



Emergency Operations Guidelines & Fairground Policies

In Case of Emergency Dial 911

¹The purpose of these guidelines is to ensure safety for all fairgoers and staff.

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¹ Revised 2023

A. Injuries to Individuals

1. Contact 911 For A Medical Emergency. Next contact security on the grounds via radio contact.
2. Prior to the start of the fair, place signs directing the public to the fair office when first aid is needed.
3. Have first aid kits available at the fair office, 4H Office and the Civic Center. An AED is also located in the Civic Center Open Class door.
4. Fair staff should start first aid as they are able, or call 911 if deemed necessary.
5. Have an incident report filled out for any and all injuries and file the report in the fair office. (Forms in the fair office.)
6. Secure the scene when appropriate.

Carnival Rider Injuries

1. Make sure appropriate help is contacted possibly including:
 - a. EMT/Fire Department CALL **911**
 - b. Carnival Owner/Manager William Purdy (612-801-2712)
 - i. Check if power supply needs to be shut off.
 - c. Fair Grounds Crew: John Dietz 507-276-1501
Or John Edwards 507-766-8555
 - d. Fair Security including board member Cindy Hauser
507-240-0229 & Security lead Ryan Froelich 507-380-9256
 - e. Fair President: Anna De St. Croix 507-276-4882
 - f. Fair Electrician:
2. Work with security to remove unnecessary spectators and to secure the scene.
3. *If necessary, check policy regarding Public Relations (pg. 7)*
4. Have an incident report filled out for any and all injuries and file the report in the fair office. A report must be sent to the Brown County Sheriff's office if 911 has been called.

B. Injuries to Animal(s)

1. Secure the area by removing unnecessary spectators.
2. Contain the animal(s).
3. Call Vice President Alisa Mangen 507-276-1301 to report the incident.
4. If needed the fair vet (Dr. Phil Gill) may be contacted by the Vice President.
5. Fill out an incident report in the fair office to be filed by the fair.

C. Lost Child/Abduction

1. Inform parent/guardian that our policy is to call 911 immediately.
2. Call 911
3. Notify all board members and security personnel by way of radio.
4. All entrances and exits must become immediately manned by at least one board member. All gates need to be closed, allowing exit only to those individuals who have no children with them and have been cleared by a board member, security or law enforcement.
5. Get a detailed description and last known location of the missing child. Give the detailed description to law enforcement, all board members and security.
6. Assist law enforcement with the search, remembering to check barns, bathrooms and garbage cans.
7. Have an incident report filled out. File a report in the fair office and send a copy to the Brown County Sheriff's Office.

D. Weapons

1. Get detailed information of the situation: description of weapon, description of person(s) with the weapon. Make note if a weapon was actually sighted or just reported.
2. Call 911.
3. Assist law enforcement as requested.
4. If a weapon is found unattended do not touch it. Stay with the weapon and call 911.
5. Have an incident report filled out. File the report in the fair office and send a copy to the Brown County Sheriff's office.

E. Fights/Assaults/Riots

1. Assaults can be physical or verbal threats.
2. Call 911 or security immediately.
3. Assist security or law enforcement in securing the scene and/or other duties as requested.
4. Have an incident report filled out, file the report in the fair office and send a copy to the Brown County Sheriff's office if 911 has been called.

F. Terrorist Attack/Bomb Threat

1. Notify law enforcement and or call 911.
2. Stay Calm. If possible notify the fair office about the threat.
3. Record as many details as possible.
4. Follow directions of law enforcement when they arrive.
5. Have an incident report filled out. File a report in the fair office and send a copy to Brown County Sheriff's office.

G. Burglary

1. Obtain description of item(s) taken.

2. Contact security or law enforcement. NUPD's non-emergency number is 233-6750.
3. Assist law enforcement or security as requested.
4. Have an incident report filled out and file the report in the fair office.

H. Structure Collapse

1. Call 911
2. Determine if the structure had a person(s) inside and get a list of booths/people occupying the building.
3. Assist security as needed.
4. Have an incident report filled out. File a report in the fair office and send a copy to the Brown County Sheriff's office.

I. Food Poisoning

1. If a complaint of potential food poisoning is reported, provide the fairgoer with the following information:
Brown/Nicollet Environmental Health
607-934-4140 or 1-800-931-4140
MN Department of Public Health
1-877-FOOD-ILL or 1-877-366-3455
2. Do not attempt to determine what may have caused the symptoms.
3. Have an incident report filled out and filed in the fair office.

J. Fires

1. Prior to the opening of the fair, be sure a fair safety inspection is done.
2. How to deal with a fire:
Rescue/Alarm/Contain/Extinguish

3. In the event of a fire evacuate the location immediately and call 911.
If needed for the use of fire extinguisher:
Pull Pin/Aim at base of flames/Squeeze handle/Sweep side to side
4. Fire Extinguishers are located in all the fairground buildings.
5. Have an incident report filled out and file the report in the fair office. Send a copy to the Brown County Sheriff's office if 911 is called.

K. Weather

1. Stay alert to weather forecast through the National Weather Service Twin Cities <https://www.weather.gov/mpx/>
2. When Tornado Watches or Warnings are issued by the NWS, make attempts to notify fairgoers using the fair's PA system and radio for board members.
3. Contact the 4H coordinator who can make announcements to the livestock area.
4. Approved Tornado shelters on the fairgrounds are:
 - a. Under The Grandstand
 - b. Restroom/Locker area of the Civic Center

Note: ALL other buildings are NOT approved shelters.
5. In the event of damage occurring on the fairgrounds as a result of severe weather:
 - a. Do an immediate walk-through to assess damage.
 - b. Call 911 if appropriate.
 - c. Secure any dangerous areas.
 - d. Set up triage areas for the injured in a safe location or follow the instructions of emergency personnel.
 - e. Contact disaster relief agencies (Red Cross, Salvation Army etc.) if follow-up action is needed.

- f. Have an incident report filled out. File the report in the fair office and send a copy to the Brown County Sheriff's Office if 911 was called.

L. Public Relations

1. Designate one person to maintain contact with the media.
 - a. The fair designates Secretary Candice Stadick in consult with Fair Media Specialist Adam Towles @ 507-276-7752
 - b. The above will coordinate media contacts/news conferences/news releases with Law Enforcement or other agencies involved, making sure all media receives the same information.
 - c. The fair board's designee will maintain contact with coordinating agencies as needed and communicate with the media in a location away from any incident.
 - d. The fair board's designee will use scripted responses to all inquiries.
2. All board members must respect the privacy of victims and family members involved in an incident. All board members must maintain professionalism and confidentiality.
3. All events requiring the use of this policy require an incident report be filled out and filed in the fair office.

M. Smoking/Vaping/Marijuana Policy

1. Smoking/vaping and the use of marijuana is NOT allowed in any buildings, barns or tents on the fairgrounds.
2. Smoking/vaping and the use of marijuana is NOT allowed in any grandstand area including the bleachers or open air areas.

N. Designated Demonstration Area

Any organized group that wished to protest during the fair will be required to congregate and remain at the northwest corner of the fairgrounds behind the Horse Arena. They will not be allowed to block any entrances to the fairgrounds or fair buildings.

O. Fairgrounds Restrictions During the Fair

1. No pets are allowed on the grounds with the exception of service animals or animals that are part of an exhibit.
2. No bikes, skateboards, scooters or rollerblades are permitted on the grounds during fair hours with the exception of these items being used in an exhibit.
3. Only fair board members and grounds crew may drive motorized vehicles on the grounds during fair hours.
4. No alcoholic beverages can be brought into the fairgrounds.
5. No coolers or any outside carry in food/beverages are allowed in any grandstand event except those sold by vendors on the grounds.
6. All bags or backpacks in the grandstand cannot exceed 12" x 18" and are subject to inspection upon entrance.
7. Food and beverages are not allowed to be delivered by vendors/food services to any on site event during fair hours.

² Revised 2023