



EMERGENCY RESPONSE PLAN

Rosebud County Fairgrounds

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Developed and Adopted April 2021

Rosebud-Treasure County Fair Board
rosebudcofair@rangeweb.net

Section 1 - Introduction

Acronym Description

RCF – Rosebud County Fairgrounds

DES – Department of Emergency Services

RCSO – Rosebud County Sheriff's Office

ERG – Emergency Response Group

RCPIO – Rosebud County Public Information Officer

The Rosebud County Fairgrounds, hereafter referred to as (RCF), recognizes a need for pro-active emergency planning for its staff, directors, superintendents, extension and individual citizens. The Emergency Response Plan was developed primarily for the safety of the RCF directors, superintendents, volunteers and visitors. It also supports continuance of vital operations of the fair, safety, and emergency response on the Rosebud County Fairgrounds (Fairgrounds). This Plan provides an organized, detailed system to allocate proper and pertinent resources in the event of an emergency.

A. Purpose

To provide for the response to emergencies and to coordinate functions required for protection and preservation of life and safety of the occupants of the Fairgrounds, protection of property, recovery from disasters, and the resumption of operations of the RCF.

B. Scope

1. The scope of this plan includes a spectrum of situations that range from small event to major disaster that may warrant a disaster declaration. It may be used to supplement other plans to provide an effective and coordinated response at the Fairgrounds.
2. This plan addresses planning and response with regard to all-hazards, however incidents that are due to significant cause of events may require oversight by the Rosebud County Disaster & Emergency Services (DES), the Rosebud County Sheriff's Office (RCSO) or the Montana Disaster & Emergency Services (MDES) based on established laws and response plans. If incidents of this nature come to the attention of the RCF, the partnering agencies will be notified immediately.

C. Policy

1. The RCF will incorporate and/or consider operational priorities that include, but are not limited to the protection of life, public health and safety, property protection, environmental protections, restoration of essential functions and coordination as appropriate. In situations where an imminent threat exists to life safety, or an identified need for protection of critical infrastructure exists, the most rapid means of response will be taken.

D. Situation

1. A disaster or emergency event (immediate, cascading or pre-planned) has or will occur resulting in the need for a coordinated response of the RCF and first responders at the Fairgrounds.

E. Assumptions

1. The Rosebud-Treasure County Fair (RTCF) is generally held in mid-summer of each year. The Fair is a combination of livestock, home economics, grandstand shows, carnival amusements, commercial exhibits, and food vendors with an average estimated attendance of over 10,000 people. (See Annexes for additional specific assumptions).

Section 2 - Concept of Operations

A. General

1. If a state of emergency arises in a building or anywhere on the Fairgrounds, RCF Emergency Response Group (ERG), may begin implementation of the Emergency Response Plan. The ERG has the authority to delegate responsibilities to any persons they deem qualified to further the implementation of the Plan.

B. Activation, Notification, Alert and Warning

1. RCF will activate the Plan and associated annexes upon notification of an incident on the Fairgrounds that requires a coordinated or mass response of first responders and other partner agencies to attain proper mitigation of the incident.

C. Coordinating Concepts

1. This Plan and the associated annexes are based on the parameters of the National Incident Management System. A majority of the annexes will utilize the Unified Command Theory as a means of execution of the mission-critical tasks. Roles and responsibilities of each participating agency will be clearly defined in the specific annex.

D. Direction and Control

1. RCF will establish a Command Post and other staging areas, as appropriate, for the coordination and control of incidents occurring on the Fairgrounds.
2. The RCF Chairman will be responsible for implementing the Emergency Response Plan and serve as the Incident Commander to make decisions that impact fair staff and visitors.
3. In the event the RCF Chairman is unavailable or incapacitated the following line of succession is established:
 - a) RCF Chairman
 - b) RCF Security Committee Chair
 - c) RCF Manager
 - d) The RCSO may serve in the capacity of Incident Command if any of the positions above are unavailable, incapacitated, or delegate their responsibility to the RCSO

E. Communications

1. RCF will establish internal communications between staff and will establish external communications with outside partner agencies during activation of the Plan. Communications may be electronic, voice or in-person, as the needs of the incident dictate.

F. Resource Management and Logistics

1. Notification, activation and deployment of resources will be based on the need to execute mission-essential tasks. Logistical support will be coordinated through currently established processes of the RCF in conjunction with the DES.

G. Implementation Requirements

1. Implementation of this Plan will be based on the particular incident that presents itself to the Incident Commander. The Incident Commander

will determine if thresholds for the particular annexes of the Plan have been met to initiate activation of those annexes of the Plan.

H. Organization

1. RCF adopts the following Mission-Essential Tasks as guides to priority of response to all incidents on the Fairgrounds:
 - a) Provide for the safety of the occupants of the Fairgrounds by neutralizing the threat that presents itself.
 - b) Establish Command and Control by designating an Incident Commander, establishing a Command Post, and notifying proper personnel of the incident.
 - c) Establishing defined perimeter zones on the Fairgrounds and locking down affected areas.
 - d) Establish staging areas for incoming emergency responders, media and evacuees.
 - e) Provide for ongoing rescue and recovery efforts.

2. RCF further designates the following levels of emergencies for the Fairgrounds:
 - a) **Level 1** — A minor department or building incident that can be resolved by RCF staff with existing resources or limited outside help. This incident will have limited duration and little impact on overall Fairground operations.

 - b) **Level 2**— A major emergency affecting a sizable portion of the Fairgrounds. This incident may be single or multi-hazard and require considerable coordination both internally and externally

 - c) **Level 3** — A catastrophic emergency involving the entire Fairgrounds or the overall operation of the RCF. Immediate resolution of the disaster, generally multi-hazard, is beyond the capabilities of the RCF and will require considerable coordination of resources and may rise to the level of a County/State Disaster Declaration.

Section 3 - Roles and Responsibilities and Emergency Response Group (ERG) Members Rosebud County Fairgrounds (RCF)

A. The RCF coordinates the overall Emergency Response Plan.

1. RCF provides direction and control, as well as, response staff for emergency incidents.

B. Rosebud County Disaster & Emergency Services (DES)

1. The DES provides support to the RCF through emergency response operations related to communications, notification, incident command, and emergency response support. DES also provides coordination of county, state, and federal responses.

C. Rosebud County Sheriff's Office (RCSO)

1. RCSO provides sworn law enforcement personnel for response to incidents and exercises the rights, powers, and duties of peace officers during an incident.

D. Rosebud County Fire Department (RCFD) and Forsyth City Fire Department (FCFD)

1. The RCFD provides for fire response and suppression to the Fairgrounds.

E. Rosebud County Public Information Officer (RCPIO)

1. The RCPIO coordinates outgoing information to the public by public interviews and/or press release to news or social media outlets.

Section 4 - Authorities and References

A. Authorities

1. This Plan and the associated annexes have been developed based on the Montana Code Annotated Title 10, Chapter 3; Part 1 is the main coordinating policy document for local emergency management.

B. References

1. Annex A — Medical Emergencies
2. Annex B — Mass Casualty Incident
3. Annex C — Fire, Explosion or Bomb Threats
4. Annex D — Severe Weather
5. Annex E — Child Abductions/Lost Persons
6. Annex F — Demonstrations / Civil Disorder
7. Rosebud County Fairground Animal Health Emergency Response Plan
8. Rosebud County Emergency Operations Plan

ANNEX A - MEDICAL EMERGENCIES

Introduction

A. Purpose

1. This Annex outlines the RCF response to medical emergencies occurring on the Fairgrounds.

B. Situation

1. A medical emergency involving an individual has been reported to the RCF Office or to RCF Staff by an individual.

Concept of Operations

- A. The RCF Office or RCF Staff will immediately determine the nature of the illness or injury as best as possible and determine the need to contact 911.
- B. The RCF Office will notify the Incident Commander and any RCF Staff that may be closely located to the incident to be able to render aid.
- C. If needed, the RCF Office will contact 911 and advise of the following:
 - a) Location of the emergency
 - b) Nature of the emergency
 - c) Appropriate location to enter the Fairgrounds
 - d) Any aid being rendered at that time.
- D. RCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- E. At the conclusion of the incident, RCF Staff and the RCF Office will hold a debriefing with the Incident Commander.

ANNEX B - MASS CASUALTY INCIDENT

Introduction

A. Purpose

1. This Annex outlines the RCF response to mass casualty incidents occurring on the Fairgrounds.

B. Situation

1. Multiple individuals have been involved in an incident in which a singular event has caused them to become ill or injured.

Concept of Operations

- A. Annex A — Medical Emergencies of this Plan will be used whenever possible.
- B. The RCF Office or RCF Staff will immediately determine the nature of the illness or injury and number of persons involved, as best as possible, and determine the need to contact 911.
- C. The RCF Office will notify the Incident Commander and any RCF Staff that may be closely located to the incident to be able to render aid.
- D. If needed, the RCF Office will contact 911 and advise of the following:
Location of the emergency
Nature of the emergency
Appropriate location to enter the Fairgrounds
any aid being rendered at that time
- E. RCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- F. A Command Post will be opened to facilitate coordination of the incident.
- G. Medical Staging and Triage Areas will be established at the request of first responders.
- H. At the direction of the Incident Commander, the RCF Office will contact the DES and notify them of the incident.
- I. At the conclusion of the incident, RCF Staff and the RCF Office will hold a debriefing with the Incident Commander and the ERG.

ANNEX C - FIRE, EXPLOSION OR BOMB THREATS

Introduction

A. Purpose

1. This Annex outlines the RCF response to incidents occurring on the Fairgrounds involving fire, explosion or bomb threats.

B. Situation

1. A fire, explosion or bomb threat has occurred on the Fairgrounds.

Concept of Operations

- A. The RCF Office or RCF Staff will immediately determine the nature of the incident, as best as possible, and determine the need to contact 911.
- B. The RCF Office or RCF Staff will make a public announcement (see announcement script on the reverse side of this page).
- C. The RCF Office will notify the Incident Commander and any RCF Staff that may be closely located to the incident to be able to render aid.
- D. If needed, the RCF Office will contact 911 and advise of the following:
 - a) Location of the emergency
 - b) Nature of the emergency
 - c) Appropriate location to enter the Fairgrounds
 - d) Any aid being rendered at that time
- E. RCF Staff on-scene will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- F. RCF Staff on-scene will assist emergency response personnel in establishing a perimeter around the incident far enough away that they or the public are not in danger.
- G. The Incident Commander will liaison with the RCFD or RCSO incident commander and provide resources as necessary.
- H. A Command Post will be opened to facilitate coordination of the incident.
- I. Medical Staging and Triage Areas will be established at the request of first responders.
- J. At the direction of the Incident Commander, the RCF Office will contact the ERG and notify them of the incident.
- K. At the conclusion of the incident, RCF Staff and the RCF Office will hold a debriefing with the Incident Commander and the ERG.
- L. The RCFD will have operational control of all fire scenes for purposes of suppression of fires.
- M. The RCSO will have operational control of the scene of all explosions and bomb threats.

Event Safety Message:

“Ladies and gentlemen, may I have your attention please. A situation has occurred, and we are required to evacuate the fairgrounds, please locate the closest emergency exit and proceed to the nearest exit.

Please exit immediately but calmly. RCF Staff, wearing neon shirts, and emergency personnel will direct you to the closest exit.

The following locations will be provided to you as a gathering point:
Rosebud County Courthouse and Forsyth Elementary School

Thank you for your understanding and cooperation.

ANNEX D - SEVERE WEATHER

Introduction

A. Purpose

1. This Annex outlines the RCF response severe weather occurring on the Fairgrounds.

B. Situation

1. The National Weather Service has advised the RCF that the potential for severe weather exists in the area of the Fairgrounds.

Concept of Operations

- A. The RCF Office will notify the Incident Commander and any RCF Staff on the Fairgrounds that severe weather is approaching.
- B. The Incident Commander will, based on information available, determine the need to evacuate unsafe areas of the Fairgrounds and postpone or cancel event, as well as, shut down the Carnival Midway.
- C. The RCF Office or RCF Staff will make a public announcement (see announcement scrip on the reverse page).
- D. RCF Staff on-scene will assist fair visitors in gaining access to areas of safety on the Fairgrounds based on the potential threat or direct visitors to leave the Fairgrounds entirely based on the decision of the Incident Commander.
- E. Once the threat of severe weather has passed the Fairgrounds, the Incident Commander will contact the National Weather Service Office with jurisdiction and determine if there is any further threat present in the area of the Fairgrounds.
- F. After passing of severe weather through the area of the Fairgrounds, RCF Staff will conduct damage assessments of the grounds and report to the Incident Commander.
- G. At the direction of the Incident Commander, the RCF Office will contact the ERG and notify them of the incident.
- H. At the conclusion of the incident, RCF Staff and the RCF Office will hold a debriefing with the Incident Commander and the ERG.

In the case of a storm event staff will make one of the following announcements:

Delay of event – Storm/Lightning

“Ladies and gentlemen, may I have your attention please.

Due to the (“approaching” if applicable) storm, we must temporarily stop the event to assess the situation.

We hope to be able to continue soon – it seems as though there is a possibility this storm will quickly pass over the area.

We will inform you as the situation develops.”

If lightning in immediate area:

“Due to lightning, we urge you to stay clear of trees, tents or any metal structures.

Thank you for your understanding and cooperation.”

Cancellation of event – Storm/Lightning:

“Ladies and gentlemen, may I have your attention please.

Due to inclement weather, we must regrettably cancel the event.

For your own safety, we ask you to please vacate the premises immediately but calmly.”

If lightning in immediate area:

“Due to lightning, we urge you to stay clear of tree, tents or any metal structures. Thank you for your understanding and cooperation

ANNEX E - CHILD ABDUCTIONS / LOST PERSONS

Introduction

A. Purpose

1. This Annex outlines the RCF response to child abductions or lost persons on the Fairgrounds.

B. Situation

1. A child (minor) has become missing, separated from their responsible party, or abducted by a third party.

Concept of Operations

- A. The RCF Office has been notified of a missing child/person that was last observed on the Fairgrounds.
- B. The RCF office will immediately notify the Incident Commander and the RCSO personnel on the grounds of the situation. At the direction of the Incident Commander, the RCF Office will notify other RCF Staff of the situation.
- C. The following information will be obtained by the RCF Office:
 - a) Name
 - b) Age
 - c) Clothing
 - d) Description
 - e) Location last seen
 - f) Where the person is supposed to be or should be headed to
 - g) Recent picture (if available)
- D. The RCF Office should take reasonable steps to ensure the person reporting this information remains at the office.
- E. At the direction of the Incident Commander the following will be notified of the situation:
 - a) All RCF Staff
 - b) Vendors, Carnival Management, Barns, Exhibit Hall, Food Building, Grandstand, Beer Gardens, Track and Infield, Gate, and Campground areas.
- F. At the direction of the Incident Commander and with the support of the RCSO, the entrance and exit gates to the Fairgrounds will be sealed and

(Continued on reverse)

- secured. RCSO will determine when and how the gates will be reopened.
- G. The Incident Commander will liaison with the RCSO incident commander and provide resources as necessary.
 - H. At the direction of the Incident Commander, the RCF Office will contact the ERG and notify them of the incident.
 - I. At the conclusion of the incident, RCF Staff and the MCF Office will hold a debriefing with the Incident Commander and the ERG.

ANNEX F – ACTIVE SHOOTER, DEMONSTRATIONS / CIVIL DISORDER

Introduction

A. Purpose

1. This Annex outlines the RCF response active shooters, demonstrations and civil disorder on the Fairgrounds.

B. Situation

1. An Individual(s) has presented a firearm to inflict bodily harm, staged a demonstration or is creating an act of civil disorder.

Concept of Operations

A. ACTIVE SHOOTER response.

- a) If anyone displays or threatens immediate use of a weapon, call 911 and notify RCF Chairman and RCF Manager. RCSO will take command of the situation when on-scene.
 - b) RCF Chairman, Manager or Staff will make a public announcement about the threat and advise the public to exit the fairgrounds and/or take cover until threat has ceased.
 - c) RCSO will announce when fair activities can resume.
- B. RCSO will issue permit to hold a peaceful protest or demonstration on the Fairgrounds. Each permit will document:
- a) Name of the person or group protesting
 - b) Area in which the protest is authorized
 - c) Times approved for protest
 - d) Rules for protesters
- C. A copy of the permit will be filed with the RCF Office, the RCSO and given to the person or group requesting the protest or demonstration.
- D. If the permit is violated the RCF Chairman will notify the RCSO and give warning to the person or group that they are violating the terms of the permit and must cease and desist from the prohibited behavior at once.
- E. If the person or group fails to comply with section C, the RCSO will be notified and the RCF Chairman will request the removal of the person or group from the Fairgrounds due to disorderly conduct.

(Continued on reverse)

- F. RCF Staff will not challenge or argue with person or groups that are demonstrating but report the issue to the RCF Office and the RCF President.
- G. RCF Staff will direct visitors and exhibitors to stay away from the area of civil disorder.
- H. If a show ring is disrupted, exhibitors will be instructed to return the animals to their stall/pen area until further notice.
- I. RCF Staff will assist emergency response personnel in gaining access to the area and providing for a timely exit from the Fairgrounds, as needed.
- J. At the direction of the Incident Commander, the RCF Office will contact the ERG and notify them of the incident.

Event Safety Message:

“Ladies and gentlemen, may I have your attention please. A situation has occurred, and we are required to evacuate the fairgrounds, please locate the closest emergency exit and proceed to the nearest exit.

Please exit immediately but calmly. RCF Staff, wearing neon shirts and emergency personnel will direct you to the closest exit.

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