

# The Chilliwack Fair Emergency Manual



## Chilliwack Agricultural Society – Revised July 31, 2017

### **FORTIS BC: 1-800-663-9911 or 1-800-436-7847**

Address for Service: 7590 Lickman Road

Shut offs: Floor 1 & 2: outside NW. corner of Floor 1  
Floor 3 & 4: outside of HP office, N. side near Floor 4  
Hot Wash Area/S.side of building: rear (S.) of the building 2

### **BC HYDRO: 1-888-769-3766**

Address for Service: 7590 Lickman Road

### **FIRE / AMBULANCE / POLICE: 911**

Address for Service: 44140 Luckakuck Way

### **CHILLIWACK AGRICULTURAL SOCIETY OFFICE: (604) 824-8191**

2017 Emergency Contact – Cathy Oss: (604) 997-1925

## **CHILD LOST / FOUND – Fair Office**

## **CONTACT FAIR OFFICE FIRST – Radio Channel # ONE**

### **Announcements in the event of FIRE / POLICE / AMBULANCE**

“Stand by for emergency broadcast”  
Name **what** emergency is and  
**where** emergency is

The office and/or Coordinator will respond to you.  
**ALL OTHERS MAINTAIN RADIO SILENCE**

### **GATE – Radio Channel # THREE**

### **PARKING – Radio Channel # FOUR**

### **FIRST AID & SECURITY – Radio Channel # TWO PA**

**FIRST AID:** located in Building #3. Services will be provided by St. John Ambulance.  
9 a.m. to 11 p.m. – Friday & Saturday 9 a.m. to 7 p.m. – Sunday

**SECURITY:** provided during daytime and evening hours (24/7 security).

**Coordinator:** Len Bridges (604) 701-1693 **Security Company:** Allegiance 1 Security

### **FIRE EXTINGUISHERS**

Are available in each building and are located at North & South Exits as well as along Emergency exits on East and West walls.

## EMERGENCY RESPONSE PROCEDURES: IN CASE OF FIRE

### IF YOU DISCOVER A FIRE:

1. **VERBALLY** warn the occupants in the immediate area of the fire.
2. **CONTACT** the Office to advise of Fire and further resources needed.
3. **EVACUATE** via the nearest safe exit.
4. **FIGHT** the fire **ONLY** if it is **SMALL** and you are **NOT ALONE**.
5. **ASSIST** handicapped persons where possible.
6. **PROCEED** to the outside and be able to direct the Fire Department to location.
7. **GO TO** the "Assembly Area" Agricultural Society Office / Fair Office for dispatching of jobs for that area.

### IF YOU HEAR A FIRE ALARM:

1. **VERBALLY** warn other occupants in the immediate area.
2. **CONTACT OFFICE** to report a fire at a specific location and advise of other needed resources.
3. **EVACUATE** via the nearest safe exit.
4. **ASSIST** handicapped persons where possible.
5. **ASSEMBLE** clear of the building and arriving fire apparatus.
  - ◆ **GO TO** the "Assembly Area" Agricultural Society Office / Fair Office for dispatching of jobs for that area.

## IN CASE OF FIRE LOCATED IN LIVESTOCK AREA

1. **VERBALLY** warn other occupants in the immediate area.
2. **CONTACT** the Office to advise of Fire location and further resources needed.
3. **EVACUATE** via the nearest safe exit.
4. **ASSIST** handicapped persons where possible.
5. **ASSEMBLE** clear of the building and arriving fire apparatus.
6. **GO TO** the "Assembly Area" for that location for dispatching of jobs for that area.
7. **AFTER** the public, exhibitors and staff are evacuated from the site the President / Director will decide if the situation will allow the **SAFE** removal of the animals. Fire Department Personnel will make a final decision regarding the removal of animals.
8. Animals taken from the building will be removed under the direction and supervision of the Incident Co-Coordinator to a Holding Area away from the fire. Animals will be herded or led away.
9. Animals will be removed in an orderly manner to a Holding Area **DESIGNATED HOLDING AREAS** are shown on the Site Map.
  - Sand Ring #1** – East Side of Barns
  - Sand Ring #2** – East Side of Barns
  - Main Rodeo Track** – In ring of track
10. Directors, Staff and Security will be advised to render assistance and to ensure safety of animals and general public.

## IN CASE OF MEDICAL EMERGENCY

1. Person has been identified or alerted with a medical condition requiring attention.
2. Medical condition will require a higher level of medical treatment than is available and a medical emergency exists.
3. **RADIO OFFICE** requesting B.C. Ambulance Service to attend at a specific location.
4. **ADVISE** the First Aid Station on site to attend as a First Responder for required action until ambulance arrives.
5. Directors, Staff and Security shall be advised to render assistance and to ensure the safety of the general public.
6. **EMERGENCY VEHICLE ACCESS PLAN** shall be used to allow access and departure of Vehicle.

## IN CASE OF POLICE EMERGENCY

1. **RADIO OFFICE** and / or Coordinator to advise of Incident, location and if required further assistance.
2. **EMERGENCY VEHICLE ACCESS PLAN** shall be used to allow access and departure of Vehicle.

## IN CASE OF UNUSUAL INCIDENT

Unusual Incidents would include: power blackouts, wind or weather created incidents, animals loose and other incidents not previously covered.

1. Upon report, an Incident must be verified, identified and specific location of Incident determined.
2. Incident is Emergency or Routine.
3. The Office will be advised of the Incident, location and further assistance required if any.
4. Safety of the general public in the area is to be considered by Directors, Staff and Security. Public may be restricted access or evacuated.
5. The Emergency Response Co-Coordinator will maintain order and control of the Incident.
6. The Office will assist by notifying the required resources for completion of the incident. Such resources may include BC Hydro, plumbers, electricians, the City of Chilliwack or its' employees.

## IN CASE OF LOST OR FOUND CHILDREN

1. During the Chilliwack Fair, the Fair Office will be designated for Lost or Found children.
2. **"KIDS – LOST AND FOUND"** is supervised by the Fair Office personnel in co-operation with the RCMP if required.
3. All reports of lost or found children will be reported or transmitted to RCMP for further action if required.
4. RCMP may be on site and will be responsible for conducting a search for lost children. Directors, Staff and Security may be advised to render assistance.

5. Public Address system inside be used for announcements as well as radio communication between Directors etc. regarding lost or found children. The use of the Public Address system will be authorized by the President or designate to ensure no abuse.
6. It is strongly recommended that two (2) adults be present whenever a lost or found child is being supervised.
7. The Fair Site may also be “locked down” should the RCMP or the President deems it necessary while searching for children

## **EMERGENCY VEHICLES ON SITE**

It is essential that Emergency Vehicles such as Police, Fire and Ambulance enter the Fair Grounds in a speedy and effective manner. A Pre-Plan for Emergency Vehicles entering must be adhered to. Getting the Emergency Vehicles to a specific area during the Fair is essential. The Emergency Vehicle arriving at the site is met at an open gate. The Vehicle is escorted or directed to the incident area.

1. All Directors, Staff and Security will have access to keys for the padlocks on exterior gates
2. An Incident has occurred and Emergency Vehicles have been dispatched.
3. The Office shall be advised of the Incident and its location on the grounds.
4. The arriving Emergency Vehicle shall be advised of which Gate to enter from when call is made.
5. Depending on location the most direct route and gate access will be used
  - ◆ Gate 1 – Front Gate, 44140 Luckakuck Way
  - ◆ Gate 2 – Farm Gate, 7590 Lickman Road
6. Directors, Staff and Security will be requested or designated to open gates, direct and guide the Emergency Vehicle to the area.
7. Designated Directors, Staff and Security shall attend to assist and ensure the safety of the general public.
8. Directors, Staff and Security shall assist the Emergency Vehicles in its departure from the site.

## **INCIDENT OR ACTIVITY REPORT**

1. The Chilliwack Fair Directors and Staff will become familiar with the Incident or Activity Report.
2. The report will be completed upon the conclusion of each Emergency or routine incident during the Fair.
3. It will be the responsibility of the Emergency Response Co-Coordinator to have the form completed and submitted to the Office as soon as possible.
4. Any further information required about the Incident will be the responsibility of the Chilliwack Fair Office under the authority of the President.
5. All completed forms are **CONFIDENTIAL** and are retained for information purposes only.
6. **INCIDENT / ACTIVITY FORM** is attached and is to be used as a **Master Copy** for photocopying.

### **1. PURPOSE**

To provide a safe, organized plan in the event of an emergency on the Fair Grounds.

## 2. CO-ORDINATION

The President / Designate will be contacted via two-way radios or office.

The person announcing the emergency will announce their name and that they are the Co-coordinator in command.

This person can transfer command to another provided they announce same. The person transferring commands **MUST ANNOUNCE “Transferring command to” and give the person’s name.**

## 3. ROLES OF DIRECTORS & STAFF

- Directors and Staff are expected to take a leading role in assisting any emergency agency called to Chilliwack Heritage Park.
- Directors and Staff are expected to co-operate with other agencies and resources during and Emergency Incident.
- Directors and Staff are expected to allow the Emergency Crews to complete their task and not to assist unless or until requested.
- The primary concerns are for the safety of the General Public and the smooth operation of the Chilliwack Fair with regards to an Emergency Incident.
- Whenever possible the Fair Office should be used as a communication and resource center during the Incident.

## NEWS MEDIA

Directors, Staff, and Volunteers are directed not to make comments regarding any Emergency Incident occurring during the Chilliwack Fair. A **“PRESS RELEASE”** will be supplied to the News Media from the Fair Office under the authority of the President. Only the information contained within the “Press Release” should be discussed by Directors and Staff in public. All Directors and Staff will be supplied with a copy of the “Press Release” for information purposes. All requests for information or statements are to be directed to the Fair Office and the President.

**A MAP OF THE FAIR GROUNDS DEPICTING EMERGENCY VEHICLE ACCESSSES HAS BEEN ATTACHED.**

# CHILLIWACK FAIR: INCIDENT / ACTIVITY REPORT

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<b>TYPE OF INCIDENT/ACTIVITY</b>		
FIRE:	POLICE:	MEDICAL/FIRST AID:
OTHER:		
<b>DETAILS</b>		
DATE:	TIME:	(am / pm)
LOCATION:		
REASON FOR CONCERN:		
DIRECTOR AREA:		
<b>ACTION TAKEN</b>		
AGENCY ATTENDING:		
CONTACT NAME:		
PERSONAL INJURY:	YES	NO
NAME OF INJURED PERSON:		
ADDRESS:		
PHONE:		
COMMENTS:		
SIGNED:		DATE:
PRINT NAME:		



# 2017 Chilliwack Fair Emergency Plan Confirmation

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“I have read and understand the 2017 Chilliwack Fair Emergency plan.”

SIGNATURE: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_

SECTION: \_\_\_\_\_

DATE: \_\_\_\_\_

Please return confirmation document to the Fair Office  
ASAP, as it must be recorded in our Safety Manual.