

*Mission- To promote the diverse agricultural and cultural heritage of Marion County through active participation of its citizens.*

## **Marion County Fair Board Emergency Plan Meeting**

Board of Commissioners' Board Room

June 21, 2023 5:30 PM

**Meeting Convened:** 5:39 PM

### **I. Call to Order/Introductions**

#### In Attendance

Board Members- Brandi Crandall, Becky Delurey, Amy Goulter-Allen, Shannon Gubbels, Pam Zielinski

Key Volunteers- Colleen Busch, Rebecca Turner

Guests: Tammy Brandt, TCB Security; Jill & Scott Ingalls, Ingalls & Associates; Melanie McCabe, 4H

Staff: Denise Clark; Sarah Coutley, Community Services; Justine Flores, Risk Management; Kim Meacham, Temporary Fair Staff; Kristie Taylor, Temporary Fair Staff; Cody Walterman, Legal; Kelli Weese, Community Services; William White, Risk Management

### **II. 2023 Emergency Plan Review- Scott Ingalls**

Highlights of the plan included:

Many will have radios; everyone needs to let Scott know when something is going on. "Barns and carnival are the weakest link" as they don't always go through fair personnel to notify of an incident. "If you see something, say something" or go find out what's going on. Often, we have too many ambulances coming; we need to know who called them.

We had previously used call "Code Zero." It turns out that this means something significant to law enforcement. We are changing our practice to saying "MAYDAY." This means "something is really wrong come help." For fire of course call 911 first.

A "MAYDAY" will get the response of all of Security (the ticket people will stay on the gates) and all of Scott's staff, to go address the situation.

When calling 911, identify the nearest gate and road name. An example would be "green gate off of Sunnyview." To be more specific, "south of the yellow gate."

Scott does attend the volunteer orientation (this year it will be June 28) and addresses the emergency plan with the volunteers.

Medical is on-site and available to fairgoers. Fair personnel cannot give out bandaids, headache medications, or any other medical supplies as we don't want to be held liable. Medical personnel are roving the grounds and will go to a person to provide these items.

We don't have a first aid station.

There is a Good Samaritan Law that protects you (liability wise) if you have to help save a life.

### Lost Child

"Code Adam" is still used for missing kids. When this is called, stay off the radio and listen carefully for the description. All personnel are to stop what they are doing and look for the child. (Even the office personnel can step out and look around their vicinity.) Get a description from the parent as to what the child looks like and what they are wearing; ask them to describe the child's shoes. If there is a domestic situation, in which a parent takes a child from the other parent, we'll lock the gates.

It was asked if we should switch channels for a Code Adam. Answer- no stay on channel 1. However, turn your radio down so neighboring people don't hear it.

If you find the child, do not leave the spot in which they were located. Call it in and wait for security to arrive to your location.

If you think something is off, it probably is. Just say on the radio, "Scott, can you come see me?" Scott will respond immediately.

### Evacuation

The barns have a PA system; tell people to leave the area to the nearest gate; they won't want to leave their animals, but they must. All gates are opened, if needed, to evacuate the whole property. Send people away from the problem area and toward the nearest gate.

Some people want to turn around and come back into the grounds to try and get to the gate they are familiar with. Tell them to go out of the gate you are directing them. They can get oriented (to their familiar gate) as soon as the emergency is over.

To bring people back in "when the situation is maintained," gather at the main stage if that is a safe spot. In that way it gets parties back together. As a back-up, the horse arena could also be used as it contains a PA system.

### Active Shooter

Remember to run, hide, fight, in that order. Get away from the situation; call 911 and start running. There will be a lot of police officers on the grounds who will take care of major issues such as this. The Sheriff's Office display personnel do have a fair radio.

### Bag Check

We don't do bag checks at the gates for alcohol unless we are flagged by something. It's selective and not constant. If alcohol is found, the person can either throw it away, or not enter the grounds. We don't check for guns.

Open carry is allowed in Oregon. However, if someone is attempting to do so on the grounds, call Scott so he can talk to them about it. Usually, he can persuade them to cover the gun.

There are no current issues with gangs on the police officer's radar right now.

### Incident Reports

Incident reports are very important. They must be completed as the county's Risk Management needs a copy of any incidents that happened on the grounds. Melanie also needs a copy for OSU Extension's purposes if it happens in the barns. These forms can be found in the Emergency Plan, on-line at the county's website, in the barns, and in Columbia Hall.

Justine reiterated the importance of completing the Incident Reports. She encouraged everyone to fill them out as completely as possible and to be sure and turn them into the office.

### General Information

Scott encourages everyone to be familiar with the emergency plan and to use common sense, including being aware of your surroundings.

Jill encouraged everyone to "practice recall;" notice people. See if you can describe someone that just walked by. Start with their head and work your way down.

We will be updating some of the state fair contacts information and incorporating the layout map into the document. It was suggested to add the Woods and Floral building to the map.

Scott said that we will be adding security at the fence line where the 4H/FFA students and their families are camping.

Melanie said that there are no more camping spots available for 4H/FFA.

### **III. Other**

#### **Event Coordination and Marketing RFP- Kelli Weese**

The subcommittee has met and "hashed out" all the particulars of the Event Coordination and Marketing RFPs. They are good with moving forward with making the recommendation to the Board of Commissioners. Brandi, Rebecca, Becky, and Joel made up the review committee. Brandi made a motion to approve the RFP process and move forward with the recommendation to the BOC. Amy seconded the motion. Motion passed.

**Honor Day Discount-** Jill Ingalls

We are adding Thursday (Honor Day) back to the daily schedule as we are going back to the 4-day fair after previously being a 3-day fair. Jill suggests we go back to the previously implemented discount of free admission from 4-6 PM for active duty military, veterans and first responders and their families. Brandi made a motion to re-instate the Thursday Honor Day discount with complementary entrance to active military, first responders, veterans and their families. Amy seconded the motion. Motion passed.

**Meeting Adjourned:** 6:27 PM.