



**Colorado
State Fair**

EMERGENCY OPERATIONS PLAN

EMPLOYEE EMERGENCY ACTION GUIDE

State Fair Emergency Call Center - (719) 404-2037

Updated July 2025

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INTRODUCTION

This book contains the recommended procedures to be generally followed during specific types of emergencies, and is intended to provide guidance to any person who initially discovers the emergency or who is first on the scene. This is not an inclusive list. Employees are expected to use their best judgment when an incident occurs.

The designated emergency number of the Colorado State Fair is **(719) 404-2037**.

ACTIVE SHOOTER

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter, bearing in mind there could be more than one shooter involved in the incident. If you find yourself involved in an active shooter incident, try to remain calm and follow these guidelines:

RUN: If you can safely evacuate the area, do so. Take as many people as you can with you but do not slow the pace of your evacuation. Do not attempt to move or carry wounded individuals as you may cause further damage to the wounds. Avoid escalators and elevators, leave your personal belongings behind, and put your hands in the air when you encounter law enforcement responders to show you are unarmed.

Put as many obstacles (cars, buildings, structures, etc.) between you and the location of the active shooter. As soon as you have reached a safe location, **call 9-1-1** and provide the following information:

- a. Use the words “active shooter” before giving your location so your call is not transferred.
- b. Be specific about the building location and nearest open gate.
- c. Give number of shooters and description if known.
- d. Give number of victims if known.

Call **(719) 404-2037** and provide the same information as above.

ACTIVE SHOOTER (cont.)

HIDE:

If running is not a safe option, your next best option is to find a safe place to hide where the walls might be thicker and have fewer windows. When you have found a location to hide, do the following:

- a. Lock the doors and/or barricade them with heavy furniture if possible.
- b. Close and lock windows, close any blinds or drapes and turn off the lights.
- c. Silence all electronic devices and remain silent.
- d. Look for other avenues of escape and use them if safe to do so.
- e. Quietly identify any items you may be able to use as a weapon to defend yourself.
- f. If safe to do so, hide along the wall closest to the exit but out of view from the hallway. This allows the best option for ambushing the shooter and for possible escape.
- g. Remain in place until the all clear is given by Police and/or the Department of Safety and Security.

FIGHT:

- a. **AS A LAST RESORT:** If you can't run and have nowhere to hide, your last option is to fight. To be successful at this, you must commit yourself to the action to fight for yourself. Be prepared to do whatever it takes to render the shooter incapable of further harm to save yourself.
- b. Look around you for any available item that can be used as a weapon. For example, fire extinguishers, chairs, heavy objects you can swing like a hammer, anything you can throw in their face to blind them or cause enough pain/distraction to allow you to escape, etc.
- c. Be prepared to ambush the shooter any way you can by hiding around a corner or on the other side of a door to give you the element of surprise. If possible, join others in the area to gang up on the shooter and make your fight more difficult to fend off.

ACTIVE SHOOTER (cont.)

What to expect from responding police officers:

Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were last heard; their purpose is to stop the shooting as quickly as possible. The first responding officer(s) will make entry to the area to attempt to stop the shooter.

Remain calm, do as the officers tell you. Put down any bags or packages you may be carrying and keep your hands visible at all times; if you know where the shooter is, tell the officers.

The first officers to arrive will not stop to aid injured people; rescue teams comprised of other officers and emergency medical personnel will follow the first officers into secured areas to treat and remove injured persons. Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned. Until you are released, remain at whatever assembly point authorities designate.

AMUSEMENT RIDE MALFUNCTION

An amusement ride may malfunction for a variety of reasons. This may cause the ride to stop abruptly, stop in an undesired position, and/or cause injury to the riders and/or bystanders.

In the event an amusement ride malfunctions:

- a. Call **(719) 404-2037** and provide the following information:
 - i. Name and location of the ride.
 - ii. Approximate number of people on the ride.
 - iii. Any known injuries to riders/bystanders.
- b. Keep the area around the ride clear of bystanders so emergency personnel can access the area.
- c. If possible, speak with the passengers to reassure them help is on the way.
- d. DO NOT try to restart the ride.

The State Fair Emergency Response Team will coordinate with the ride operators, State Fair's independent ride inspector, and first responders to ensure an appropriate response is conducted and the ride is safe before operation begins again.

BOMB THREAT

Any person receiving a threat should take the threat seriously and attempt to fill out a Bomb Threat Card.

If you receive a threat via telephone ask the caller:

- a. Exact location of device (building, floor, room, etc.).
- b. Time device is set to explode.
- c. Kind of device, timing device, etc.
- d. Keep talking to the caller as long as possible and record the following:
 - i. Date and time of the call.
 - ii. Location of alleged device.
 - iii. Detonation time of alleged device.
 - iv. Type of device.
 - v. Speech pattern, accent, distinguishing characteristics, etc.
 - vi. Background noise.
 - vii. Critical statements made by caller.
- e. Using another telephone, immediately notify the State Fair Emergency Call Center at **(719) 404-2037**
- f. A decision to evacuate the building/area will be made by State Fair Emergency Response Team.
- g. If instructed, evacuate the building/area by the nearest available exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the threat. Alert emergency personnel of their location.
 - i. Evacuation of any animals should be conducted by the animal's owner if the situation permits.
- h. Try to remain calm. Your emotions can influence those around you.

BOMB THREAT (cont.)

- i. Once outside, move to a clear area that is at least 1,000 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.
- j. DO NOT RETURN TO AN EVACUATED BUILDING/AREA unless authorized by the State Fair Emergency Response Team.

Questions to Ask:

- When is the device going to explode? _____
- Where is the device now? _____
- What does the device look like? _____
- What kind of device is it? _____
- What will cause the device to explode? _____

Did you place the device? YES NO (circle one)

- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____
- Write down phone number if on caller ID or ask: _____

EXACT WORDING OF THE THREAT:

CHEMICAL SPILL

- a. Report any spillage of hazardous materials immediately to State Fair Emergency Call Center at (719) 404-2037. State Fair Police will notify Facility Maintenance and the Pueblo Fire Department when necessary.
- b. When reporting, provide the following information:
 - i. Name of material spilled.
 - ii. Proximity to any drains or waterways.
 - iii. Estimated amount.
 - iv. Exact location of spill.
 - v. Nature of injuries.
 - vi. Actions you have taken.
- c. Vacate the affected area at once and seal it off to prevent further contamination.
 - i. Remove any victims from the affected area, but do not endanger your own life by entering areas with toxic gases or fumes.
- d. If safe to do so, evacuate the building by the nearest available exit. However, if the spill is outside the building it may be safer to shelter-in-place, shut off any HVAC systems and close all exterior windows and doors.
 - i. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the spill site. Alert emergency personnel of their location.
 - ii. Evacuation of any animals should be conducted by the animal's owner if time permits.
- e. Try to remain calm. Your emotions can influence those around you.
- f. Once outside, move to an area that is at least 30-50 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and crews.

CHEMICAL SPILL (cont.)

g. DO NOT RETURN TO AN EVACUATED BUILDING/AREA unless authorized by the State Fair Emergency Response Team

If you are splashed or otherwise come into contact with the spilled material:

- a. Instruct someone close by to contact Safety and Security. If no-one is available, make the call yourself. Safety and Security will request an ambulance and will come to you if safe to do so.
- b. Move to an area that is not affected by the spill (preferably upwind and uphill of the spill) and has access to a clean water source.
- c. Remove any contaminated clothing and place into an empty trash can, container, or plastic bag if available. If none are available, place the clothing on the ground away from others and move away from the clothing.
- d. Flush any parts of your body that contacted the chemical or contaminated clothing with large amounts of water for a minimum of 15 minutes.
- e. Follow the instructions of First Responders.
- f. Seek medical treatment as soon as possible.

NATURAL GAS LEAK

- a. If you smell natural gas and suspect a large or significant gas leak, evacuate the area.
- b. DO NOT SWITCH ON OR OFF ANY LIGHTS OR ELECTRICAL EQUIPMENT.
- c. If safe to do so, extinguish any sources of ignition (engines, open flames, space heaters, etc...).
- d. Call the State Fair Emergency Call Center at (719) 404-2037. The State Fair Emergency Call Center will contact Facility Maintenance for assistance.
- e. Evacuate the building by the nearest exit. Notify other building occupants to do so as well. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
 - i. Evacuation of animals should only be conducted by animal's owners if time and circumstances allow.
 - ii. Safety monitors and supervisors should account for their staff. Any missing persons should be reported to the State Fair Emergency Call Center at (719) 404-2037.
- f. DO NOT USE ELEVATORS.
- g. Try to remain calm. Your emotions can influence those around you.
- h. Once outside, move away from the building at least 100 feet. Keep walkways clear for emergency vehicles and crews.
- i. Prevent sources of ignition (cigarettes, electrical equipment, etc.).
- j. DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by the State Fair Emergency Response Team.

CIVIL DEMONSTRATIONS/ PROTEST

- a. Keep calm. Resistance may only increase destruction of property and a threat of bodily harm. Do not confront demonstrators.
- b. Call State Fair Emergency Call Center at **(719) 404-2037** and provide the following information:
 - i. Location (building, room, area, gate, street, etc.).
 - ii. Approximate number of leaders.
 - iii. Size of group.
 - iv. Obvious objective or demand of the group.
 - v. Group is: rational, organized, violent, etc.
- c. Lock doors/windows and close blinds/drapes to prevent injury from broken glass.
- d. Continue with normal routines as much as possible.
- e. The Director of Safety & Security or designee will proceed to the scene for assessment of the situation, and law enforcement authorities will be notified if appropriate.

CRIMINAL BEHAVIOR

Everyone at the State Fair is expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to the State Fair Emergency Call Center at **(719) 404-2037**

The State Fair Police have jurisdiction over all criminal acts occurring on the Colorado State Fairgrounds. They will be assisted by the Pueblo Sheriff's Office and Pueblo Police Department and contracted off-duty law enforcement when necessary.

If you are a victim, observe a criminal act, or observe a suspicious person(s), immediately notify the State Fair Emergency Call Center at (719) 404-2037 and give the following information:

- a. Nature of the incident.
- b. Location, date, and time of incident.
- c. Description of person(s) involved.
- d. Description of property involved.
- e. Assist the officer when they arrive by providing additional information upon request.

Take the following action if you are a victim of a property crime:

- a. Go to a safe place and call the State Fair Emergency Call Center at **(719) 404-2037**
- b. Do not touch anything.
- c. Meet with the officer at the location the officer requests.
- d. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.

CRIMINAL BEHAVIOR (cont.)

Take the following action if you are a victim of a violent/personal crime:

Be observant! The more information you can provide, the better chance the criminal will be apprehended.

Remember: Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.

a. As soon as possible get to a safe place and notify the State Fair Emergency Call Center at **(719) 404-2037**. Provide the following information:

- i. Location.
- ii. If medical assistance is needed.
- iii. A description of the person(s) involved.

The State Fair Emergency Response Team will document all reports of criminal activity and contact the Colorado State Police if necessary.

ELEVATOR MALFUNCTION

- a. If you are trapped in an elevator, press the emergency phone button to notify the State Fair Emergency Response Team. If the phone is inoperable, press the emergency alarm button which will signal for help.
- b. DO NOT attempt to exit a stalled elevator unless told to do so by emergency rescue staff.
- c. If stranded in an elevator, DO NOT attempt to force open the elevator doors. Be patient.
- d. If you receive notice that an elevator has malfunctioned, notify the State Fair Emergency Call Center at (719) 404-2037 and provide the following information:
 - i. Building.
 - ii. Floor.
 - iii. Present situation.
- e. A person stranded in an elevator needs to be reassured that his/her alarm has been noticed and help is coming. Keep in contact until help arrives.
- f. If you find an inoperative elevator without occupants, notify the State Fair Emergency Call Center at (719) 404-2037.

EVACUATION/SHELTER IN PLACE

In certain emergency situations emergency responders may order the evacuation of certain offices or buildings or instruct people in those facilities to shelter-in-place.

It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of the Colorado State Fairgrounds and the other protective action for a different area of the Colorado State Fairgrounds . When such actions are warranted, the State Fair Emergency Response Team or first responders will advise you on the appropriate action to take.

EVACUATION

Determine in advance the nearest exit from your work location, and the route you will follow to reach that exit in an emergency. Establish an alternate route to exit in the event your primary route is blocked or unsafe.

During an evacuation:

- a. Evacuate quickly and calmly to your rally point.
- b. Follow instructions from emergency personnel and follow the directions provided for safe routes of evacuation.
- c. Check doors for heat before opening. Do not open if hot.
- d. Close the door as you exit your room or office.
- e. Dress appropriately for the weather.
- f. Take only essentials with you (e.g. eyeglasses, medications, identification, and cash/credit cards) - do not pack belongings.
- g. Turn off unnecessary equipment, computers, and appliances.
- h. Walk, do not run. Do not push or crowd.
- i. Keep noise to a minimum so you can hear emergency instructions.
- j. Use handrails in stairwells; stay to the right.

EVACUATION/SHELTER IN PLACE (cont.)

- k. Assist people with disabilities.
- l. Animals should only be evacuated by owners and only if time and circumstances allow.

If vehicles are used for evacuating, protect against hazardous materials by keeping windows closed and outside air conditioning or heating systems off. Use the nearest available gate and follow all traffic patterns established by emergency personnel.

Relocating outside the building:

- a. Move quickly away from the building and to your rally point.
- b. Watch for falling glass and other debris.
- c. If you have relocated away from the building, DO NOT return until the State Fair Emergency Response Team allows re entry.
- d. Safety Monitors and supervisors should account for their personnel. Report any missing persons to the State Fair Emergency Call Center at (719) 404-2037.

SHELTER IN PLACE:

During certain emergency situations, particularly lightning, severe weather, and some hazardous material spills, you may be advised to “seek shelter” or “shelter-in-place” rather than evacuate a building.

When directed to shelter in place:

- a. Stay inside the building (or go indoors as quickly as possible).
- b. DO NOT USE ELEVATORS.
- c. Quickly locate supplies you may need such as food, water, radio, etc.
- d. If possible, go to a room or corridor where there are no windows and few doors.

EVACUATION/SHELTER IN PLACE (cont.)

When directed to shelter in place (cont.):

- e. Monitor communications through text message and 2-way radio. If possible, check for additional information through local radio and television stations.
- f. Remain in your shelter location until an all clear is given.
- g. Supervisors should account for their staff. Report any missing persons to the State Fair Emergency Call Center at (719) 404-2037.

Special considerations for an incident involving a hazardous material:

- a. If there is time, shut and lock all windows and doors.
- b. Go to an above ground level of the buildings; most chemical vapors are heavier than air and may seep into basements even if windows are closed.
- c. Turn off heat, air conditioning, or ventilation systems, if you have local controls.
- d. Drink bottled water or stored water, not water from the tap.
- e. Do not call 9-1-1 unless you are reporting a life-threatening situation.
- f. If you smell gases or vapors, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible.
- g. When the all clear is announced, open all doors and windows, turn on heating, air conditioning or ventilation systems, and go outside and wait until the building has been ventilated.

EXPLOSION

- a. Immediately take cover under tables, desks, or other objects that will give protection against falling glass and debris.
- b. Notify the State Fair Emergency Call Center at (719) 404-2037.
- c. Give your name, exact location, and the nature of the emergency.
- d. After the initial effects of the explosion have subsided, call 9-1-1.
- e. Activate the building fire alarm if available.
- f. Evacuate the building through the nearest available exit and go to your rally point. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the damaged area. Alert emergency personnel of their location.
- g. Evacuation of animals should be conducted by the animal's owner and only if time permits.
- h. DO NOT USE ELEVATORS.
- i. Try to remain calm. Your emotions can influence those around you.
- j. Supervisors should account for their personnel at the rally point and report any missing persons to the State Fair Emergency Call Center at (719) 404-2037.
- k. DO NOT RETURN TO AN EVACUATED BUILDING unless authorized by the State Fair Emergency Response Team.

FIRE

- a. Activate the fire alarm if available.
- b. Immediately exit the building, closing doors behind you. DO NOT USE ELEVATORS.
- c. Call the State Fair Emergency Call Center at (719) 404-2037 and give the exact location of the fire and your location. Provide any known information that may help emergency services.

If you discover a fire outside a building:

- a. Call the State Fair Emergency Call Center at (719) 404-2037 and give the exact location of the fire and your location.
- b. Do NOT activate the building fire alarm system.

Once a fire alarm is activated:

- a. Walk, do NOT run, to the nearest exit.
- b. Assist persons with disabilities.
- c. If the building contains animals efforts can be made to evacuate animals but never at the risk of safe evacuation of persons.
- d. Feel doorknobs or doors with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door.
- e. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
- f. Close doors behind you.
- g. Notify fire personnel if you suspect someone is trapped inside the building.
- h. Gather outside at a designated assembly area and do not attempt to re-enter the building until instructed by the State Fair Emergency Response Team.
- i. Safety Monitors and supervisors should account for their personnel. If anyone is missing, notify the State Fair Emergency Call Center at (719) 404-2037.

FIRE (cont.)

If you are trapped in a room:

- a. Wet and place cloth material around and under the door to prevent smoke from entering the room.
- b. Close as many doors as possible between you and the fire.
- c. Be prepared to signal someone outside, but **DO NOT BREAK GLASS** until absolutely necessary (outside smoke could be drawn into the room).

If you are caught in smoke:

- a. Drop to your hands and knees and crawl toward the nearest exit.
- b. Stay low, as smoke will rise to ceiling level.
- c. Breathe shallowly through your nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

- a. Hold your breath.
- b. Move quickly.
- c. Cover your head and hair with a blanket or large coat.
- d. Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher:

Building occupants are not required to fight fires. If you have not been trained to use a fire extinguisher, you should avoid using one. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires. Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

LOST OR UNATTENDED PERSON

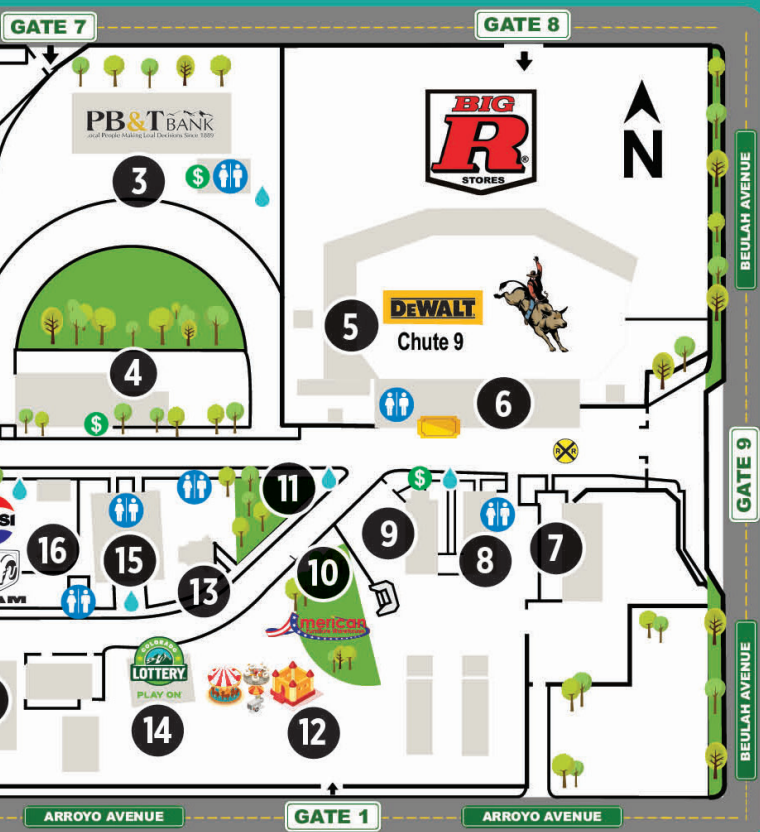
Lost or unattended persons occur periodically during year-round events at the Colorado State Fairgrounds, however, this type of situation occurs frequently during the State Fair.

State Fair staff are instructed to remain calm and use the following guidelines:

- a. Notify the State Fair Emergency Call Center at (719) 404-2037.
 - i. Provide the description of the person who is missing (clothing, height, gender, race, age, etc.)
 - ii. Identify who is reporting the missing person.
 - iii. Identify how long the person has been missing.
 - iv. Identify where the missing person was last seen.
- b. Remain in the area with the person who is reporting the lost person until a member of the Emergency Response Team arrives.
- c. Calm the reporting person by informing them that the Emergency Response Team is working to find the lost individual.
- d. Keep aware of your surroundings in the event the lost person shows up in the area in which you are waiting.



Colorado State Fairgrounds



LOCATIONS

- | | | |
|---|-------------------------------|--------------------------------|
| 1. Southwest Motors Events Center | 12. Family Carnival | 20. Palace of Agriculture |
| 2. Horse Show Complex | 13. Explore Colorado Building | 21. Goat Barn |
| 3. PB&T Bank Pavilion | 14. Colorado Lottery Building | 22. State Fair Plaza |
| 4. Adventure Land | 15. Creative Arts Building | 23. Sheep and Swine Barn |
| 5. DeWalt Chute 9 | 16. Pepsi Stage | 24. Security/Lost Child Center |
| 6. Big R Arena | 17. Colorado Building | 25. CSU Pavilion |
| 7. 4-H Exhibits Building | 18. Fine Arts Building | 26. Carnival |
| 8. 4-H Dining Hall | 19. Small Animal Building | |
| 9. 4-H Auditorium | | |
| 10. American Furniture Warehouse Amphitheater | | |
| 11. Triangle Park | | |



Colorado State Fair

FOOD BORNE ILLNESS

Food Borne Illnesses often occur hours after consumption of the food and up to 24 hours after visiting the State Fair. This can result in delayed reporting which can cause a wider outbreak of the illness. The most common method for this being reported to State Fair personnel is by phone call.

For an ill person, instruct them to seek immediate medical attention. Call the State Fair Emergency Call Center at (719) 404-2037.

If the person complains of the illness being from food consumed at the CSF, record the following information:

- a. Date/time they were eating at the State Fair.
- b. Location/name of food stand.
- c. Type of food.
- d. Symptoms.

INFECTIOUS DISEASE/PANDEMIC

Infectious diseases are caused by organisms - such as bacteria, viruses, fungi, or parasites and under certain conditions, they cause disease. Some infectious diseases are passed from person to person, some are transmitted by insects or animals, and some come from drinking contaminated food or water. Signs and symptoms vary depending on the organism causing the infection. (Source: Mayo Clinic}

Outbreak/Epidemic:

An increase, often sudden, in the number of cases of a disease above what is normally expected in that population area.

Pandemic:

an epidemic that has spread over several countries or continents, usually affecting a large number of people. (Source: CDC}

The General Manager monitors disease outbreaks within Colorado, the United States and globally, and works with the CDPHE and local Health Officials to enact mitigation measures as necessary.

The Continuity of Operations Plan may be activated by the General Manager in order to maintain the critical functions of the State Fair with the goal of reducing risk for staff and the community as a whole.

During a disease outbreak or pandemic, the State Fair will follow all public health guidelines issued by CDPHE and other public health orders. These measures may include, but are not limited to:

- a. Increased sanitation
- b. Face coverings
- c. Physical distancing
- d. Health screenings
- e. Limited capacities

INFECTIOUS DISEASE/PANDEMIC (cont.)

If you come in contact with someone who has symptoms of an infectious disease, instruct them to seek immediate medical attention. Call the State Fair Emergency Call Center at (719) 404-2037.

Gather the following information:

- a. Time of arrival
- b. Location
- c. Symptoms
- e. Limited capacities

LOOSE ANIMAL

Large animals can seriously injure people, other animals, and themselves if they become excited or agitated. **Animals are unpredictable** and you should never assume an animal is going to “be nice” no matter how calm it may seem. Some information to consider:

- a. **Do NOT run towards or corner loose animals.**
- b. Animals experience feelings such as fear, aggression, pain, nervousness, etc.
- c. Horned animals are aware they have horns or antlers and may use them in an aggressive manner.
- d. Moving lights agitate animals, particularly at night.
- e. Livestock tend to move from a dimly lit area to a brighter area, provided the light is not glaring into their eyes.
- f. Many animals have a wide angle of vision and are easily frightened by shadows.
- g. Loud noise and moving or flapping objects will spook, startle, or slow an animal.
- h. Frightened animals are unpredictable and will react instinctively by running or fighting.
- i. Animals have sharp senses of smell, sight, and hearing.

LOOSE ANIMAL (cont.)

State Fair employees who have not been trained to contain a loose animal should use the following guidance in response to this type of incident:

- a. Remain calm, quiet, and a safe distance away from the animal. ALWAYS keep an escape route open.
- b. Call the State Fair Emergency Call Center at (719) 404-2037 to report the animal's exact location and if the animal is calm or agitated.
- a. DO NOT attempt to approach or contain the animal. Rescue or containment efforts require expertise, planning, and coordination.
- b. If safe to do so, move guests, employees and any others out of the area near the animal.
- c. Avoid shining lights into the animal's face, making loud noises, and running toward the animal while flapping or waving your arms.
- d. Never turn your back on the animal.

MEDICAL AND FIRST AID

If you suspect a head or spinal injury, DO NOT MOVE the victim unless there is an immediate life-threatening emergency.

If you encounter an injured person:

- a. Check to make sure the scene is safe before approaching the victim.
- b. Ask the victim permission to assist.
 - i. If it is a minor injury or health condition the guest can be directed to the first aid station or notify dispatch so that the injured person can be transported by golf cart.
 - ii. If the victim is unconscious, assume they give permission to assist.
- c. Call the State Fair Emergency Call Center at (719) 404-2037. State Fair Emergency Response Team carries first aid supplies and an AED with them at all times to be able to assist.
 - i. Provide the following information:
 1. Location of the person {building, area, floor, office, etc.}.
 2. Type of medical emergency or injury {cut, fall, chest pain, burn, etc.}.
 3. Whether the victim is conscious.
 4. How the injury occurred.
 5. Location of the nearest entrance to where the individual is located.
- d. Assume all blood and bodily fluids are contaminated with an infectious disease. Do not touch any blood or bodily fluids without gloves and other appropriate protection.
- e. Keep the victim still and comfortable until help arrives. Do not move the victim unless there is an immediate life-threatening emergency.
- f. Individuals not certified in first aid and/or CPR should not administer first aid and/or CPR but should wait for help to arrive.

MEDICAL AND FIRST AID (cont.)

Crowd Control:

- a. Clear the crowd to a safe distance to allow access by first responders

Triage area:

- a. When there are multiple injuries it may be necessary to identify and maintain a triage area where injured persons can be held for assessment by medical personnel.

TRANSPORTATION BASED INCIDENTS

The most likely types of incidents in this section are golf cart or train.

- a. Call the State Fair Emergency Call Center at (719) 404-2037.
 - i. Provide the following information:
 1. Location of the incident
 2. Type of medical emergency or injury(ies)
 3. Whether the victim(s) is/are conscious.
 4. How the injury occurred.
- b. Ensure vehicles are turned off to prevent further injury.
- c. Clear the crowd to a safe distance to allow access by first responders.
- d. Leave cart/vehicle in the position of the incident when possible
- e. Refer to the health/first aid section of this guide to address any injuries.
- f. Law enforcement will need to respond to make an incident report at minimum.
- g. Ask any witnesses to remain on scene until spoken to by law enforcement.

POWER OUTAGE

In the event of a major, CSF-wide power outage:

- a. Try to remain calm. Your emotions can influence those around you.
- b. Notify facilities personnel of the outage.
- c. Follow directions from the State Fair Emergency Response Team for immediate action.
- d. Depending on the circumstances, you may be asked to stay where you are. If an evacuation for the building is required, seek out persons with special needs and provide assistance.
- e. Sales vendors should stay with their booths until all guests have exited the building.
- f. Once a building has been evacuated, secure exits to prevent guests from re-entering.
- g. Do not light candles or other types of open flames for lighting.

SEVERE WEATHER

Weather is consistently monitored by the State Fair Emergency Coordinator. The State Fair Emergency Coordinator uses an emergency notification system to send texts, emails, and/or phone calls regarding severe weather and emergency information. These emergency notification messages are tools but should not be relied on as your only source of weather information.

SEVERE WEATHER - HIGH WIND

Extreme wind may cause dangerous conditions. The CSF Safety & Security Department will issue a statement regarding work-rest cycles when conditions are dangerous to be working outside. Following are some guidelines for working in windy conditions:

- a. The primary concern in high wind is flying debris, especially temporary tent structures that are often dislodged by high winds.
- b. Falling tree branches may also be a concern during a high wind event.
- c. Following this type of incident it may be necessary for staff to maintain crowd control in the area of the incident.

In the event of a high-wind incident during the State Fair, here are some guidelines:

- a. Monitor 2-way radios and text messages for alerts. The PA System will also be activated to alert fairgoers and vendors.
- b. Calmly and clearly direct patrons to designated sheltered areas.
- c. If you can do so safely, secure anything that could become a projectile.

SEVERE WEATHER - HEAVY RAIN/ FLOODING

Extreme rain may cause dangerous conditions. The CSF Safety & Security Department will issue a statement regarding work-rest cycles when conditions are dangerous to be working outside. Following are some guidelines for working in rain conditions:

- a. The primary concern beyond guiding guests to shelter locations is the security of items within buildings.
- b. Direct guests to seek shelter in the nearest enclosed building. If an enclosed building is not an option, direct guests to gather towards the middle of open walled structures/awnings.
- c. If conditions are safe, put down umbrellas in your area.
- d. Once a majority of guests have left the outdoor areas, staff should also seek shelter and assist in preventing damage to displays and theft from vendors.

Severe Thunderstorm Watch:

Severe Thunderstorm Watch means conditions are favorable for a severe thunderstorm to develop. These storms could include heavy rain, lightning, strong winds, and hail.

Employees are expected to remain alert to changing weather conditions and be prepared to take action if upgraded to a warning.

SEVERE WEATHER - HEAVY RAIN/ FLOODING (cont.)

Severe Thunderstorm Warning:

A Severe Thunderstorm Warning means a severe thunderstorm has been spotted in the immediate area or is indicated on weather radar.

When lightning is an immediate threat to the Colorado State Fairgrounds and/or a severe thunderstorm warning is issued, employees will be notified by a supervisor and are expected to take the following actions:

- a. Take shelter IMMEDIATELY inside a protective structure. All outdoor work should cease immediately.
- b. Stay away from windows and areas with a large expanse of glass.
- c. Supervisors should account for their staff and report anyone missing to the State Fair Emergency Call Center at (719) 404-2037.
- d. Stay in a safe area of the building until the warning is officially over and/or an “all clear” message is distributed.

SEVERE WEATHER - TORNADO

Tornado Watch:

A Tornado Watch means conditions are favorable for a tornado to develop. Employees are expected to be alert to changing weather situations and be prepared to take action if upgraded to a Tornado Warning. Follow all instructions received via the CSF emergency notification system.

Tornado Warning:

A Tornado Warning means a tornado has been spotted within Marion County, near the Indiana State Fairgrounds and Event Center or is indicated on weather radar. If a tornado is spotted within Marion County, the Marion County Regional Operations Center will activate the city-wide emergency sirens. Employees are expected to take the following actions:

- a. Take shelter IMMEDIATELY in a basement or lower floor interior hallway or corridor.
- b. Get under a sturdy workbench or heavy furniture if available.
- c. Stay away from windows and areas with a large expanse of glass.
- d. Avoid large rooms with free-span roofs and automobiles.
- e. DO NOT USE ELEVATORS.
- f. Try to remain calm. Your emotions can influence those around you.
- g. If persons with disabilities cannot safely move to the lowest level, assist them to an interior hallway away from windows and areas with a large expanse of glass.
- h. If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e. ditch or ravine).

SEVERE WEATHER - TORNADO (cont.)

- i. Use your arms to protect your head and neck.
- j. Stay in a safe area of the building until the warning is officially over and/or an all clear messages is provided.
- k. If a tornado causes significant property damage, injury, and/or loss of life, the Emergency Operations Team will be activated.

SEVERE WEATHER - HEAT

Extreme heat can cause severe injuries/illnesses. When the temperature and/or heat index reach dangerous levels, Program Managers will communicate to you regarding outdoor work with an appropriate work-rest cycle.

If you or a coworker are affected by the heat:

- a. Stop working and move to a cool area out of direct sunlight.
- b. Call State Fair Emergency Call Center at (719) 404-2037 for assistance.
- c. Drink water or a sports drink (avoid caffeinated beverages like coffee, soft drinks, energy drinks, etc.).

To prevent heat related illness/injuries:

- a. Drink plenty of water (avoid carbonated drinks and drinks with caffeine in them).
- b. Wear clothing that allows for perspiration and protects from direct sunlight.

STRUCTURAL COLLAPSE OR UNSTABLE STRUCTURES

Structural collapses and unstable structures present similar hazards and needs for evacuation as a fire or explosion. Use the following guidelines to respond:

- a. If you are able and it is safe to do so, evacuate the structure using the nearest stairwell or grade level exit.
 - i. DO NOT use elevators.
 - ii. DO NOT dash for exits as they may have been damaged in the incident and the building's exterior may be crumbling.
 - iii. Evacuation of animals should only be conducted by animal's owners if time and circumstances allow.
 - iv. If persons with disabilities cannot safely evacuate the building, assist them to the nearest stairwell away from the emergency area. Alert emergency personnel of their location.
- b. Once outside notify the State Fair Emergency Call Center at (719) 404-2037.
 - i. Provide location, number and type of injuries, access points and the presence of fire or other hazardous conditions.
 - ii. Program Managers should account for all staff and notify the State Fair Emergency Call Center at (719) 404-2037 and any present First Responders of any missing persons.

STRUCTURAL COLLAPSE OR UNSTABLE STRUCTURES (cont.)

If you are unable to evacuate or are trapped by debris:

- a. Contact the State Fair Emergency Call Center at (719) 404-2037 and notify them of your exact location if possible, any other personnel trapped in the area and the presence of any injuries or hazardous conditions.
- b. If possible, place a piece of bright cloth, flag or other marker out a window or opening to identify your location.
- c. Check personnel in your area for injuries and render first aid if needed and able.
- d. Follow all instructions from State Fair Emergency Response Team and any First Responders.
- e. DO NOT re-enter the building unless the State Fair Emergency Response Team deems it safe to do so.

SUSPICIOUS PACKAGE/MAIL

Be cautious of:

- Foreign mail, air mail, and special deliveries.
- Restrictive markings such as “confidential” or “personal”.
- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Misspellings of common words.
- Oily stains or discolorations on package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or tinfoil.
- Excessive tape or string.
- Visual distractions.
- No or unfamiliar return address.

If you have any reason to believe a letter or package is suspicious, do not take a chance or worry about possible embarrassment if the item turns out to be innocent!

If you receive a suspicious letter or package:

- a. Do not touch or remove the letter or package.
- b. Instruct someone near you to the State Fair Emergency Call Center at (719) 404-2037 and inform them of your exact location.
- c. Do not try to open the package. If there is spilled powder, do not try to clean it up and do not smell touch or taste the material or the package.
- d. Do not shake or bump the letter or package.

SUSPICIOUS PACKAGE/MAIL (cont.)

- a. If you have the item in hand, isolate the letter or package by placing it in a sealable plastic bag if available.
- b. Do not put in water or a confined space such as a desk drawer or filing cabinet.
- c. If possible, open windows in the immediate area and leave the area, closing the door behind you.
- d. Wash hands and exposed skin vigorously with soap and flowing water for at least 1 minute. Antibacterial soaps that do not require water are not effective for removing Anthrax spores or other threatening materials.
- e. Wait for the State Fair Emergency Response Team to arrive. Tell them of everyone who may have been exposed to the letter or package. Do not leave the building unless instructed to do so by the State Fair Emergency Response Team.

If you open a letter or package, and its contents are suspicious:

- a. Isolate the letter or package immediately by placing it in a ziplock bag or trash bag.
- b. Wash your hands vigorously with soap and flowing water for at least 1 minute. Antibacterial soaps that do not require water are not effective for removing Anthrax spores or other threatening materials.
- c. Call the State Fair Emergency Call Center at (719) 404-2037 and give them your exact location.
- d. Wait for State Fair Emergency Response Team to arrive. Tell them of everyone who may have been exposed to the letter or package. Do not leave the building unless instructed to do so by the State Fair Emergency Response Team.
- e. If you develop a cold and/or flu like symptoms (within 2-14 days) after coming in contact with an unknown substance in opened mail, see your doctor and notify CSF Security and CSF Human Resources.

SUSPICIOUS PACKAGE/MAIL (cont.)

Pranks & Hoaxes:

Pranks or hoaxes involving false threats of anthrax exposure - or exposure to other hazards - disrupt lives, create serious safety concerns, and tax valuable State Fair and community resources. They create illegitimate alarm in a time of legitimate concern.

The State Fair and law enforcement take all such actions very seriously. The State Fair and law enforcement authorities will aggressively investigate any such incidents. Any individual found responsible for such acts will be subject to prosecution under State and Federal law.



Colorado State Fair

State Fair Emergency Call Center - (719) 404-2037

**1001 Beulah Avenue
Pueblo, CO 81001**