

DUNN COUNTY
Rec Park
17th Street
Menomonie WI 54751

EMERGENCY PLANS



Severe Weather Evacuation
Fire Evacuation
Hazardous Materials Spill
Threat/Security Incident

OBJECTIVE: Dunn County, through its past Risk Management and Loss Prevention Statements, adopts the following emergency plans. The purpose of these plans is to provide a means for employees, agents, and visitors to cope with hazards that could be encountered at the Dunn County Rec Park.

Procedure: **SEVERE WEATHER (TORNADO) EVACUATION PLAN**

NOTE: When there is a possibility of severe weather the Rec Park, Worker shall keep the weather alert monitor somewhere on his/her person so they will hear it when the alert is broadcasted.

It should be noted that when there is an event or activity on the grounds, there may be people unfamiliar with the buildings and grounds, along with many types of animals.

GRANDSTAND: IF TIME PERMITS

Top and bottom - evacuate the structure. Because of large numbers of spectators and limited space, try to send spectators home or to other areas of safety, i.e. the inner hallway of the Recreation Building by the restrooms/lockers.

GRANDSTAND: IF TIME DOES NOT PERMIT

Evacuate the top side, have the people go to and/or stay underneath the grandstand, and as close to the north wall as possible. Stay away from the big garage doors. Close down all garage doors, lie flat on floor and cover your head with your arms.

AG BUILDING: IF TIME PERMITS

Most likely when this building is occupied there will be animals in the building as well as on the grounds. Because of all of the door openings, the chair people of ongoing events should be notified of the pending storm, and doors should be closed, north wall first, then west end, south end, and east end last. A preparation to secure the animals should be started at this time. Warn people to evacuate the building or grounds. Secure animals and close up hauler vehicles and building(s). Find the best spot possible for personal safety and be prepared. Again, the inner hallway by the restrooms/locker rooms of the Recreation Building should be open.

AG BUILDING: IF TIME DOES NOT PERMIT

Try to get all the doors closed - lie flat on the floor, cover your head with your arms.

RECREATION BUILDING: IF TIME PERMITS

Because of the possibility of large numbers of people on the Rec Park grounds, and possibly needing this area by others if a severe storm does hit, an attempt should be made (if done early enough) to try and evacuate this area by asking people to either go home or go to safer surroundings.

MULTI-PURPOSE ICE ARENA BUILDING: IF TIME PERMITS

It should be noted that when this building is occupied, there will be a large number of people in it and most likely on the grounds. Evacuate the building by asking the people to go home or to a safer surrounding. If needed, ask people to take cover in the Recreation Building, inner hallway by the restrooms/locker rooms. After the Multi-purpose Ice Arena Building is evacuated, close and lock all doors and turn off the electrical power. Remember, if time permits, clear this building.

MULTI-PURPOSE ICE ARENA BUILDING: IF TIME DOES NOT PERMIT

Try to get all doors closed in order of west end, north end, south end, and east end. Turn off electrical power, lie flat on the floor, and cover your head with your arms.

GROUND and ALL OTHER BUILDINGS: IF TIME PERMITS (horse barn, swine barn, tents, picnic shelters, etc.)

Secure the animals (if any) and evacuate to a safer place if time allows. If there is no time, lie flat on the ground. **Warn the occupants of these structures to start making storm precautions as early as possible.**

During the fair and Friday night races, there are hundreds of people on the grounds at any one time. The County will need to be prepared to warn these people early of any pending storm possibilities so that everyone is aware of the need for caution. Because of the large area number of people, the first precaution will be to start early when the storm is still just a strong possibility.

The Building & Grounds Supervisor, or a designated Facilities Department employee, has been available at all of the previous mentioned events to help make certain that preparations and precautions are taken. They are also in contact with the E-911 Center to stay posted when there is a potential for severe weather.

In the event that there is a disaster at the Rec Park, the best procedure is to have the Facilities Department employees help make sure everyone is evacuated, secure all of the standing buildings that are not being used, and proceed to check out areas of damage with the proper authorities.

Procedure: **FIRE EVACUATION PROCEDURE**

GRANDSTAND (TOP AND BOTTOM), AG BUILDING & ICE ARENA BUILDING

These three buildings are well equipped with exit doors, and several fire extinguishers. The Ag Building is equipped with its own ceiling sprinkler system. Notification of a fire in these buildings should be made by using the air horn located in the evacuation/first aid kit located in the Fair Office or by announcing it in a loud voice. Call the fire department.

It is not recommended the employee fight the fire. The first duty shall be to warn others and get out. Fire fighting efforts are at the employee's own volition, and only after fire announcement/warning and fire department has been called. When reporting a fire, dial 8-911, and calmly report the location. Use open areas around all of these buildings for the controlled gathering areas away from the fire.

RECREATION BUILDING & ALL OTHER BUILDINGS ON GROUNDS

All have adequately marked exits, or have at least two exits, or are completely open and most have fire extinguishers. Follow the same procedure used to evacuate the main buildings.

An immediate or accurate head count would not be possible until after the damage has been assessed.

Procedure: **HAZARDOUS MATERIALS SPILL PLAN**

Facilities Department employees and visitors shall be notified by telephone or personal contact by an emergency worker if they are in a vulnerable or dangerous area due to release of a toxic or hazardous substance.

Facilities Department employees and visitors shall be notified of impending danger by the Facilities Director or his designee via the public address system, if it is hooked up and working at the time, or by word of mouth.

Each incident may be different. Listen carefully to the instructions given by telephone or the emergency worker. If time allows, evacuate the entire area to a predesignated location. If time does not allow evacuation, in place sheltering will be utilized.

In place sheltering consists of shutting off all outside air intake sources. This means shutting off air intakes for heating/cooling systems. It also requires barriers such as wet towels, etc. be placed in front of doors and windows leading to the outside of the building. Stay in place in an interior room. After obtaining information to vacate the building, ventilate the building until any trace of substance is cleared.

A battery powered radio shall be kept available in the main office in the Recreation Building for information purposes in case of power outage.

Procedure: **THREAT INCIDENT PLAN**

In all cases when dealing with a threat, consider it to be authentic until proven otherwise.

If a call is received that informs you of a threat, (i.e. bomb, hostage taken, etc.) in the building or on the Rec Park grounds, the person receiving the call should make every effort to get as much information from the caller as possible. Any answers to questions such as: who, what, where, deadlines, etc. may be helpful in diffusing the incident and minimizing any injury or damage to property.

If possible, keep caller on the phone. Have fellow employee phone law enforcement. Try to get caller to answer as many questions as possible on attached sheet. **If a call is received, call 8-911 immediately.**

Upon receipt of a call, the building shall be evacuated until the all clear is given by the authority in charge.

All news media questions shall be referred to the authority in charge (i.e. Police Chief or Sheriff or their designee) for statements.

THREAT/SECURITY INCIDENT REPORT

When a threat is made or a security incident occurs:

- Immediately contact law enforcement and follow their instructions.
- Save all physical evidence related to the threat for law enforcement.
- Complete this report as soon as possible after the incident.
- Submit this report to law enforcement, the department head, and Administrative Coordinator

Describe the incident or the exact wording used in making the threat: (Do not paraphrase.)

Did the person indicate what you were supposed to do in response to the threat: (Do not paraphrase.)

BOMB THREAT – Questions to Ask (Try to ask these questions and write down the exact answer.)

When is the BOMB going to explode?

Where is the BOMB going to explode?

What does the BOMB look like?

What kind of BOMB is it?

What will make the BOMB explode?

Did you place the BOMB?

Who were you trying to call?

What is your name?

What is your address?

OTHER THREATS – Questions to Ask (Try to ask these questions and write down the exact answer.)

What is going to happen?

When is it going to happen?

Where is it going to happen?

Are you the one who is going to do it?

Why are you making this threat?

Who were you trying to call?

What is your name?

What is your address?

How was threat made?

Telephone In person By mail
 Other _____

Were any weapons used?

Time of Threat: _____ a.m./p.m. **Date of Threat:** _____

Who made the threat?

Male Adult Female Child

Who do you think the person was?

Telephone Threats - Caller's Voice

Calm Lisp Disguised
 Angry Nasal Slurred
 Excited Raspy Accent
 Slow Stutter
 Other _____

Threat Language:

Irrational Well Spoken Foul
 Incoherent Read Message Taped

Background Sounds:

Voices Music Hospital
 Street noise Office Restaurant
 Children Factory Other
 Animal noise PA System

Where did the threat/incident occur?

Phone number to which call was made: _____

Phone number at which call was taken: _____

Name of Person Completing Report: _____

Position: _____

Telephone Number: _____ **Date:** _____