

## **Indiana State Fair Commission Emergency Response Plan**

Numerous requests for “Emergency Weather Plan” have been submitted. The below document is a copy of the year round emergency procedures in place for the Indiana State Fair Commission. Due to the sensitivity of the document and its information contain therein, the ISFC has made numerous redactions for security reasons prior to making the document available for public dissemination as authorized by IC 5-14-3-4(b)(19).



**INDIANA STATE FAIR COMMISSION  
EMERGENCY RESPONSE PLAN**

**UPDATED OCTOBER 2010**



**TABLE OF CONTENTS**

**SECTION I: INTRODUCTION**

Purpose	4
Types of Emergencies Covered	5
Concept of Operations	6

**SECTION II: EMERGENCY ORGANIZATION**

Organization and Administrative Authority	7
Task Assignments	9

**SECTION III: EMERGENCY OPERATIONS**

Emergency Operations Center (EOC)	11
Emergency Operational Responsibilities	12
Staff Responsibilities	14

**SECTION IV: EMERGENCY ACTION PLANS**

Emergency Evacuations	Tab 1
Major Fire, Explosions or Fire-Related Incidents	Tab 2
Severe Weather Incidents	Tab 3
Earthquake	Tab 4
Structural & Mechanical Incidents	Tab 5
Power Outages	Tab 6
Bomb Threats	Tab 7
Hostage Situations	Tab 8
Shooting Incidents	Tab 9
Sniper Incidents	Tab 10
Civil Disorder: Protests or Demonstrations	Tab 11
Hazardous Material Incidents	Tab 12
Animal Incidents	Tab 13
Information Technology Incidents	Tab 14
Emergency Communications Plan	Tab 15



**TABLE OF CONTENTS**

**SECTION V: APPENDICES**

Appendix A:	Critical Assets	
Appendix B:	Public Safety & Mutual Aid Agencies	
Appendix C:	Emergency Organization Staff Directory	
Appendix D:	Evacuation Rally Points & Storm Shelters	
Appendix E:	Equipment List	
Appendix F:	Pandemic Influenza Action Plan & COOP	
Appendix G:	Building Floor Plans & Campus Maps	
	Fairgrounds Campus Map	Tab 1
	4-H Complex	Tab 2
	Administration Building	Tab 3
	Ag/Hort Building	Tab 4
	Blue Ribbon Pavilion (Sheep Barn)	Tab 5
	Champions Pavilion (Draft Horse Barn)	Tab 6
	Communications Building	Tab 7
	Department of Natural Resources (DNR) Building	Tab 8
	Expo Hall	Tab 9
	Farm Bureau Building	Tab 10
	FFA Pavilion	Tab 11
	Grand Hall	Tab 12
	Grandstand	Tab 13
	Dairy Barn	Tab 14
	Harness & Pleasure Horse Barns	Tab 15
	Healthy Lifestyles Pavilion	Tab 16
	Home & Family Arts Building	Tab 17
	Hook's Drug Store	Tab 18
	Normandy Barn & Pioneer Village Area	Tab 19
	Northwest Pavilion (Poultry Barn)	Tab 20
	Our Land Pavilion	Tab 21
	Pepsi Coliseum & Power House	Tab 22
	Public Safety Center (Operations Center)	Tab 23
	Restrooms, Free-Standing	Tab 24
	South Pavilion (Saddle Horse Barn)	Tab 25
	State Fair Café & Bakery	Tab 26
	Storage Buildings & Commissary	Tab 27
	Swine Barn & Facility Maintenance Office	Tab 28
	Vehicle Maintenance Facility	Tab 29
	West Pavilion (Cattle Barn)	Tab 30
	Fairgrounds Campus Map – Utilities	Tab 31

**Section I: Introduction****PURPOSE**

The **Emergency Response Plan** is designed to protect lives and property at the Indiana State Fairgrounds through effective use of available personnel, resources and relationships with public safety agencies during emergency operations. The plan will be placed into operation whenever a natural or man-made emergency affecting the Fairgrounds reaches proportions that cannot be handled by routine procedures. The **Emergency Response Plan** shall become operative when directed by the Executive Director of the Indiana State Fair Commission or her/his designee.

**The Purpose of the Plan is to:**

1. Protect the lives and property of all persons on the Indiana State Fairgrounds and to preserve the orderly continuity of facility functions;
2. Establish a mutual understanding of the authority, responsibility, function and operations of the Fairgrounds management team during emergencies;
3. Provide a basis for the conduct and coordination of emergency operations and the management of critical resources during emergencies;
4. Provide contingency plans for potential disasters that may affect the Fairgrounds;
5. Identify the Fairgrounds' role in providing mutual aid to the state of Indiana and city of Indianapolis during a disaster;
6. Establish procedures to coordinate emergency operations with other agencies.



**Section I: Introduction**

**TYPE OF EMERGENCIES COVERED**

Potential emergency situations addressed in this plan, together with supporting information and contingency plans are:

1. Emergency Evacuations
2. Major Fire, Explosion or Fire-Related Incidents
3. Severe Weather Incidents
4. Earthquake
5. Structural & Mechanical Incidents
6. Power Outages
7. Bomb Threats
8. Hostage Situations
9. Shooting Incidents
10. Sniper Incidents
11. Civil Disorder: Protests or Demonstrations
12. Hazardous Material Incidents
13. Animal Incidents
14. Information Technology Incident
15. Emergency Communications Plan



**Section I: Introduction**

**CONCEPT OF OPERATIONS**

This **Emergency Response Plan** outlines the functions, duties, and responsibilities of individuals and departments necessary for the effective response to emergency situations. The plan is primarily an administrative guide for rapid communication and decision making. It is separated into five sections as follows;

- SECTION I Introduction
- SECTION II Identifies the administrative authority and the emergency organizational structure.
- SECTION III Identifies the functional procedures required to staff and operate an **Emergency Operations Center (EOC)** and coordinate the distribution of resources for the quick and effective response to and mitigation of emergency situations.
- SECTION IV Covers general emergency functions and operations for specific disasters and emergencies.
- SECTION V Appendices



Section II: Emergency Organization

**ORGANIZATIONAL AND ADMINISTRATIVE AUTHORITY**

**A. PERSONNEL**

1. All employees of the Indiana State Fair Commission.
2. Persons assisting from governmental organizations.
3. Emergency service workers - volunteers and persons pressed into service to aid during an emergency.

**B. ORGANIZATIONAL STRUCTURE**

1. The Structure of the emergency organization is based on the following:
  - Clear line of authority and channels of communications;
  - Simplified functional structure;
  - Incorporation into the emergency organization of all available manpower and resources;
  - Continuous leadership at the administrative level.

**C. EMERGENCY ORGANIZATION**

1. Plan Executive
2. ISFC Emergency Team - An advisory body to the Plan Executive.
3. Emergency Director
4. Emergency Coordinators
5. Public Information Officer
6. Mutual Aid Support - Federal, State, Local, and volunteer organizations coordinated through the Emergency Operations Center.



Section II: Emergency Organization

**ORGANIZATIONAL AND ADMINISTRATIVE AUTHORITY (continued)**

**D. ADMINISTRATIVE ORGANIZATION**

1. Plan Executive – Executive Director
2. Alternate Plan Executive (in order of succession) – Deputy Executive Director, Director of Administration
3. Emergency Director – Deputy Executive Director
4. Alternate Emergency Director (in order of succession) – Director of Administration, Public Safety & Logistics Manager, Public Safety Manager
5. Emergency Coordinators
 

Director of Administration	Records & Personnel
Public Safety & Logistics Manager	Safety & Security
Public Safety Manager	Liaison with Mutual Aid Agencies
6. Public Information Officer – Publicity Manager
7. Alternate Public Information Officer – Executive Director, Deputy Executive Director
8. ISFC Emergency Team - This is a standing team established to advise and make recommendations to the Executive Director on matters related to the disaster/ emergency response. Some of the members of this committee are assigned, or are alternates for, administrative functions during the disaster.

See Appendix C for a listing of ISFC Emergency Team members



**Section II: Emergency Organization**

**TASK ASSIGNMENTS**

The following are task assignments and/or responsibilities of emergency preparedness plan positions and operational areas:

**A. PLAN EXECUTIVE (EXECUTIVE DIRECTOR)**

1. Establishes the policies that govern the Fairgrounds emergency organization.
2. Proclaims any local emergency, which puts the plan in operation.
3. Acts as the highest level of authority during an emergency.
4. The Executive Director typically remains [REDACTED] to receive information.
5. When counsel is needed, the Executive Director calls upon the Emergency Team for recommendations and advice.

**B. ISFC EMERGENCY TEAM (KEY ISFC STAFF MEMBERS)**

1. The ISFC Emergency Team is an emergency committee assembled when needed to make recommendations and to advise the Executive Director on matters related to emergency preparedness and response.
2. Members of the committee will be assigned to positions of authority/responsibility or act as alternates when needed.

**C. EMERGENCY DIRECTOR (DEPUTY EXECUTIVE DIRECTOR)**

1. The Emergency Director shall be responsible for the overall operation of the Emergency Response Plan. The Deputy Executive Director, or his/her alternate, will immediately assume the responsibilities of Emergency Director and will remain in that capacity until relieved by the Executive Director or until the emergency no longer exists and the "all clear" has been given.
2. The Emergency Response Plan will be activated by the Emergency Director at the direction of the Plan Executive. When activation is ordered, the Emergency Director, or his/her designee, will ensure notification of those persons listed on the emergency notification roster that all necessary aspects of the Emergency Response Plan are activated.



Section II: Emergency Organization

**TASK ASSIGNMENTS (continued)**

3. The Emergency Director will designate the location for the Emergency Operations Center (EOC). This primary location is [REDACTED]. A secondary location to be established in the [REDACTED], or at a place that is best suitable for the emergency at hand.
4. When the emergency is over and the Fairgrounds is deemed safe, the Emergency Director will instruct the Emergency Coordinators to sound the "all clear" by initiating a Fairgrounds-wide notification system via two way radio system, telephone notification system, and/or runners.

**D. EMERGENCY COORDINATORS**

1. The Emergency Coordinators carry out the orders of the Emergency Director to execute the Emergency Response Plan.
2. The Emergency Coordinators direct and control the emergency organization, set schedules and assignments, coordinate efforts of all Fairgrounds Departments, allocate resources and procure supplies, and act as liaison with mutual aid organizations.

**E. PUBLIC INFORMATION OFFICER (PUBLICITY MANAGER)**

1. The Public Information Officer will be responsible for the preparation of all public releases of information.



Section III: Emergency Operations

**EMERGENCY OPERATIONS CENTER**

**A. GENERAL**

The **EMERGENCY OPERATIONS CENTER (EOC)** is the facility for centralized direction and control of the emergency operations organization during a declared emergency. The EOC will be activated and staffed to the extent required by the particular emergency. The Emergency Director will coordinate emergency operations, communicate instructions to the EOC and obtain reports for delivery to the Plan Executive.

**B. FACILITIES**

The Primary EOC will be located in the [REDACTED]. All the equipment and materials will be on hand at the [REDACTED] upon activation. The Emergency Coordinators will arrange all required equipment.

Alternate EOC: [REDACTED]

**C. COMMUNICATIONS**

- Telephones – Landline and Cellular  
Whenever possible, the EOC will utilize the Fairgrounds telephone system. If this system is down, the EOC will utilize cellular telephones.

All emergency calls should be directed to [REDACTED] or the security mobile phone [REDACTED]

- Two-Way Radio Equipment  
All emergency operations will utilize [REDACTED] on the Fairgrounds [REDACTED] radio system

In the event of a prolonged power outage, emergency operations will utilize [REDACTED] on the Fairgrounds UHF radio system.

The Fairgrounds maintains the following two-way radio equipment:

- [REDACTED] radios that operate on [REDACTED] independent Fairgrounds frequencies
- [REDACTED] radios that operate on the State's radio system with [REDACTED] dedicated Fairgrounds talk groups
- [REDACTED] radios with [REDACTED] talk groups

**D. STAFFING**

The EOC staff element of the emergency organization will consist of the following:

- Emergency Director
- Emergency Coordinators
- Fairgrounds Security
- Other staff will be included when necessary



Section III: Emergency Operations

**EMERGENCY OPERATIONAL RESPONSIBILITIES**

**A. EOC STAFF RESPONSIBILITIES**

1. Emergency Director

- Monitor disaster conditions and operations and keep the Plan Executive informed regarding the extent of damages and the progress of the emergency operations.
- Instruct the Emergency Coordinators regarding actions to be taken with regard to priorities in handling emergency problems within the limits of available personnel and resources, as determined by the Plan Executive.

2. Emergency Coordinators

- Carry out orders of the Emergency Director.
- Issue operational schedules and priorities.
- Direct and control the emergency organization.
- Provide instructions to Fairgrounds staff and the public.
- Send intelligence summaries to local, county, and state agencies as directed by the Emergency Director.
- Authorize procurement of necessary resources and personnel.
- Coordinate the efforts of the Facility Maintenance Staff to:
  1. Restore, maintain, and operate essential services.
  2. Conduct assessment/evaluation of damages to facilities and post notices on unsafe buildings.
  3. Construct emergency facilities.
  4. Provide debris removal and emergency road repairs.
  5. Provide emergency barricades and traffic signs.
  6. Provide necessary vehicles to support emergency operations
  7. Coordinate movement of equipment, supplies, and personnel to support emergency operations.



**Section III: Emergency Operations**

**EMERGENCY OPERATIONAL RESPONSIBILITIES (continued)**

**A. EOC STAFF RESPONSIBILITIES (continued)**

**3. Security and Traffic Control**

- Coordinate enforcement of laws, rules, and regulations.
- Provide security for facilities and resource to prevent theft and looting.
- Control pedestrian and vehicular traffic to avoid interference with emergency vehicles and operations.
- Evacuate facilities as directed.

**4. Resource Records and Reports:**

- The Emergency Coordinators will be responsible for maintaining records for resources being used.
- Upon demobilization, all records and reports on resources and supplies will be collected for use in assembling the incident documentation file and preparing the official incident report.
- Accurate record keeping is a crucial element of any emergency plan. In the event of a major emergency, accurate record keeping will be necessary to apply for reimbursement from local, state and federal aid organizations.



Section III: Emergency Operations

**OTHER STAFF RESPONSIBILITIES**

**A. BUILDING MONITORS**

Building Monitors are valuable assets in implementation of the Emergency Response Plan. Readily available, properly trained Building Monitors can be of great assistance in calming their peers and in completing a variety of tasks. Building Monitors should not be overlooked as an additional resource, as they can perform the following duties:

1. Assist in calming public and staff and in relocating them to a safe area.
2. Assist in the provision of first aid to the injured.
3. Act as message runners between areas of the Fairgrounds.
4. Assist in debris removal and clean up.

**B. FAIRGROUNDS SECURITY**

It is the responsibility of Fairgrounds Security to be thoroughly knowledgeable about the Emergency Response Plan and to be competent and proficient in their responsibilities.

At the time of a disaster, Security Officers are required to report to their immediate supervisor or designee for instructions. Following this, they are to begin completing their initial disaster assignments as listed below:

1. Direct emergency vehicles to the location(s) where they are needed.
2. Perform basic crowd control functions.
3. Should the radio and telephone systems not be operating, function as a runner between the EOC and various locations on the Fairgrounds.
4. Assist Facility Maintenance staff in assessment of damage, and rescue of injured person(s).
5. Direct media representatives to their designated staging area as determined by the Emergency Director or designee.

The Executive Director and/or Deputy Executive Director must be notified of all Emergencies that occur on, or affect the Indiana State Fairgrounds.



**Section III: Emergency Operations**

**OTHER STAFF RESPONSIBILITIES (continued)**

**C. FACILITY MAINTENANCE CREW/STAFF**

It is the responsibility of each member of the Facility Maintenance staff to be knowledgeable of the procedures for preparedness and response in this plan and to be competent and proficient in his/her assignment responsibilities.

At the time of a disaster during working hours, members of the Facility Maintenance staff are expected to report to their supervisor as soon as possible and begin carrying out their disaster assignments.

Initial responsibilities are to:

1. Restore, maintain, and operate essential services.
2. Assist or conduct rescue of injured parties.
3. Conduct assessment/evaluation of damage to facilities and post notices on unsafe buildings.
4. Construct emergency facilities, e.g. field kitchen, latrines, morgue.
5. Deliver emergency supplies and equipment to pre-determined areas.
6. Provide debris removal and emergency road repairs.
7. Provide emergency barricades and traffic signs.
8. Provide necessary vehicles to support disaster operations.

**D. ALL OTHER STAFF**

All staff will help whenever and wherever directed by the Emergency Operations Center



**EMERGENCY ACTION PLANS**



**Section IV: Emergency Action Plans**

**EMERGENCY EVACUATIONS**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel and reduce the possibility of death and/or injury through an organized evacuation procedure.

**B. POLICY**

When evacuation of a building(s) is determined to be necessary by the Plan Executive or her/his designee, occupants will leave the building immediately and quietly by the nearest exit, or as directed by the circumstance. Building Monitors (if appropriate) and Fairgrounds Security will assist in directing individuals to ensure that evacuation instructions are carried out according to the particular building evacuation plans.

When the evacuation of buildings is necessary, Fairgrounds Security will designate rally points for all building occupants. Location of rally points will be determined by the building being evacuated and the seriousness of the incident.

**C. PROCEDURE**

1. Alert Fairgrounds personnel, show promoters and the public through the following measures:
  - Public address systems
  - Building Fire Alarms
  - Telephone notification system
  - Runners
2. Conduct an orderly and safe evacuation from a danger area by designated routes.
3. Notify necessary public safety agencies to ensure that the evacuation is conducted in a safe manner.
4. By priority, dispatch available emergency apparatus to the scene.
5. If animals are involved, refer to the Animal Evacuation section of this plan (Tab 13).
6. If evacuation of the Fairgrounds is necessary, the following considerations will be made:
  - Which gate will be used for emergency vehicles only
  - Which gate(s) will be used for all other traffic
  - All available personnel will assist with directing traffic.
  - The EOC will notify IMPD North District of the evacuation so they can respond and assist with traffic on city streets (if necessary).
  - The Public Information Officer will make required notifications to media outlets.



Section IV: Emergency Action Plans

**FIRE, EXPLOSION OR FIRE-RELATED INCIDENTS**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with a major fire, explosion or fire-related incident that could endanger life or property on the Indiana State Fairgrounds.

**B. AUTHORITY**

1. The primary agency responsible for the protection of life and property at the facility is the Indiana State Fairgrounds Security Office.
2. In the event of a major fire, explosion, or a fire-related incident or an emergency rescue, the Public Safety Manager will serve as the EOC liaison and coordinate with key staff, the Indianapolis Fire Department, and other public safety agencies that may respond to the emergency. The EOC will plan, organize, staff, direct, and control emergency operations.
3. All requests for State Fairgrounds manpower will be made to the Public Safety Manager who will coordinate the request with the EOC.

**C. PROCEDURE**

1. When any Indiana State Fairgrounds employee, show promoter or member of the public becomes aware of a fire, explosion or fire-related incident on the grounds, they shall contact Fairgrounds Security at ext. [REDACTED] (if calling from an outside phone) to report the incident. The person reporting the incident shall provide as much information as possible to the Security Office – location, type of incident, whether or not building is occupied, etc.
2. Fairgrounds Security will call 911 and then notify the Executive Director and/or Deputy Executive Director. The Executive Director and/or Deputy Executive Director will determine the extent of the Fairgrounds emergency response.
3. If an evacuation is necessary, Fairgrounds Security will assist building monitors or show promoters with the evacuation. Refer to the evacuation incident plan in this manual for instructions.
4. Once the area is clear, Fairgrounds Emergency Personnel will assist the Indianapolis Fire Department and other public safety agencies as needed.



Section IV: Emergency Action Plans

**SEVERE WEATHER INCIDENTS**

**A. PURPOSE**

To provide instructions for assisting Fairgrounds Emergency Personnel in case of a severe weather warning or severe weather incident on the Indiana State Fairgrounds.

**B. POLICY**

In the event of a severe weather warning at the Fairgrounds, security personnel will notify key staff members, show promoters and campers.

**C. PROCEDURE**

THUNDERSTORMS, HIGH WINDS AND TORNADOS

1. When a severe weather warning is issued for the Fairgrounds, security personnel shall take the following actions:
  - Open the northwest doors of the Home & Family Arts Building and turn on the yellow warning light so campers can access the designated storm shelter
  - Notify campers of the severe weather conditions
  - Notify Fairgrounds employees of the severe weather conditions via the telephone notification system or with runners
  - Notify show/event promoters on the Fairgrounds via the Fairgrounds telephone system or with runners
2. In case of a tornado or high winds, building occupants should be directed to the lowest level of the building they are in. People outside should seek shelter in the nearest building or in one of the seven tunnels on the Fairgrounds – four infield walk tunnels, two infield drive tunnels, farmer’s market tunnel. See Appendix D for a complete listing of designated storm shelters.
3. If a severe weather incident on the Fairgrounds causes personal injury or damage to property, Fairgrounds Emergency Personnel shall notify the following:
  - A. Notify the Indianapolis Fire Department
  - B. Notify the Indiana State Police, District 52
  - C. Notify the Executive Director and/or Deputy Executive Director. The Executive Director or Deputy Executive Director will make the decision to activate the Emergency Operations Center (EOC).



Section IV: Emergency Action Plans

**SEVERE WEATHER INCIDENTS (continued)**

**C. PROCEDURE (continued)**

4. If activated, the Emergency Operations Center will make arrangements for the treatment of the sick and injured. Inspection and shutdown of damaged utilities and equipment to minimize the danger of fires, explosions, and further damage will be accomplished as quickly as possible
5. Request for municipal or private emergency services will be made when necessary, but it must be remembered that in such an emergency, there will be many requests for aid and ours may not be of the highest priority; therefore, in-house emergency capabilities must be utilized to the maximum. Search and rescue teams, fire-fighting teams, and disaster service workers will be organized and readied for assignments
6. Depending upon the damage to the Fairgrounds, we may be asked to provide shelter for local persons displaced from their homes. This would necessitate coordination with support agencies such as the Red Cross and other aid agencies
7. Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Priorities for work will be assigned to restore facilities for health, safety, comfort, and resumption of operations at the earliest practical time. Completion of this effort may involve restoration of public utilities, heating equipment, and the cleanup of debris in offices and other support facilities

SNOW AND ICE

1. If a snow and ice emergency is in effect and roads are deemed too dangerous to travel, security personnel shall notify the Executive Director and/or Deputy Executive Director
2. In the event of a prolonged emergency, staff may be required to remain on the grounds for an extended period of time. To best manage this situation, the Fairgrounds shall maintain an inventory of the following items:
  - Food to feed 100 people, three meals a day for three days. It is suggested that these food items have a long shelf life, such as Military Rations (MREs)
  - 100 Blankets
3. If a snow emergency occurs during a time when a show is taking place on the Fairgrounds, a Memorandum of Understanding with concessions vendors will be executed to feed event patrons and staff for as long as necessary



**Section IV: Emergency Action Plans**

**EARTHQUAKE**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with an earthquake or other natural disaster that could endanger life or property on the Indiana State Fairgrounds.

**B. AUTHORITY**

1. The primary agency responsible for the protection of life and property at the facility is the Indiana State Fairgrounds Security Office.
2. In the event of an earthquake or natural disaster, the Public Safety Manager will serve as the EOC liaison and coordinate with key staff, the Indianapolis Fire Department, and other public safety agencies that may respond to the emergency. The EOC will plan, organize, staff, direct, and control emergency operations.
3. All requests for Indiana State Fairgrounds manpower will be made to the Public Safety Manager who will coordinate the request with the EOC.

**C. PROCEDURE**

1. When any Indiana State Fairgrounds employee, show promoter or member of the public becomes aware of an earthquake they shall contact Fairgrounds Security at ext. [REDACTED] (if calling from an outside phone) to report the incident and any injuries.
2. If the incident causes personal injury or damage to property, Fairgrounds Emergency Personnel shall notify the following:
  - A. Notify the Indianapolis Fire Department
  - B. Notify the Indiana State Police, District 52
3. Fairgrounds Security will notify the Executive Director and/or Deputy Executive Director. The Executive Director and/or Deputy Executive Director will determine the extent of the Fairgrounds emergency response.
4. An inspection by Facility Maintenance personnel and Fairgrounds Security will be completed as quickly as possible to determine which buildings should be evacuated, which hazardous areas should be avoided, and the safe routes/exits from the buildings. Any decisions to evacuate a building will be made as soon as possible and signaled by use of the fire alarm (if operable), telephone (if operable), or personal contact by Fairgrounds Security and/or Building Monitors.
5. If an evacuation is necessary, Fairgrounds Security will assist building monitors or show promoters with the evacuation. Refer to the evacuation incident plan in this manual for instructions.



Section IV: Emergency Action Plans

**EARTHQUAKE (continued)**

**C. PROCEDURE**

6. Inspection and shutdown of damaged utilities and equipment to minimize the danger of fires, explosions, and further damage will be accomplished as quickly as possible.
7. If activated, the Emergency Operations Center will make arrangements for the treatment of the sick and injured.
8. Request for municipal or private emergency services will be made when necessary, but it must be remembered that in such an emergency, there will be many requests for aid and ours may not be of the highest priority; therefore, in-house emergency capabilities must be utilized to the maximum. Search and rescue teams, fire-fighting teams, and disaster service workers will be organized and readied for assignments
9. Depending upon the damage to the Fairgrounds, we may be asked to provide shelter for local persons displaced from their homes. This would necessitate coordination with support agencies such as the Red Cross and other aid agencies
10. Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will receive primary consideration. Priorities for work will be assigned to restore facilities for health, safety, comfort, and resumption of operations at the earliest practical time. Completion of this effort may involve restoration of public utilities, heating equipment, and the cleanup of debris in offices and other support facilities



**Section IV: Emergency Action Plans**

**STRUCTURAL OR MECHANICAL INCIDENTS**

**A. PURPOSE**

To provide guidelines for Fairgrounds Emergency Personnel in dealing with a major structural or mechanical incident involving Fairgrounds buildings or equipment.

**B. POLICY**

1. In the event of a major structural failure or a major mechanical failure, the building(s) will be evacuated or the piece of equipment will not be used until it is deemed safe.
2. Personnel from Facility Maintenance and the Security Office will conduct an inspection as quickly as possible to determine the status of the incident.

**C. PROCEDURE**

1. Fairgrounds security will notify the Indianapolis Fire Department and Indiana State Police when there is a structural incident that causes a building to be evacuated or if the failure causes a person to be injured.
2. Fairgrounds Security will notify the Executive Director and/or Deputy Executive Director. The Executive Director or Deputy Executive Director will make the decision to activate the Emergency Operations Center.
3. Facility Maintenance personnel will, as soon as possible, shut down utilities and equipment to the effected area to minimize the danger of fire, explosion or further damage.
4. If necessary, request for municipal and private emergency services will be generated by the EOC.
5. If a search and rescue mission is necessary, the EOC will determine in conjunction with the Fire Department and State Police what Fairgrounds resources will be needed to assist in the search and treatment of the injured.



Section IV: Emergency Action Plans

**POWER OUTAGES**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with a major power-outage occurring at the Fairgrounds.

**B. POLICY**

1. In the event of a major power outage, Fairgrounds Security should be notified immediately
2. Fairgrounds Security will notify the Executive Director and/or Executive Director and the Facility Maintenance Office to advise them of the situation
3. If injury or property damage occurs as a result of the incident, Fairgrounds Security will notify the Indianapolis Fire Department and Indiana State Police
4. Fairgrounds Emergency Personnel will utilize [REDACTED] on the [REDACTED] radio system in the event of a power outage on the grounds. The repeaters that control Channels [REDACTED] operate on a battery back up that will allow ample time to switch all personnel to Channel [REDACTED] in the event of a prolonged power outage.

**C. PROCEDURE**

1. Fairgrounds Security will take immediate steps to safeguard the lives of anyone in or around the effected area
2. Facility Maintenance will begin working to determine the cause of the outage and take steps to restore power to the building(s)
3. As equipment and/or manpower are moving to the scene, an accurate appraisal of conditions is necessary to determine where those resources are most needed
3. If an evacuation is necessary, Fairgrounds Security will assist with moving people out of the building(s) to a secure rally point. Refer to the Emergency Evacuation plan under TAB 1 in this section.
4. In all cases where people are permitted to remain in the buildings, Fairgrounds Security will make periodic safety checks. Once the safety and welfare of personnel is ensured and the danger to property and equipment is reduced, recovery and repair operations will begin



Section IV: Emergency Action Plans

**BOMB THREATS**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel when confronted with a bomb threat.

**B. POLICY**

Indiana State Fair Commission employees shall notify the Security Office when they receive a bomb threat and the target is the Fairgrounds property, an employee or someone on the Fairgrounds.

**C. TELEPHONE PROCEDURES**

The proper procedure to follow by anyone receiving a telephoned bomb threat is as follows:

1. When a bomb threat telephone call is received [REDACTED]  
[REDACTED]
  - a. [REDACTED]
  - b. [REDACTED]
  - c. [REDACTED]
  - d. [REDACTED]
  - e. [REDACTED]
  - f. [REDACTED]
  - g. [REDACTED]
  - h. [REDACTED]
  - i. [REDACTED]

2. [REDACTED]

**D. OTHER PROCEDURES**

1. Emergency Operations Center personnel will notify the Indianapolis Fire Department and the Indiana State Police Department and alert them of the situation.
2. [REDACTED]



Section IV: Emergency Action Plans

**BOMB THREATS (continued)**

**D. OTHER PROCEDURES (continued)**

3. [REDACTED] At a minimum, these teams will consist of [REDACTED]. These teams will be briefed on the procedures to be followed:
  - A. Details of the incident.
  - B. Areas to be searched. A thorough search of the entire building will be conducted, with first priority given to all public areas of the building.
  - C. Procedure to follow if a suspect and/or bomb is located or identified. If a bomb is located, the search will be stopped and the Fire Department and State Police will be notified immediately. State Fairgrounds employee are not to move the suspect item.
  - D. Communications will be [REDACTED].
4. [REDACTED]
5. Entrance into the area will be limited to those persons necessary to assist in the emergency.
6. [REDACTED] the building will be cleared of all emergency personnel who will be moved to a safe distance.
7. [REDACTED]



Section IV: Emergency Action Plans

**HOSTAGE SITUATIONS**

**A. PURPOSE**

To provide guidelines for Fairgrounds Emergency Personnel in dealing with a hostage situation on the Fairgrounds.

**B. POLICY**

1. [REDACTED]
2. [REDACTED]

**C. PROCEDURE**

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]



Section IV: Emergency Action Plans

**SHOOTING INCIDENTS**

**A. PURPOSE**

To provide guidelines for Fairgrounds Emergency Personnel dealing with a shooting on the Fairgrounds.

**B. POLICY**

1.

2.

**C. PROCEDURE**

1.

2.

3.

4.

5.

6.

7.



Section IV: Emergency Action Plans

**SNIPER INCIDENTS**

**A. PURPOSE**

To provide guidelines for Fairgrounds Emergency Personnel in dealing with incidents involving a sniper on the Fairgrounds.

**B. POLICY**

[Redacted]

**C. PROCEDURE**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

[Redacted]



Section IV: Emergency Action Plans

**CIVIL DISORDER: PROTESTS OR DEMONSTRATIONS**

**A. PURPOSE**

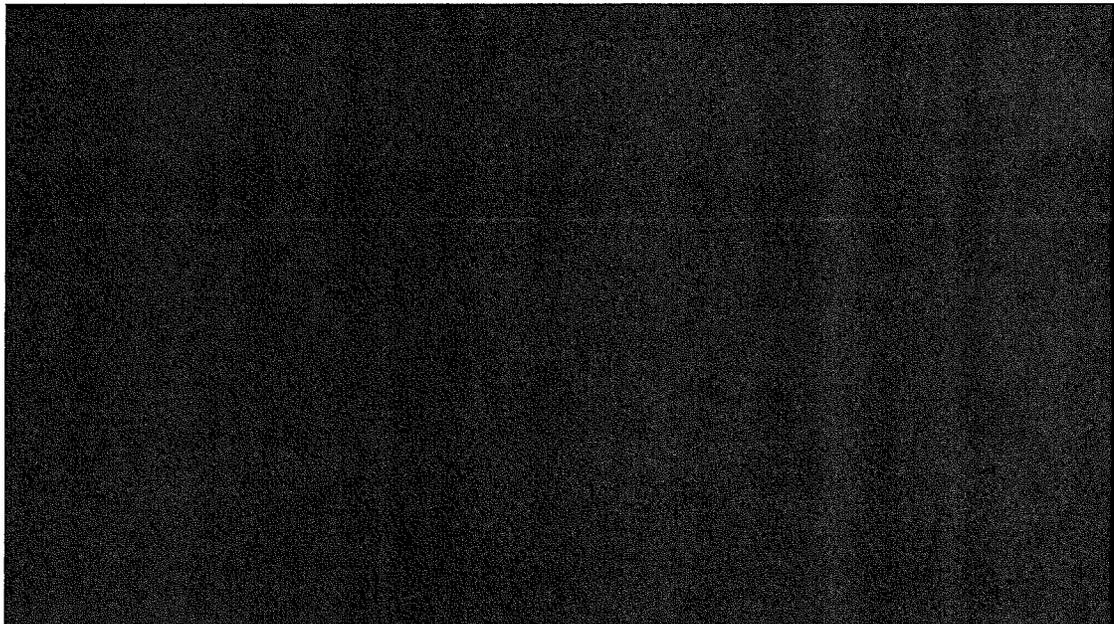
To assist Fairgrounds Emergency Personnel in dealing with a civil disorder or disturbance that would endanger life, cause damage to property, or otherwise disrupt the operations of the Fairgrounds.

**B. POLICY**

80 IAC 4-1-3 gives the Fairgrounds authority to limit political or ideological activities on the Indiana State Fairgrounds. All such activities which are not in compliance with 80 IAC 4-1-3 will not be allowed on the Fairgrounds (see following page).

**C. PROCEDURE**

- 1.
- 2.
- 3.
- 4.





**Section IV: Emergency Action Plans**

**HAZARDOUS MATERIALS INCIDENTS**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with a Hazardous Materials emergency.

**B. POLICY**

1. The Indiana State Fairgrounds maintains Material Safety Data Sheets for all chemicals and biological materials either stored or handled at our facility [REDACTED]
2. If a hazardous waste situation should occur, Fairgrounds Security should be notified immediately
3. The hazard could be the result of an accident, fire, earthquake, flood, hazardous material spill, or shortage. Therefore, this plan should be reviewed and scenarios practiced before possible implementation of any of the operations plans are initiated

**C. PROCEDURE**

1. Fairgrounds Security will notify the Indianapolis Fire Department and the Indiana State Police (See Section D below)
2. Fairgrounds Security will notify the Executive Director and/or Deputy Executive Director and advise them of the situation. The Executive Director or Deputy Executive Director will make the decision to active the EOC

**D. INITIAL NOTIFICATION OF A HAZARDOUS MATERIALS INCIDENT**

1. All emergency notifications will be processed by the Indianapolis Fire Department (911). The dispatch center will relay the caller's name and phone number to all State, county, and federal Hazardous Materials agencies. The caller shall be asked to record the pertinent information about the incident. The dispatch center will be utilizing a special notification form.
2. The Marion County Planning Committee strongly encourages that any governed incident be reported as soon as possible. It is not expected that the information contained within the chemical release notification form be completed at the time of the initial notification.



Section IV: Emergency Action Plans

**HAZARDOUS MATERIALS INCIDENTS ( continued)**

**D. INITIAL NOTIFICATION OF A HAZARDOUS MATERIALS INCIDENT**

- 3. In the event the release requires emergency assistance, your first and primary contact will be with the Indianapolis Fire Department.
- 4. Any release that has the potential of creating a threat to a sanitary sewer system, a sewer treatment plant, or employees of your jurisdictional department of public works will also need to be reported immediately to the potentially affected public works department [REDACTED] If there is no answer, call [REDACTED]
- 5. Section 304 of the Community Right to Know requires that any release of a Comprehensive Environmental Response Compensation Liability Act (CERCLA) hazardous substance, including extremely hazardous substances as defined within the super fund amendments and reauthorization act, also obligate the facility to have a written follow-up notice submitted to the Marion County Hazardous materials Planning Committee as soon as possible.

**Hazardous Materials Incident  
Emergency Phone Numbers**

Department of Environmental Management Spill Reporting Mark Mauch Nights and Weekends	1-800-451-6027
National Response Center: Spill Reporting	1-800-424-8802
Environmental Protection Agency	1-800-424-8802
Indiana State Department of Health	(317) 233-7400
Indianapolis Fire Department	(317) 262-5161
Indianapolis Metropolitan Police Department	(317) 327-3811



Section IV: Emergency Action Plans

**ANIMAL INCIDENTS: EVACUATION**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with the evacuation of animals from one or more buildings on the Fairgrounds.

**B. POLICY**

1. In the event of an emergency that may require the evacuation of animals from one or more buildings, Fairgrounds Security will be notified immediately.
2. The protection of human life is our number one priority. The safe evacuation of animals should only occur after people have been evacuated from the building.

**C. PROCEDURE**

1. Fairgrounds security will notify the Executive Director and/or Deputy Executive Director. The Executive Director or Deputy Executive Director will determine the extent of the Fairgrounds emergency response.
2. All non-essential people will be evacuated from the building(s) first.
3. The owners of the animals will be vital in the safe evacuation of the animals. They will assist in keeping the animals calm and moving them to another location.
4. Fairgrounds emergency personnel will identify another building on the grounds that can adequately house the animals until the emergency situation is resolved or until the animals can be removed from the Fairgrounds.
5. Facility Maintenance crews will be mobilized to prepare the building(s) for the animals.
6. A memorandum of understanding with McCarty Farms will be executed to provide feed and bedding for the affected animals.
7. Marion County Animal Care & Control will be notified of the situation.
8. The state Board of Animal Health (BOAH) will be notified of the situation. BOAH will provide recommendations and/or enforce emergency rules to protect animal and public health. BOAH may also help coordinate veterinary care by assisting in identification and contact of practicing veterinarians in the area.



**Section IV: Emergency Action Plans**

**ANIMAL INCIDENTS: LOOSE ANIMAL**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with loose animals on the Fairgrounds.

**B. POLICY**

1. In the event of loose animal on the Fairgrounds, Fairgrounds Security will be notified immediately.
2. The protection of human life is our number one priority.

**C. PROCEDURE**

1. Fairgrounds security will notify the Executive Director and/or Deputy Executive Director. The Executive Director or Deputy Executive Director will determine the extent of the Fairgrounds emergency response.
2. Marion County Animal Care & Control should also be notified of the situation.
3. Fairgrounds Emergency Personnel will evacuate people from the affected area and create a safety perimeter around the building or area.
4. If available, the owners of the animal(s) will be vital in the resolution of the situation. They will assist in corralling the animal(s).
5. Fairgrounds Emergency Personnel will assist emergency responders as needed.
6. The state Board of Animal Health (BOAH) will be notified of the situation. BOAH will provide recommendations and/or enforce emergency rules to protect animal and public health. BOAH may also help coordinate veterinary care by assisting in identification and contact of practicing veterinarians in the area.



Section IV: Emergency Action Plans

**ANIMAL INCIDENTS: ANIMAL SICKNESS**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel in dealing with widespread animal sickness on the Fairgrounds.

**B. POLICY**

1. In the event of an animal sickness emergency that affects large numbers of animals, Fairgrounds Security should be notified immediately.
2. The protection of human life is our number one priority.

**C. PROCEDURE**

1. Fairgrounds security will notify the Executive Director and/or Deputy Executive Director. The Executive Director or Deputy Executive Director will determine the extent of the Fairgrounds emergency response.
2. The state Board of Animal Health (BOAH) will be notified of the situation. BOAH will provide recommendations and/or enforce emergency rules to protect animal and public health. BOAH may also help coordinate veterinary care by assisting in identification and contact of practicing veterinarians in the area.
3. Animals not affected, or who show no signs of the illness, will remain in the area or building until they are cleared by BOAH.
4. People will be evacuated from the affected building or area.
5. The building or area will be closed to all non-essential personnel.
6. Fairgrounds Emergency Personnel will assist emergency responders as needed.



**Section IV: Emergency Action Plans**

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**INTRODUCTION**

Over the past several years the Indiana State Fair Commission has set up a computerized operational environment. This includes the use of personal computers in the offices, as well as many network servers and technological devices that provide operational support for the administrative, maintenance and security divisions. The fairgrounds-wide network ties these various systems together and provides communications to off-site networks and remote diagnostic services.

The dependence on computers and computer-based systems has grown tremendously over the years. Most computer operations in the past were based on batch processing, however the movement now is to on-line transactions with real-time processing. While the reliability of the computers and the stability of the operating systems have increased, the resumption from failure is even more critical.

A trend is evolving to provide alternate computing sites and functionality. While the desktop computer reigns, the use of notebooks, PDAs, tablets, and other mobile devices will grow. In addition, the culture is demanding the ability to have remote access. These alternate computing capabilities not only increase the diagnostic complexities, but expands the security scope.

For the most part, environmental problems will be the major factor in causing the inoperability of the computer system for a length of time. Even though viruses, spyware, and spam are a major annoyance and time-consuming fix, the reconstruction is subordinate to the loss of equipment.

As with any repair and restoration project, support and funding will play a key role. The following plan will address the various technology disasters/issues and mode for recovery.

**OBJECTIVES AND CONSTRAINTS**

The primary objective of this document is to define procedures for recovery from disruption of computer and network services. The severity of the disruption may be as great as total destruction of the server room to a minor incident isolated to the individual computer. While the recovery procedures may be similar for the various incidents and some are simple solutions, special emphasis will always be placed on the resumption of the operations that affect the critical business functions.

The design of this contingency plan is limited to the computing support of the systems of the Indiana State Fair Commission, including any authorized "clients." The elements that involve the technological services are addressed and any client-related functions not directly tied to computer support are excluded. Each area should develop their own plan of manual operations within their office should the computer and/or network services be interrupted.



Section IV: Emergency Action Plans

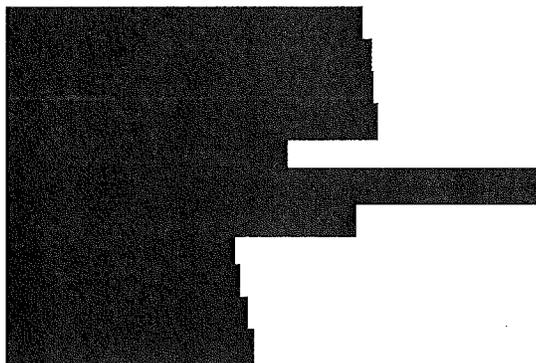
**INFORMATION TECHNOLOGY RECOVERY PLAN**

**OBJECTIVES AND CONSTRAINTS (continued)**

Redundancy in the network structure is an important part of the disaster plan and the ability to switch to an alternate site is crucial. The levels of site preparation are "cold site", "warm site", and "hot site." A "hot site," which contains all equipment necessary to start immediate operations and is fully duplicating the primary site, is not being considered at this time due to cost factors. The Fairgrounds is a cross between the other sites. For some of the critical functions, we are employing "warm site" functionality, which is the ability to quickly switch to another computer/drive if the primary should shut down. With the majority, we are operating under a "cold site" plan, which is replacement for the failed equipment and restoration with tapes.

**CRITICAL SYSTEMS**

The following systems, ranked in order of priority, are deemed the critical components:



**SYSTEMS AND LOCATIONS**

The following servers are currently utilized at the fairgrounds:

- Email server – located in the [redacted]; controls the email system running on [redacted]
- Finance server – located in the [redacted] hosts the [redacted] accounting software running on [redacted]
- Accounting server – located in the [redacted] hosts the [redacted] running on [redacted]
- Operations server – located in the [redacted] hosts the [redacted]
- Storage server – located in the [redacted] hosts the department and users data files and off-site backup controller.



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**SYSTEMS AND LOCATIONS (continued)**

- Web server – located in the [redacted] positioned in the [redacted] area for publishing [redacted] data for web access and Fair Tracker data transfer.
- Camera server – located in the [redacted]
- Video server – located in the [redacted]
- Alarm server – located in the [redacted]
- Entry server – located in the [redacted] hosts the Fair Tracker software running on [redacted] and written in [redacted]
- Fax server – located in the [redacted] network faxing.
- Telephone server – located in the [redacted] for accessing the [redacted]

The Indiana State Fair Commission utilizes [redacted] to host the website and Indiana Office of Technology to host the Fair Tracker database. A [redacted] is used to transfer the data.

For firewall protection, a [redacted] running [redacted] is used for the primary access and a [redacted] for the Email and Fair Tracker systems. The devices are located in the [redacted] and used on [redacted]

For the majority of the buildings, [redacted] are used. The [redacted] building, [redacted] building and [redacted] are handled with [redacted]

**PHYSICAL SAFEGUARDS**

[redacted]



**Section IV: Emergency Action Plans**

**INFORMATION TECHNOLOGY RECOVERY PLAN**

[REDACTED]

[REDACTED]

[REDACTED]

**TYPES OF COMPUTER SERVICE DISRUPTIONS**

Service disruptions will be handled based on the severity to the core system and magnitude of users affected. This document will address the hardware and software information, emergency information, and personnel information that will assist in faster recovery of incidents. The types of disruptions, but not all inclusive, are:

- Normal Computer System Maintenance
- Environmental Problems
- Network Communication Problems
- Natural Disaster
- Fire
- Epidemic
- Terroristic Action
- Manmade Attacks
- User Errors

**RISK ASSESSMENT**

The first step in disaster planning is to assess risk. What is the probability a particular disaster will occur, how serious is the effect likely to be if it does occur, and will it cause further complications. The line between the events is not always clear-cut as it could fall in various categories. For example, a fire could be caused by an electrical shortage, lightning, or vandalism. Each disruption is discussed below with possible risk, preventive measure, and possible enhancement.



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**NORMAL COMPUTER SYSTEM MAINTENANCE**

To maintain the integrity and security of the systems, periodic updates and patches are performed. While most of these minor adjustments do not disrupt service, restarts are occasionally needed. In addition, the occasional restarts help clear the memory allocation and resource conflicts. The maintenance is [REDACTED]

With the availability of remote diagnostic testing, routine maintenance should be unnoticeable to the end users. [REDACTED]

[REDACTED] The Indiana State Fair Commission contracts with Innovative Technical Solutions for computer hardware and software solutions. Their contract includes a provision for [REDACTED]

All hardware problems disrupting the total operation of the computers should be fixed within two hours.

**ENVIRONMENTAL PROBLEMS**

[REDACTED]

Preventive measure: [REDACTED]

Period checks and service should be performed on the AC units by the HVAC division. For emergency service, a response time of one hour by a qualified technician should be specified.

Power fluctuation and outages are an all too common occurrence on the strained electrical grid. [REDACTED] are in place to handle the power fluctuations and short-term power outages. For the majority of events, the [REDACTED] are adequate and no additional power generation equipment is needed.

Preventive measure: [REDACTED]  
For total power protection, [REDACTED]



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**NETWORK COMMUNICATIONS PROBLEMS**

The Indiana State Fair Commission has invested in business grade level of [REDACTED]

[REDACTED] As with any electronic device, failure is eventual due to degradation of components due to age, surges, heat, etc. Theft and vandalism to the equipment is mentioned in later section of this document. To combat the degradation, the equipment is periodically upgraded and the replaced component is relocated to not-as-critical areas. [REDACTED]

Due to the widespread area of the network and multiple buildings, the possibility of losing connection due to a line cut has to be considered. [REDACTED]

[REDACTED]

Preventive measure: [REDACTED]

For internet access, the primary connection is a [REDACTED]

Preventive measure: [REDACTED]

**NATURAL DISASTER**

The natural disasters are flood, earthquake and tornado. While a possibility, a major earthquake in Indiana is highly unlikely. In such an event, no equipment damage is expected to be destroyed and interruption in service likely to the internet.

Floods are a real possibility. However, with the equipment being located [REDACTED]



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**NATURAL DISASTER (continued)**

Tornados and high winds are very real and have the potential for the most destructive disaster. [REDACTED]

Preventive measure: [REDACTED]

**FIRE**

The threat of fire [REDACTED] is very real and poses the highest risk factor over the other disasters mentioned in this document. [REDACTED]

Preventive measure: [REDACTED]

**EPIDEMIC**

With worldwide travel and social interaction, the threat of diseases reaching epidemic proportion is real. While the disease itself would not affect the network data, the isolation of personnel would cause strain on the information flow. Alternative methods of information exchange and physical maintenance service would need to come into play. Currently, we have a [REDACTED] as the gateway device for internet access. The [REDACTED] capabilities of the [REDACTED] should be able to handle most of the data traffic, if we had to switch to remote processing.

Preventive measure: [REDACTED]



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**TERRORIST ACTION**

While the Indiana State Fair Commission's network system is a potential target for terrorist action, such attack is [REDACTED]

[REDACTED]

**MANMADE ATTACKS**

Hackers and spyware are a constant battle in the usage of computers. While total lockdown of the system would prevent such issues, the limitations would prevent efficient handling of the workload. The defenses chosen are to keep the computers up-to-date with [REDACTED]. Also, we have [REDACTED]. In addition, the email system is filtered with [REDACTED] to help in the purging of unwanted messages. However, the best defense is the vigilance of users to watch the sites visited and actions performed.

Vandalism is always a concern. [REDACTED]

Preventive measure: [REDACTED]

**USER ERRORS**

As more usage and reliance is placed on computerized functions, the handling of user errors is even more critical. To diagnose can be challenging as to whether it is a software issue, hardware problem, or user error. For the majority of users, administrative rights are not allowed to prevent corrupting the core operating system.

Preventive measure: Continue to monitor security rights and increase training.



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**RESPONSE TEAM**

The response team is to establish and direct plans of action to be followed during an interruption or cessation of computer services caused by a disaster. The response team consists of the following personnel:



Other personnel will be called upon to assist as the situation calls for it and will be determined by the above.

**PREPARING FOR A DISASTER**

While the disaster is a tragedy in itself, the key to successful recovery from such an event is the response and knowledge to handle the situation. Following the guidelines outlined and periodically updating the plan is critical. An important part of these procedures is ensuring that the off-site storage facility contains adequate and timely backup media, copies of operating systems/programs, and documentation for the operating systems, applications, and data procedures.

**GENERAL PROCEDURES**

Responsibilities have been given for ensuring each of the following actions have been taken and that any updating needed is continued.

1. Maintaining and updating the disaster recovery plan.
2. Ensuring all technology personnel are aware of their responsibilities in case of disaster.
3. Ensuring that periodic scheduled rotation of backup media is being followed for the off-site storage facilities.
4. Maintaining and periodically updating disaster recovery materials stored in the off-site area.
5. Maintaining a current status of equipment in the [REDACTED]
6. Maintaining a current status of other computer equipment and software.
7. Ensuring that the [REDACTED] are functioning properly.
8. Ensuring that proper temperatures are maintained in the server rooms.
9. Ensuring the fire extinguishers are periodically checked and functioning.



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**GENERAL DISASTER RECOVERY PLAN TIMELINE**

Based upon notification that an incident has occurred to the computer facilities, the Disaster Recovery Team should be in communication. Communication among these members along with as-needed personnel is critical to the successful recovery from a disaster. The following timeline will serve as a guideline.

- Phase 1 – [REDACTED]
  - Insure all personnel have been accounting for
  - Insure primary site has been secured
  - Decide whether to reopen the primary site or move to alternative
  - Evaluate damaged equipment
  
- Phase 2 – [REDACTED]
  - Confirm funding is available for replacement parts
  - Notify vendors of hardware/software replacement
  - Initiate transportation of recovery media
  - Transport equipment to alternative site, if needed
  
- Phase 3 – [REDACTED]
  - Restore system backups and test system integrity
  - Insure sufficient supplies and needs at recovery site
  - Start up all servers
  - Establish backup schedules on systems
  - Inventory salvageable equipment and reassess damage
  
- Phase 4 – [REDACTED]
  - Debrief staff on causes and results
  - Prepare for disaster recovery if at alternative site
  
- Phase 5 – [REDACTED]
  - Move back to primary site after cleanup and re-establish

**SOFTWARE SAFEGUARDS**

Operating, program, and backup media are stored [REDACTED]. Copies of such media are also stored off-site.

Full backups are performed on all the primary servers [REDACTED]  
[REDACTED]

In addition, the data directories are backed up [REDACTED]  
[REDACTED]



**Section IV: Emergency Action Plans**

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**RECOVERY PROCEDURES**

The following procedures will be set in motion upon notification that an event has occurred:

1. The Disaster Recovery Team will make contact and arrange a meeting, if needed
2. The Team will meet with safety personnel to determine whether access to the equipment room is possible
3. Upon receipt of the all-clear notification, the Team will enter the building and access the damage to the area to determine if the Alternate Site will be activated
4. The Team will evaluate the extent of damage and if additional supplies will be needed
5. The Team Leader will obtain the approval for expenditure of funds for replacement equipment and parts
6. Notification will be sent to the vendors for delivery of components needed to bring the computer system to an operation level, even if in limited mode
7. Notify additional personnel that assistance is requested
8. Move equipment to Alternate Site, if needed
9. Arrange for delivery of off-site software, backup media, and documentation
10. Start restoration process
11. Determine the priorities of application installation and start the load
12. Test the applications
13. Verify workstation connectivity
14. Create and test backup functionality
15. Debriefing session and plan for future

**COLD SITE SPACE**

Due to the spaciousness of the campus, the initial cold site space chosen would be the

[REDACTED]

[REDACTED]

**RECOMMENDATION**

[REDACTED]



Section IV: Emergency Action Plans

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**EMERGENCY CALL LIST**

For an emergency involving the computer network, the following personnel will be contacted in order of preference:

Bruce Williams – Technology Manager

Office Phone [REDACTED]  
Cell Phone – [REDACTED]  
[bwilliams@indianastatefair.com](mailto:bwilliams@indianastatefair.com)

Mike Dalka – Purchasing Manager

Office Phone [REDACTED]  
Cell Phone – [REDACTED]  
[mdalka@indianastatefair.com](mailto:mdalka@indianastatefair.com)

Pat Berger – Director of Administration

Office Phone [REDACTED]  
Cell Phone – [REDACTED]  
[pberger@indianastatefair.com](mailto:pberger@indianastatefair.com)

Jeff Lutz - Innovative Technical Solutions

Office Phone [REDACTED]  
Cell Phone – [REDACTED]  
[jeffl@teamintech.com](mailto:jeffl@teamintech.com)

Scott Needham - Innovative Technical Solutions

Office Phone [REDACTED]  
Cell Phone – [REDACTED]  
[scottn@teamintech.com](mailto:scottn@teamintech.com)



**Section IV: Emergency Action Plans**

**INFORMATION TECHNOLOGY RECOVERY PLAN**

**OFF-SITE STORAGE**

The servers are backed up on a daily basis on both a disk-to-disk system and tape drives. For disaster recovery purposes, the following are taken off-site:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



Section IV: Emergency Action Plans

**EMERGENCY COMMUNICATIONS PLAN**

**A. PURPOSE**

To assist Fairgrounds Emergency Personnel with the communication of messages to the appropriate audiences once a crisis has occurred.

**B. POLICY**

1. Refer to the Emergency Organization section of these manual for emergency personnel assignments and tasks.
2. The Public Information Officer (PIO), at the direction of the Executive Director and/or Deputy Executive Director, will be responsible for formulating all messages and disseminating all information to the appropriate audiences (internally and externally).
3. Personnel will refrain from commenting to outside sources - all inquires should be directed to the Public Information Officer.

**C. KEY CONCEPTS**

1. Not every crisis will be handled the same. Each emergency situation will have unique circumstances requiring tailored responses. However, there are some general communications strategies that apply in all situations. Some of these include:
  - Gather and double-check all information prior to releasing any statements.
  - If pressed for information before a message has been drafted and approved, do NOT use "no comment." Reply firmly that we are still gathering information and that a statement is forthcoming very soon.
  - Release as much *confirmed* information as possible as quickly as possible – hopefully within the first *hour* of the crisis – regardless of the negativity (this builds credibility with audiences which will be needed in later stages of crisis recovery).
  - Be proactive! If a crisis occurs that is newsworthy to the general public, do not wait for the media to break the story – make an announcement through the PIO.
  - Do NOT repeat negative phrases used in a question – rephrase in a positive way.
  - Never minimize or deny the effects of the crisis on the victim(s) or rebut negative anecdotes with facts (i.e. don't say "we're sorry for the mishap, but it involved just a few of our visitors – 800,000 other people that enjoyed their experience").
  - Monitor what is being said/written/reported and correct blatant errors.
  - Remember the big picture! The crisis will end and you want to resume "business as usual" as quickly as possible.



Section IV: Emergency Action Plans

**EMERGENCY COMMUNICATIONS PLAN (continued)**

**D. PROCEDURES**

When a crisis occurs on the Fairgrounds and the Emergency Preparedness Plan has been implemented, the following steps should be taken for all communications (this assumes that the needs of the crisis victims are already being addressed).

1. Gather information  
To prepare proper communications strategies, all known facts should be given as quickly as possible to:
  - Plan Executive (Executive Director)
  - Emergency Director (Deputy Executive Director)
  - Public Information Officer (Publicity Manager)
  - Other city, state, agency officials involved in crisis
2. Formulate message(s)  
Once all the current facts are gathered (a continuous process), discuss the information to be released *and* the method of communication to be used (email, press release, podcast, vodcast, etc).
3. Decide on spokesperson  
The message should be delivered by one spokesperson. Depending on the situation, that should most likely be the Public Information Officer, the Executive Director or the Deputy Executive Director.
4. Communicate message(s)  
Messages should be communicated to the following audiences *in this order*:
  - Staff (including volunteers or part-timers on duty during crisis... with the reminder that they refer all questions to spokesperson)
  - People indirectly affected (can include other Fairgrounds visitors, 38<sup>th</sup> Street neighbors, show producers, fair board, fair commission, legislators, other state agencies, other fairs/fairgrounds, media, and general public).
5. Monitor message delivery
6. Repeat steps 1 – 5 throughout the crisis



**APPENDIX A**



Section V: Appendices

**APPENDIX A: CRITICAL ASSETS**

**PEOPLE**

Executive Director  
Deputy Executive Director  
Staff Directors  
Department Managers  
Other Staff

**FACILITIES**

Administration Building  
Communications Building  
Public Safety Center  
Facility Maintenance  
Power House  
Maintenance Garage/Gas Pumps  
Phone Room  
Server Room(s)

**INFORMATION**

Financial Data  
Personnel Data  
Historical Records

**EQUIPMENT**

Computer Network Hardware  
Phone System  
Radio Equipment



**APPENDIX B**



Section V: Appendices

**APPENDIX B: PUBLIC SAFETY & MUTUAL AID AGENCIES**

The following public agencies and organizations will respond to major emergencies on the Indiana State Fairgrounds.

**PUBLIC SAFETY AGENCIES**

Indiana State Police

[Redacted]

Indianapolis Metropolitan Police Department

[Redacted]

Indianapolis Fire Department

[Redacted]

Wishard Ambulance

[Redacted]

Indiana Department of Homeland Security

[Redacted]

Marion County Emergency Management

[Redacted]

U.S. Department of Homeland Security

[Redacted]

State Fire Marshal

[Redacted]



Section V: Appendices

**APPENDIX B: PUBLIC SAFETY & MUTUAL AID AGENCIES**

**MUTUAL AID ORGANIZATIONS**

National Weather Service

[REDACTED]

Indiana State Department of Health

[REDACTED]

Marion County Health Department

[REDACTED]

American Red Cross

[REDACTED]

Indiana Board of Animal Health

[REDACTED]

Indianapolis Department of Public Works

[REDACTED]

Indianapolis Power & Light

[REDACTED]

Citizens Gas

[REDACTED]

Indianapolis Water Company

[REDACTED]

Animal Care & Control

[REDACTED]



**APPENDIX C**



Section V: Appendices

**APPENDIX C: EMERGENCY ORGANIZATION & STAFF DIRECTORY**

**PLAN EXECUTIVE**

Cindy Hoye                      Executive Director                      [REDACTED]

**EMERGENCY DIRECTOR**

Dave Hummel                      Deputy Executive Director                      [REDACTED]

**EMERGENCY COORDINATORS**

Pat Berger                      Director of Administration                      [REDACTED]

Ray Allison                      Public Safety & Logistics  
Manager                      [REDACTED]

Otis Baker                      Public Safety Manager                      [REDACTED]

Mike Marsee                      Security Officer                      [REDACTED]

**PUBLIC INFORMATION OFFICER**

Andy Klotz                      Publicity Manager                      [REDACTED]



Section V: Appendices

**APPENDIX C: EMERGENCY ORGANIZATION & STAFF DIRECTORY**

**SECURITAS**

Jon Hughes	Branch Manager	[REDACTED]
		[REDACTED]

Don Bush	Security Officer	[REDACTED]
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**ISFC STAFF DIRECTORS NOT NAMED IN PLAN**

David Ellis	Director of Finance	[REDACTED]
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Margaret Davidson	Director of Presentation & Development	[REDACTED]
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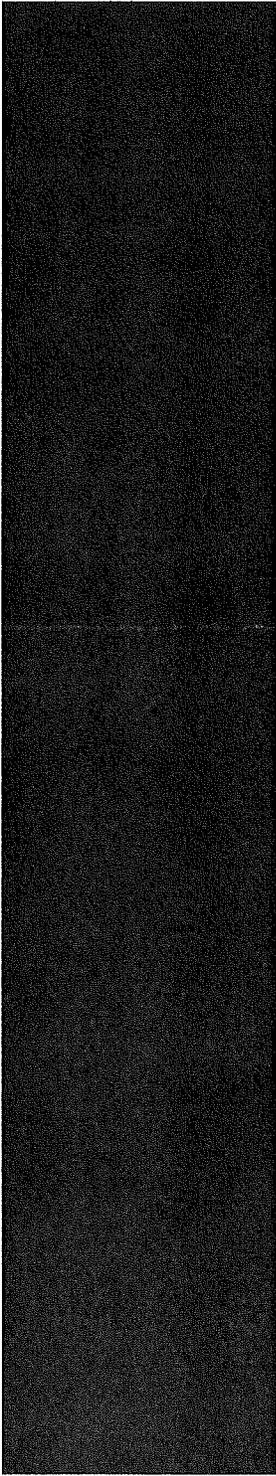


Section V: Appendices

**APPENDIX C: EMERGENCY ORGANIZATION & STAFF DIRECTORY**

**BUILDING MONITORS**

Greg Wright Jr.	Accounting
Kristen Wolfred	Operations Manager
Mark Anderson	Human Resources Manager
Pat Hudson	Administrative Assistant
Gary Rainey	Gates Manager
Ray Allison	Public Safety Manager
Mike Dalka	Purchasing Manager
Ray Ailstock	Supplies Manager
Carrie Stadtmiller	Skate Shop Manager
Dave Farmer	Skate Shop
Mike Spray	Mechanic
Delbert Hubbard	Mechanic





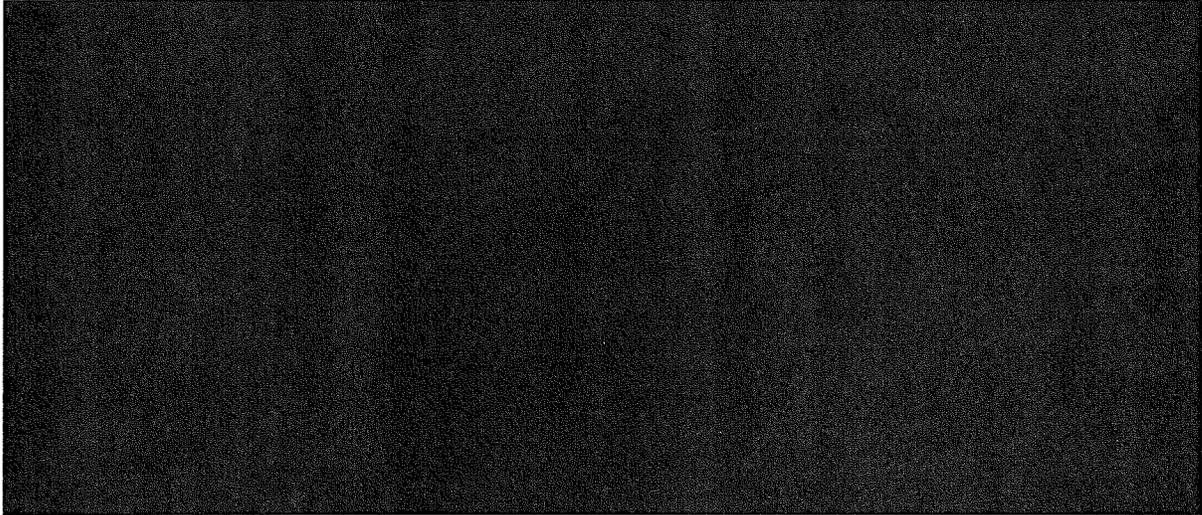
**APPENDIX D**



Section V: Appendices

**APPENDIX D: EVACUATION RALLY POINTS & STORM SHELTERS**

**EVACUATION RALLY POINTS**



**STORM SHELTERS**

Administration Building	Basement of building
Communications Building	Lower level (old print shop), in front of banner storage closets.
Facility Maintenance	Supplies Dept. storage area
Public Safety Center	First floor, inner hallway
Pepsi Coliseum	Main concourse or Tunnels away from windows and doors
Vehicle Maintenance Building	Restroom
Campgrounds	Basement of Home & Family Arts Building



**APPENDIX E**



Section V: Appendices

**APPENDIX E: EQUIPMENT LIST**

The following equipment is owned by the Indiana State Fair Commission and may be used to assist with any emergency situation on the grounds.

**EQUIPMENT**

Tractors

Fork Lifts

Lifts

Scrubbers, Sweepers & Vacuums

Heavy Machinery

Other Equipment

**VEHICLES**

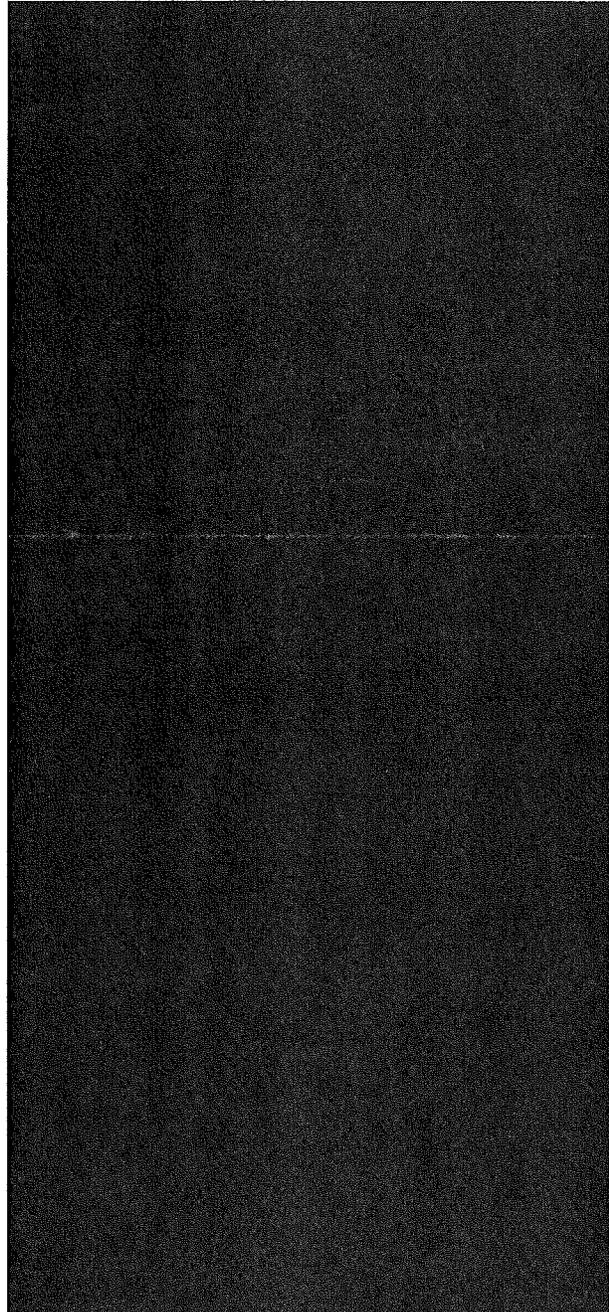
Passenger Cars

Sport Utility Vehicles

Small Pick Up Trucks

Cargo Vans

Buses





**APPENDIX F**

**Section V: Appendices****APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP****Indiana State Fair Commission Continuity of Operations (COOP) Plan****Purpose**

The purpose of a Continuity of Operations (COOP) Plan is to ensure on-going operation of essential business activities. The following is general guidance specific to pandemic influenza.

**Scope**

This guidance applies to the Indiana State Fair Commission (ISFC) and its operations. In addition, business continuity planning for a pandemic may have to account for significant impacts to our supply chain, contractors, transportation resources, and essential community services.

**Pandemic Influenza Planning Scenario Assumptions**

- A pandemic may have multiple waves over the period of a year. Each wave should last approximately six weeks, with a peak period of two to four weeks.
- During each pandemic wave, there may be a two to six week period when 20-50 percent of workforce may be unable to report to work. In addition to direct impact of influenza on the workforce, a significant number of workers may stay at home to care for ill family members and children whose schools may be closed, or be unwilling to take public transit from fear or not have available transit.
- There is a significant chance of employee mortality with accompanied loss of personnel and experience.
- Supply chain and contractors are likely to be similarly impacted and may not be able to provide services, or only at reduced capacity.
- Essential services – such as fire and police – will likely be reduced.
- Medical services will likely be over subscribed and may not be available.
- IT resources could be stressed as more employees attempt to access ISFC systems from home.



## Section V: Appendices

### APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP

#### Continuity of Operations (COOP) Plan Critical Questions

These questions must be considered during pandemic emergencies. Answers to these questions will be made on a case-by-case basis.

##### Indiana State Fairgrounds

- At what stage do we implement:
  1. hand sanitizer
  2. temperature checks for all employees as they enter the building
- Do we implement social distancing?
- At what point do we make employees start working from home?
- At what point do we close the office?

##### Employees/Contractors

- What health awareness / prevention measures should we take?
- What are the minimum levels of staff needed to keep the Fairgrounds open and what is our plan for back-up:
  1. Management
  2. Operations/Maintenance
  3. Security
- When do we close the Indiana State Fairgrounds?

##### Show Promoters/Event Organizers

- What health awareness / prevention measures should we take?

What process do we put in place to ensure we are aware, as much in advance as possible, if a tenant is not going to open?

##### Customers (General Public Attending Events)

- Do we implement hand sanitizer?
- At what point do we cancel events and/or close the Fairgrounds?
- Is it feasible to implement any type of health check as they enter the door?
- Health awareness signage?



Section V: Appendices

**APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP**

Continuity of Operations (COOP) Plan Considerations

**Essential Functions**

During a pandemic emergency, the following functions are essential to the continued operation of the Indiana State Fair Commission. The plans outlined in the sections that follow are designed to ensure that these functions are maintained for the duration of the emergency.

**Essential Functions**

- Administration
- Security
- Facility Maintenance
- Finance & Payroll
- Information Technology (IT)
- Communications (internal/external)

**Succession Planning**

Clear lines of authority and decision making

- The Executive Director shall have authority to activate the COOP Plan. If the Executive Director is unable to make this decision, then the next person in the order of succession shall assume this authority.
- The Executive Level Succession Plan listed below provides the necessary administrative authority in the event of prolonged absences. The decision to shut down some, or all, operations shall be made as needed based on relevant information provided by federal, state and/or local public health officials and government authorities.

**Executive Level Succession Plan**

The following is the order of succession at the executive level, should the Executive Director become ill and unable to work. Individuals are listed in order of succession. Any individual listed below shall assume full administrative authority over the Indiana State Fair Commission should they be called upon to do so.

Cindy Hoye	Executive Director
Dave Hummel	Deputy Executive Director
Pat Berger	Director of Administration
Margaret Davidson	Director of Presentation & Development
David Ellis	Director of Finance

**Identification of critical operations, skills, personnel and supplies**

- Mission critical systems are identified below. Every effort must be made to maintain these systems to ensure that they are operational at all times.
- In the event of prolonged absences from work for key staff members, department level successions plans are identified below.
- In the event of a partial shut down of the facility, the following staff positions are essential to business continuity. Every effort must be made to ensure that these positions continue to be staffed during the emergency
  - Administration: a member of the executive team will be on-site during normal business hours (and on weekends during peak show hours). This person will be on-call 24/7.
  - Security: [REDACTED]



Section V: Appendices

**APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP**

- Maintenance: 2 members of the maintenance staff; 1 on-site 24/7 and 1 on-call for larger problems.
- Finance & Payroll: accounting and payroll functions must be maintained throughout the emergency to ensure the employees and suppliers continue to receive payment.
- Information Technology (IT): members of the IT staff will be on-call 24/7 throughout the emergency to provide mission-critical support to the data infrastructure.
- Public Information Officer: someone will be on-call 24/7 to serve in this capacity.
- In the event of a full shut down of the facility, the following staff positions are essential to business continuity. Every effort must be made to ensure that these positions continue to be staffed during the emergency
  - Administration: a member of the executive team will be on-call 24/7 to provide support as needed.
  - Security: [REDACTED]
  - Maintenance: 1 member of the maintenance staff on-call 24/7 (will be required to check the Power House when the ice surface is in the Pepsi Coliseum)
  - Finance & Payroll: accounting and payroll functions must be maintained throughout the emergency to ensure the employees and suppliers continue to receive payment.
  - Information Technology (IT): members of the IT staff will be on-call 24/7 throughout the emergency to provide mission-critical support to the data infrastructure.
  - Public Information Officer: someone will be on-call 24/7 to serve in this capacity.
- An adequate supply of food, water and supplies will be maintained to support operations for two to six weeks.

**Mission Critical Systems**

The following systems are critical to the continued operation of the Indiana State Fair Commission and must be maintained at all times.

- Accounting Server – Finance & Payroll
- EBMS Server – Event Operations & Purchasing
- Data Servers – Operations, Entry
- Telephone Equipment
- Utilities Servers – HVAC

**Department Level Succession Plans**

The following succession plans account for personnel necessary to maintain continuity at the department level should staff directors and/or managers become ill and unable to work. Individuals are listed in order of succession. Any individual listed below shall assume full administrative authority over the department listed should they be called upon to do so.

Event Services

- Dave Hummel
- Bruce Sigmon
- Kristen Wolfred
- Michelle Leavell

Facility Management

- Dave Hummel
- Tim Nannet
- Greg Champion



Section V: Appendices

**APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP**

Finance

David Ellis  
Bruce Williams

Presentation & Development

Margaret Davidson  
Bobbi Bates  
Amy DeLong

Administration

Pat Berger  
Mark Anderson  
Kay Peterson

Human Resources

Mark Anderson  
Kay Woods

Public Safety/Security

Dave Hummel  
Ray Allison  
Otis Baker  
Mike Marsee

Communications (PIO)

Andy Klotz  
Margaret Davidson

**Planning for Absences**

Estimate 20 –50% workforce absence for two to six weeks

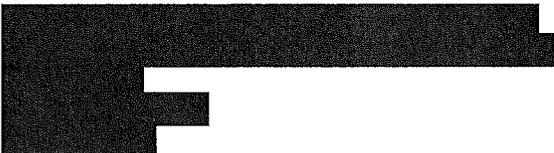
- Evaluate critical workforce size and skills needed to keep essential functions operating.
- Determine if a lead time is needed for safe reduction or shutdown of activities/operations. Evaluate if critical functions can be conducted from alternate locations or outsourced, or whether work practices can be modified to minimize number of personnel.
- Determine appropriate measures to limit spread of the virus in the workplace, assess health care systems and provide medical support

**Knowledge Management**

Critical information is backed-up and available

- All critical data, files, and information systems are backed-up regularly in case of loss of key personnel

**Critical Data**





Section V: Appendices

**APPENDIX F: PANDEMIC INFLUENZA ACTION PLAN & COOP**

**Communications**

Timely and accurate information can be communicated

- The Public Information Officer shall disseminate critical information to appropriate audiences
- Employees will be will be informed via e-mail, telephone and/or personal interaction  
Critical employees have remote access to IT systems

**Human Resource Issues**

The following HR issues should be considered when planning for prevention or response. All of these issues will be evaluated on a case-by-case basis with a final determination made by the Executive Director or her/his designee.

- Pay during forced stand down of non-essential operations and employees, such as forced vacation, furlough, disability leave and other leave scenarios.
- Policy or guidance on mandating employees to stay at home if they are ill, and/or if they have ill family members, including the potentially contagious period.
- Policy or guidance for employee sick leave to care for sick family members
- Telecommute or other work from home policies