frightfully low price of \$20 a day.

Want more details? Call Cailee DeFoe, CFSA's risk analyst at 916/263-6145.

#### Network with CFSA at the Fall CFA Conference

On Monday, November 7, grab a box lunch and come chat with CFSA during the California Fairs Alliance Conference Networking Lunch.

CFSA is hosting three roundtables from noon to 1:00 p.m., each with a different focus topic. Talk all about "Risk Management" with Charlie Mitchell, CFSA's risk manager; "Business Services" with Rick Wood, assistant director, finance; and about Safety with Tom Allen, safety manager.

The CFA Conference is November 6-8, in San Mateo. For registration information, visit the CFA page of [www.westernfairs.org](http://www.westernfairs.org).



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Let's hear from you!  
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Visit our Web site (there's new stuff!): [www.cfsa.org](http://www.cfsa.org)

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"Listen to them. Children of the night. What music they make."

~ Dracula, 1931

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## **Emergency Planning, continued**

during hazardous activities such as rodeos and motor sport events, but what if an emergency occurs during a craft show, a wedding reception, or in your satellite wagering facility?

Who will shut off the gas or electrical power in the event of a fire or earthquake? Where are the designated reunion and alternate reunion areas for fair employees? You get the point. If you don't know the answers to all of these kinds of questions, you aren't prepared. So where do you start?

As a California employer you're required to have an **Emergency Action Plan (EAP)** for all employees including temporary workers and volunteers. An EAP is essentially an evacuation plan and should cover the typical contingencies that could require an evacuation, including fires, earthquakes, wind storms, floods, etc. This EAP must be in writing when you have more than 10 employees **AT ANY TIME** including fairtime. The plan must include:

- Emergency escape procedures, including different evacuation scenarios.
- Emergency escape route assignments for every employee.
- Procedures for people assigned to control or operate critical plant operations before they evacuate.

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## **Job Opportunities, continued**

### Hobby Building Coordinator

Experience or fundamental knowledge of hobby collections is preferred. Responsibilities include:

- assisting in the selection and hiring of competition judges.
- overseeing judging of displays.
- assisting with the revision and updating of competition guidelines to promote and grow exhibitor participation.
- understanding, interpreting and enforcing state and local fair rules; enforcing all rules and fair policies in catalog.
- professional, ethical resolution of any conflicts or protests.
- communicating to fair management about trends or issues affecting exhibitors, judging and the overall competition.
- decorating hobby building in preparation of annual exhibit.
- recruiting and scheduling fairtime demonstrations.
- recruiting, hiring and training department employees.
- supervising a small crew (6-10 workers) during pre-fair setup and post-fair teardown of hobby building exhibit.
- managing exhibitor relations during exhibit receiving and post-fair pick up.

### Poetry Competition Coordinator

The ideal candidate will have experience or fundamental knowledge of poetry or creative writing competitions.

Responsibilities include:

- assisting in the selection and contracting of judges.
- assisting with the revising and updating of competition guidelines to promote and grow exhibitor participation.
- understanding, interpreting and enforcing state and local fair rules; uniformly enforcing all rules and fair policies as stated in the exhibitor catalog.
- professional and ethical resolution of conflicts or protests.
- communicating to fair management any trends or issues affecting exhibitors, judging and the overall competition.
- working cooperatively with Fine Art and Photography Coordinators to coordinate exhibit receiving, judging, displaying and releasing of entries.
- working with fair management to promote the competition and to provide information about the competition to local media and other resources.

## **Emergency Planning, con't**

- Procedures to account for all employees after an emergency evacuation.
- Rescue and medical duties for designated employees.
- Preferred methods for reporting fires and other emergencies.
- Names or regular job titles of persons or departments to contact for further information or explanation of duties under the plan.

Note: Before implementing an emergency action plan, employers must designate and train a sufficient number of persons to assist in a safe and orderly emergency employee evacuation.

As an employer you must also advise each employee of his/her responsibilities:

- initially, when the plan is developed.
- when the employee's responsibilities or designated actions under the plan change.
- when the plan changes.

In addition, employers must review with each employee, upon his/her assignment, the parts of the plan the employee must know to protect him or herself in the event of an emergency. The written plan should be kept on-site, available for employee review.

The responsibilities listed here belong to every employer. Remember too, as managers of public facilities you also have a responsibility to your event patrons and your community.

### **Coming Up**

Stay tuned for future *fyi* newsletter articles addressing emergency evacuation planning for events and the use of fair facilities as community evacuation centers.

In the meantime, have questions about implementing an emergency plan at your fair? Contact Tom Allen at 916/263-6186.