

\* Hold for PICKUP

RECEIVED

PERMIT NUMBER: B 23001099

DATE ACCEPTED:

1/23 3 0 2023

**COMMERCIAL BUILDING PERMIT APPLICATION**  
 HOWARD COUNTY DEPARTMENT OF INSPECTIONS, LICENSES, AND PERMITS  
 3430 COURT HOUSE DRIVE, ELLICOTT CITY, MD 21043 - PHONE: (410) 313-2455 OPTION #4  
 www.howardcountymd.gov

LICENSES & PERMITS DIVISION

**BUILDING SITE ADDRESS REQUIRED**

Street Address: 2210 Fairgrounds Road Unit:  
 City: West Friendship State: MD Zip Code: 21794  
 Subdivision/Village/Complex Name: SDP/WP/BA #:  
 Lot: Tax Map: Parcel: Grading Permit #:

**DESCRIPTION OF WORK REQUIRED**

Existing Use: Fairgrounds Proposed Use: Agricultural / Craft Festival Estimated Cost: \$20000  
 Trade Work to Be Completed (Separate Permits Required):  Mechanical (HVACR)  Electrical  Plumbing  None  
 Maryland Sheep & Wool Festival - erection of approx 50 temporary tents on for agricultural/craft exhibits May 5, dismantle on May 8. Sized 10' x 10', 16' x 16', 20' x 10', 20' x 20', 20' x 30', 20' x 70', 20' x 130', 80' x 100', 50' x 80', 30' x 10', 30' x 60'

**PROPERTY OWNER INFORMATION REQUIRED**

Owner(s) Name(s) (As it appears on tax records): Howard County Fair Association  
 Owner's Street Address: 2210 Fairgrounds Road  
 City: West Friendship State: MD Zip Code: 21794  
 Phone: 442-1022 Email: www.howardcountyfairmd.com (contact through website)

**TENANT INFORMATION REQUIRED**

Business Name: Maryland Sheep & Wool Festival Contact Name: Ms. Kris Thorne  
 Street Address: 15218 Frederick Road  
 City: Woodbine State: MD Zip Code: 21797  
 Phone: 598-2459 Email: office@sheepandwool.org

**APPLICANT NAME REQUIRED - INDIVIDUAL WHO SIGNS THIS APPLICATION**

Business Name: Maryland Sheep & Wool Festival Contact Name: Jan White  
 Street Address: 3610 Baker Road  
 City: Westminster State: MD Zip Code: 21157  
 Phone: 259-3023 Email: chestnutcreekfarm@gmail.com

**CONTRACTOR INFORMATION REQUIRED**

Business Name: Maryland Sheep & Wool Festival  
 Licensee's Name: Ms. Kris Thorne License #: n/a - non-profit service organization  
 Street Address: 15218 Frederick Road  
 City: Woodbine State: MD Zip Code: 21797  
 Phone: 598-2459 Email: office@sheepandwool.org

**ARCHITECT/ENGINEER INFORMATION REQUIRED - INDIVIDUAL WHO SIGNED PLANS**

Business Name: n/a Name:  
 Street Address:  
 City: State: Zip Code:  
 Phone: Email:

**BUILDING CHARACTERISTICS (PLEASE SELECT/COMPLETE ALL THAT APPLY)**

Utilities:  Electric  Gas Water Supply:  Public  Private (Well) Sewage Disposal:  Public  Private (Septic)  
 Heating System:  Electric  Natural Gas  Propane  Other. Roadside Tree Project:  No  Yes: #  
 Sprinkler System:  NFPA 13  NFPA 13R  None Fire Alarm System:  Yes  No  Voice Evac

**ADDITIONAL COMMERCIAL INFORMATION (PLEASE SELECT/COMPLETE ALL THAT APPLY)**

Area of Construction: sq ft Gross Area: sq ft Height: ft # of Stories:  
 Construction Classification(s): Use Group:  
 Was the tenant space previously occupied?  Yes  No Shell Building Permit # (for interior completions):

**ADDITIONAL MULTI-FAMILY INFORMATION IF APPLICABLE**

# of efficiency units (MF): # of 1 BR (MF): # of 2 BR (MF): # of 3 BR (MF):  
 Energy Method:  Performance  UA Alternative  ERI  A 90.1 Gross Area: sq ft Occupiable Area: sq ft

**AGREEMENT/ DISCALIMER REQUIRED**

I, THE UNDERSIGNED, HEREBY CERTIFY AND AGREE AS FOLLOWS: (1) THAT HE/SHE IS AUTHORIZED TO MAKE THIS APPLICATION; (2) THAT THE INFORMATION IS CORRECT; (3) THAT HE/SHE WILL COMPLY WITH ALL REGULATIONS OF HOWARD COUNTY WHICH ARE APPLICABLE THERETO; (4) THAT HE/SHE WILL PERFORM NO WORK ON THE ABOVE REFERENCED PROPERTY NOT SPECIFICALLY DESCRIBED IN THIS APPLICATION; (5) THAT HE/SHE GRANTS COUNTY OFFICIALS THE RIGHT TO ENTER ONTO THIS PROPERTY FOR THE PURPOSE OF INSPECTING THE WORK PERMITTED AND POSTING NOTICES

APPLICANT'S ORIGINAL SIGNATURE: *Jan White* DATE SIGNED: 5-29-23

**FOR OFFICE USE ONLY** CHECKS PAYABLE TO: DIRECTOR OF FINANCE OF HOWARD COUNTY

AGENCIES REQUIRED/APPROVALS: APPROVED  
 PR DPZ DED Health 2/8 4/14/23 SHA CID  
 SUBMITTAL FEES: PAYMENT: NA ACCEPTED BY: *[Signature]*



2023 Sheep & Wool Festival  
 Lower Corral, Upper Corral & Annex  
 15m x 25m  
 20'x20'  
 16'x16'  
 ashley@eisgroupusa.com  
 301-605-2917

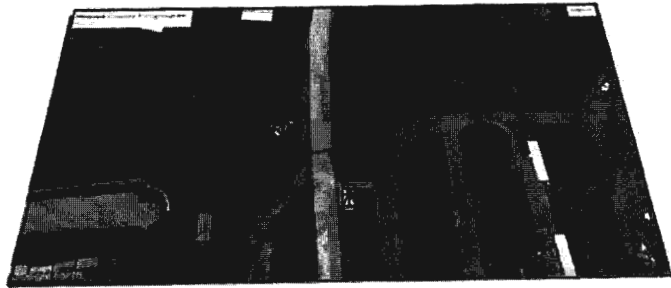
**Howard County Fairgrounds**  
 Lower Corral, Upper Corral & Annex

Legend

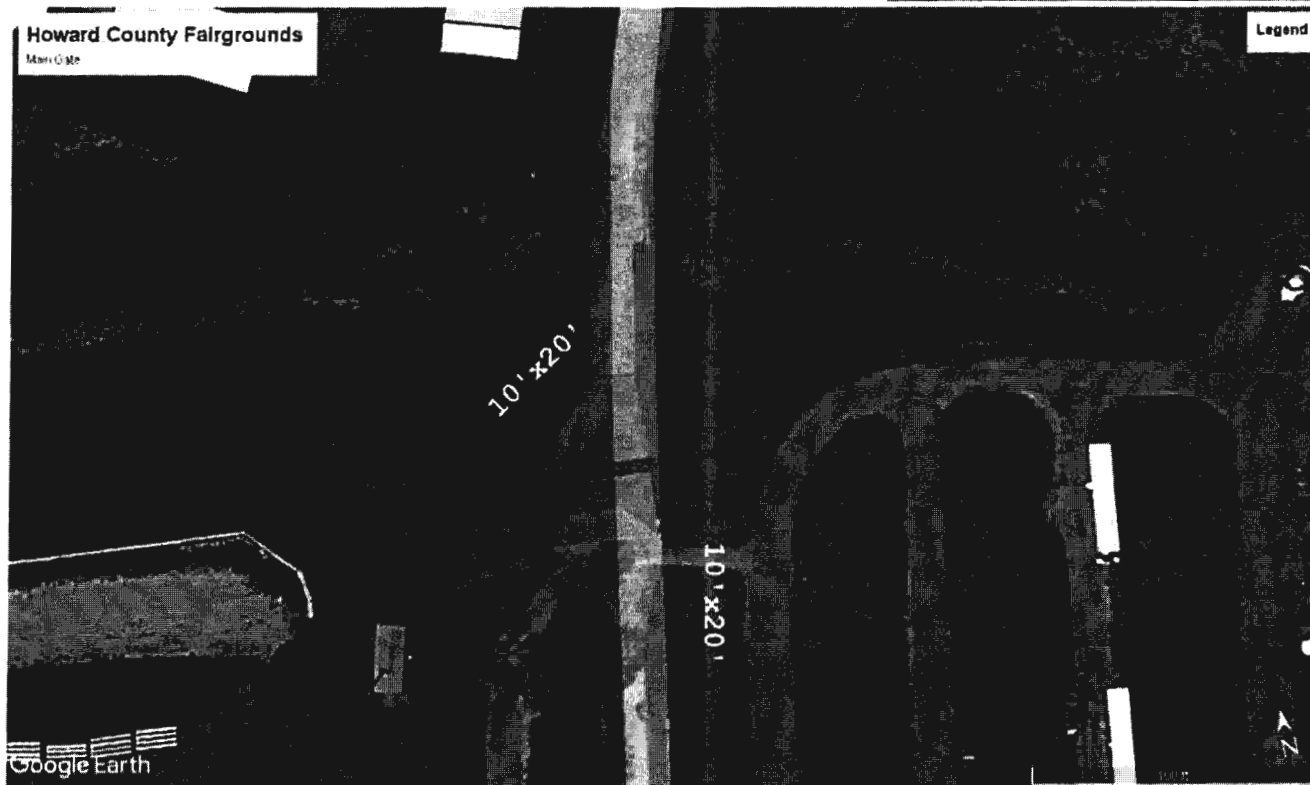


Google Earth

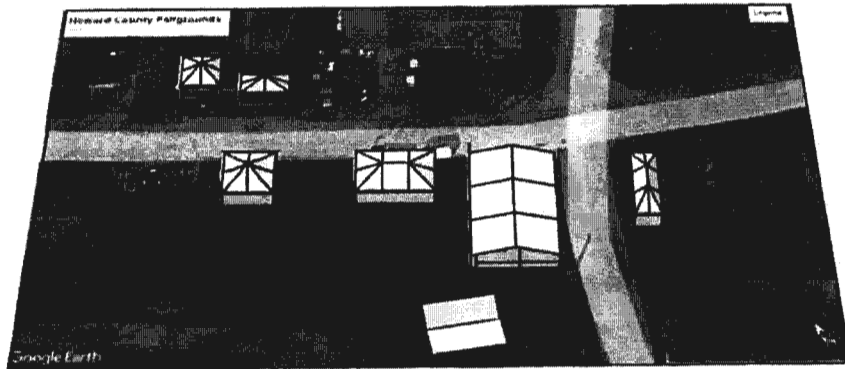
CORRALS AND  
 MEX LAYOUT



2023 Sheep & Wool Festival  
Main Gate  
(2) 10'x20' Tents  
ashley@eisgroupusa.com  
301-605-2917



MAIN GATE  
LAYOUT



2023 Sheep & Wool Festival  
 Howard County Fairgrounds  
 South Lot & Information  
 By: Ashley Duffy  
 ashley@eisgroupusa.com  
 301-605-2917



SOUTH LAYOUT

**Qingdao Activa Shade Inc.**  
**NO. 1 Yangguang Road, Pingdu, Qingdao**  
**266700, China**

**Letter of Guarantee**

2016-3-8

**We hereby guarantee that the below product can meet  
the standard of NFPA-701.**

<b>Shelter</b>	<b>Fabric</b>
<b>10' Venture</b>	<b>210D Polyester</b>

  
Sales Manager Signature



**DIVERSIFIED**  
**TESTING LABORATORIES, INC.**  
 WORLDWIDE SERVICE

“We Test Per Your Request”

336 WEST FRONT STREET  
 P.O. BOX 4004  
 BURLINGTON, NORTH CAROLINA 27215  
 PHONE (336) 227-7710 • FAX (336) 227-1175  
 www.diversifiedtestinglabs.com

June 7, 2018

Mr. Todd Braithwaite  
 BERGER TEXTILES USA  
 11752 Markon Drive  
 Garden Grove, CA 92841

Reference: Laboratory Test Report  
 Lab Identification No. 30837  
 Invoice No. 61995

Dear Mr. Braithwaite:

One (1) fabric sample, identified as **4384-6266 (SAMBA – FR)**, was received and tested in accordance with the California Administrative Code Title 19--Public Safety, Section 1237. Flame Resistance, Small Scale Test. The results are as follows:

<u>Specimen Number</u>	<u>After Flame (sec)</u>		<u>Char Length (in)</u>	
	<u>Length</u>	<u>Width</u>	<u>Length</u>	<u>Width</u>
1	4.0	0.0	4.6	4.1
2	0.0	6.0	3.7	4.5
3	0.0	0.0	4.6	4.2
4	12.0	0.0	4.5	4.6
5	<u>0.0</u>	<u>0.0</u>	3.9	4.7
Avg.	3.2	1.2		

The sample submitted, in its original state, **meets** the minimum requirements of the above standard. The char length may not exceed 6.0 inches for any individual specimen and the average afterflame time may not exceed 4.0 seconds in the length or width directions.

If there are any questions or when we can be of further assistance, please let us know.

Sincerely,

Brian S. Dement

BSD/mr





700 Uline Way · Allentown, PA 18106 ·

PHONE (800) 295-5510 · WEB [uline.com](http://uline.com) · FAX (800) 295-5571

February 14, 2023

Tf Woodcraft  
567 New Bedford Rd  
Rochester, MA 02770

Hello Matthew Sanders,

Order: 82632458

This is the Specification Sheet for H-7265W - Aluminum Frame Canopy - 10 x 20',  
White.

- NFPA 701 Requirements
- CPAI 84 FR6 Requirements
- Legs: 1.4 mm, 17 gauge
- Trusses: 1.2 mm, 18 gauge
- Not tested to meet ULC S109

Please contact our Customer Service Department at 1-800-295-5510 if you have any  
additional questions.

Sincerely,

Reham M.  
Customer Service  
Pennsylvania



PUYOUNG IND. CO., LTD.  
9F PUYOUNG KANGNAM BLDG.  
64E DOOGK-DONG, KANGNAM-GU, SEUL 136-860 KOREA  
TEL: 82-2-3482-2992  
FAX: 82-2-3482-2991

TEST REPORT

NUMBER: PY-14627

BUYER: PIC AMERICA LTD  
1730 FIVE POINTS LANE  
FUQUAY-VARINA, NC 27526, U.S.A  
ATTN: GENE SMOAK

SAMPLE DESCRIPTION:  
ONE(1) PIECE OF SUBMITTED SAMPLE SAID TO BE : PE FABRIC.

P.O.NO.	PY-14627
SUPPLIER	PUYOUNG IND.CO.,LTD.
GOODS EXPORTED TO	USA.
COUNTRY OF ORIGIN	CHINA.

TESTS CONDUCTED:  
AS REQUESTED BY BUYER.

CONCLUSION:		
<u>TESTED SAMPLES</u>	<u>STANDARD</u>	<u>RESULT</u>
PE TARPULIN	CPAI 84, SECTION 3.2 / NFPA 701	PASS

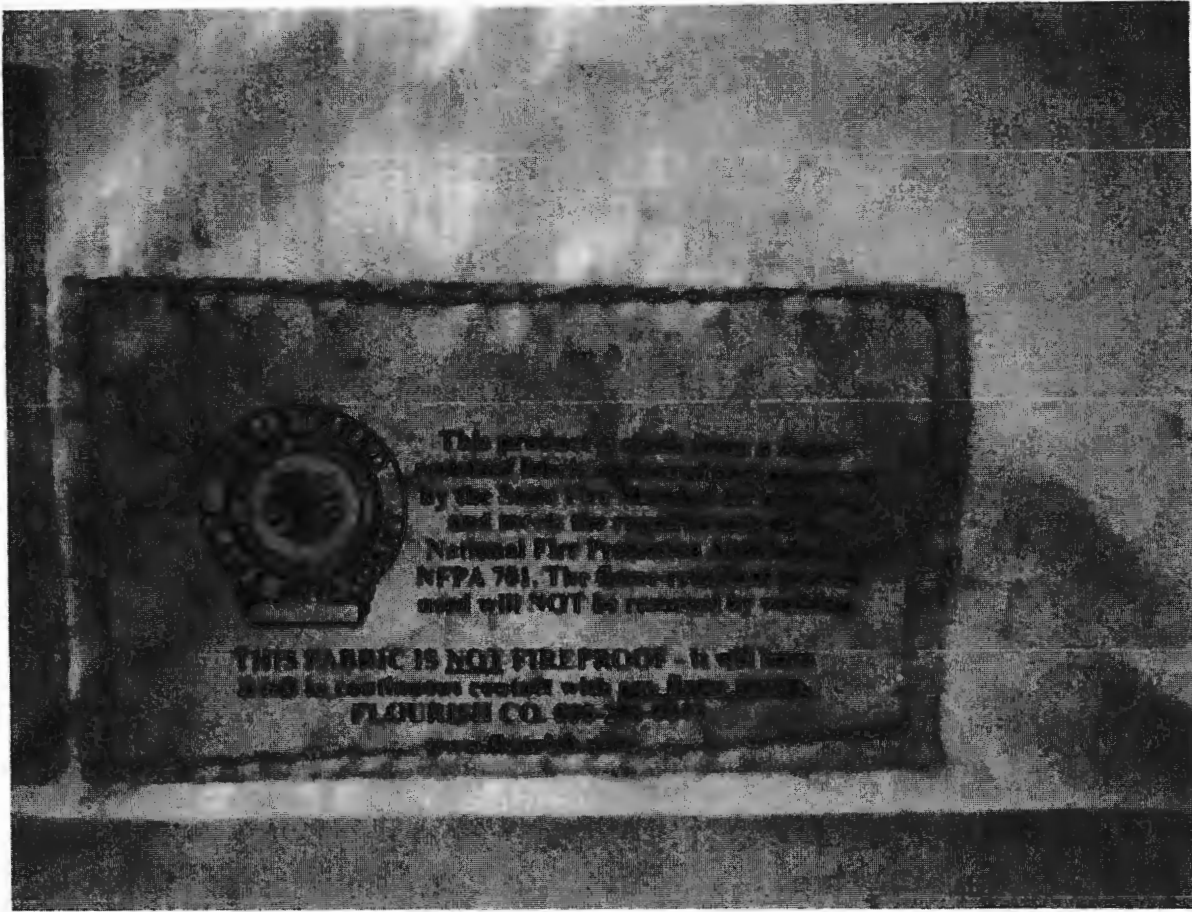
PREPARED AND CHECKED BY:  
PUYOUNG IND.CO.,LTD.

AUTHORIZED BY:  
PUYOUNG IND.CO.,LTD.

S.H KIM  
SENIOR MANAGER

B.S YOO  
GENERAL MANAGER

CINNAMON TREASURES 2



# Certificate of Flammability

This is to certify that the materials described herein have been flame retardant treated (or are inherently non-flammable).

For: *King Canopy-PIC America, LTD*  
City: *Fuquay-Varina*

Address: *8009 Purfoy Road*  
State: *North Carolina, 27526*

Certification is hereby made that the articles described on this certificate have been treated with a flame retardant fabric or material. The article meets the CPAI-84 Section 6 and NFPA-701 flame retardant standard.

The flame retardant process will not be removed by washing.

Tested Samples: *PE Tarpaulin*

TDS1013	TDS10206-5
TDS10206G	TDS10206T
TDS10206S	TDS1027-5
TDS12206	TDS1820-5
TDS1827-5	



PTCL1020FR6	PTCL1020GW
PTCL1020TW	PTCL1220FR5
TFC1020	T2020ETG
TFC1220EX	

Authorized By: *Puyoung Ind. Co., LTD.*

# Flame Retardant Compliance

*This certifies the fabrics used in the manufacturing of  
Impact Instant Canopies  
meet the CPAI-84 / ULC S109 & NFPA 701  
Flame Retardancy Standards, based on testing data from  
Korea Textile Inspection & Testing Institute.*



Date: May 16, 2007

Korea Textile Inspection & Testing Institute  
Director General  
Kyu Huh

*Kyu Huh*  
Director General - Kyu Huh

*Rebecca KRONER  
- MEXICO*



**CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL**

**REGISTERED FLAME RESISTANT PRODUCT**

Product:  
**DURASKIN**

Registration No.  
**FA-53001**

**25M Multiflex – White Roof Panel**

Product Marketed By:

**VERSEIDAG INDUTEX GMBH  
INDUSTRIESTR 56  
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

A handwritten signature in black ink, appearing to read "Randy D. Shelton".

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Deputy State Fire Marshal

**IMPORTANT DOCUMENT**  
*Certificate of Flame Resistance*

ISSUED BY



Date of Shipment  
2/13/2013

Registration Number  
F14001

Tent Identification  
SO-514739

EVANSVILLE, INDIANA 47725

**MANUFACTURERS OF THE FINISHED TENT PRODUCTS DESCRIBED HEREIN**

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

904690  
EIS ENTERPRISES  
7621 DEVILBISS BRIDGE RD

FREDERICK, MD 21701



Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code. All fabric has been tested and passes NFPA 701, ULC 109

Serial #  
80200000 (2)

Description of item certified:  
FIESTA EXP MID 16WX8 SNYDER  
WHITE VINYL #1023970A

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

SNYDER MFG NEW PHILADELPHIA, OH

Name of Applicator of Flame Resistant Finish

Signed  
ANCHOR INDUSTRIES INC



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

## REGISTERED FLAME RESISTANT PRODUCT

Product:  
**DURASKIN**

Registration No.  
**FA-53001**

**15M Multiflex – White Roof Panel**

Product Marketed By:

**VERSEIDAG INDUTEX GMBH  
INDUSTRIESTR 56  
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

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Deputy State Fire Marshal



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

## REGISTERED FLAME RESISTANT PRODUCT

Product:  
**DURASKIN**

Registration No.  
**FA-53001**

**10M Multiflex – White Roof Panel**

Product Marketed By:

**VERSEIDAG INDJTEX GMBH  
INDUSTRIESTR 56  
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

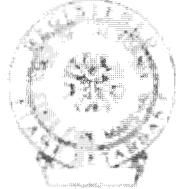
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Deputy State Fire Marshal

# Certificate of Flame Resistance

REGISTERED  
APPLICATION  
NUMBER

F121.4



ANCHOR INDUSTRIES INC.

MANUFACTURERS OF THE FINEST  
FEST PRODUCTS DESCRIBED HEREIN

Date of Material for  
966841 - 3/03/2010  
Serial #8067300  
-8067000

This is to certify that the materials described have been flame-retardant treated (or are inherently nonflammable) and were supplied to:

NAME: EISENTERPRISES

CITY: Frederick

STATE: MI

Certification is hereby made that:

The articles described on this Certificate have been treated with a flame-retardant approved chemical and that the application of said chemical was done in conformance with California Fire Marshall Code, equal to or exceeds NFPA 701, CPAI 84, **GOVERNMENT CERTIFIED LAB #3056**

Method of application: **LAMINATED**  
MIL-C-43866B NYC-192-605M

U.L.-214

Type of material: 15' 02" **BOYLES BIG TOP VINYL LAMINATE** WHITE

Quantity of material: **(12) 10'X10' FIESTA MARQUEE TOPS COMPLETE W/ ENDS**

**Flame Retardant Process Used Will Not Be Removed By  
Washing And Is Effective For The Life Of The Fabric**

JOHN BOYLE & CO.

STATESVILLE, NC

LOUIS R. BROWN

CONTROL NO.	<u>1804080031</u>
CUSTOMER ORDER NO.	<u>#36</u>
CUSTOMER INVOICE NO.	<u>IP/2018-0330A01</u>
YARDS OR QUANTITY	<u>12,370 yds</u>
COLOR	<u>WHITE</u>
SIZE/TYPE	<u>18 oz, 62 inch width</u>
DATE PROCESSED	<u>March 26, 2018</u>



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

**REGISTERED FLAME RESISTANT PRODUCT**

Product:  
**DURASKIN**

Registration No.  
**FA-53001**

**6M Multiflex – Gable End**

Product Marketed By:

**VERSEIDAG INDUTEX GMBH  
INDUSTRIESTR 56  
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

A handwritten signature in black ink that reads "Randy D. Shelton".

Deputy State Fire Marshal



CALIFORNIA DEPARTMENT OF FORESTRY and FIRE PROTECTION  
OFFICE OF THE STATE FIRE MARSHAL

**REGISTERED FLAME RESISTANT PRODUCT**

Product:  
**DURASKIN**

Registration No.  
**FA-53001**

**4M x 5M – Clear Wall Panel**

Product Marketed By:

**VERSEIDAG INDJTEX GMBH  
INDUSTRIESTR 56  
47803 KREFELD GERMANY**

This product meets the minimum requirements of flame resistance established by the California State Fire Marshal for products identified in Section 13115, California Health and Safety Code.

The scope of the approved use of this product is provided in the current edition of the CALIFORNIA APPROVED LIST OF FLAME RETARDANT CHEMICALS AND FABRICS, GENERAL AND LIMITED APPLICATIONS CONCERNS published by the California State Fire Marshal.

Deputy State Fire Marshal

M A R Y L A N D  
SHEEP & WOOL  
F E S T I V A L

Emergency Management Plan

Last updated: March 24, 2023

**The objective** of this Emergency Management Plan is to outline specific actions, duties and responsibilities to be initiated in the event of an emergency incident. These guidelines have been established to guide festival managers and staff as well as first responder agencies during the planning, response and recovery phases of an emergency incident during the Maryland Sheep & Wool Festival. The application of this plan is intended to provide established actions designed to maximize the effectiveness of the overall response to an emergency.

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## Scope

This plan applies to all staff, participating vendors, visitors and first responder agencies associated with the Maryland Sheep & Wool Festival.

## Situation Overview

### Characteristics

**Timing:** Two-day Festival (Saturday and Sunday) with one primary setup day (Friday).

**Location:** 2210 Fairgrounds Road West Friendship Maryland, 21794

**Geographic:** See map illustrating the areas covered by the plan (appendix B).

**Demographic:** The Maryland Sheep & Wool Festival has a projected population of between 30 to 50 thousand participants consisting of visitors, presenters and vendors as well as numerous livestock (primarily sheep and dogs).

**Intent:** Initial actions to mitigate the effects of an emergency situation or potential disaster conditions will be conducted as soon as possible by the Maryland Sheep & Wool Festival Staff.

## General Responsibilities

Staff and volunteers should:

- be vigilant
- be prepared to react when necessary
- anticipate the scenario as it unfolds
- anticipate the size of the event as it escalates

Everyone should be familiar with the information and procedures to follow in an emergency, which include but are not limited to:

- the procedures outlined in this document, including incident reporting, notification of emergency services, and procedures for informing the public
- the identity of the Festival's Incident Response Team members (appendix A)
- the location of all exits (appendix B)
- the location of emergency equipment (fire extinguishers, portable loudspeakers, etc.)

## Review and Update

This plan will be reviewed annually and adjusted as needed.

- Keep detailed notes of crisis or emergency event and compile notes into a formal "Incident Report". The "Incident Report" shall be filed with the Festival Office Manager, who shall maintain this report for future reference.

## **Tornado**

### **Tornado Watch has been issued for Howard County**

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel).
- Bring all persons inside building(s) if deemed necessary.
- Be prepared to close windows and blinds.

### **Tornado Warning has been issued for Howard County**

- Move participants and staff to safe areas.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

## **NATIONAL WEATHER SERVICE WEATHER DEFINITIONS**

A severe thunderstorm must contain hail that is three-quarter inch in diameter or larger or straight-line winds of 58 mph or stronger and or a tornado. The National Weather Service issues severe thunderstorm and tornado watches and warnings for severe thunderstorms.

A severe thunderstorm watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger and/or straight-line winds of 58 mph or stronger in the area.

A tornado watch means conditions are favorable for severe thunderstorms containing hail that is three-quarters of an inch in diameter or larger straight-line winds of 58 mph or stronger and/or possible tornadoes in your area.

A severe thunderstorm warning means a severe thunderstorm containing hail that is three-quarters of an inch diameter or larger and/or straight-line winds of 58 mph or stronger has been detected by radar or reported by storm spotters in the area.

A tornado warning means a tornado has been detected by radar or reported by storm spotters in the area. The severe storm may also contain hail that is three-quarters of an inch diameter or larger and/or straight-line winds of 58 mph or stronger.

## **Assault/Fights**

- Ensure the safety of participants and staff first.
- Call 911, if necessary. Notify Incident Response Team, who will contact security and law enforcement on fairgrounds. Emergency contact information for Incident Response Team members can be found on the reverse side of all committee badges.
- Medical emergencies not requiring 911 should be referred to the first aid post next to the Bingo Hall on Midway Blvd (see map in appendix B). If assistance transporting injured person is needed, contact the Incident Response Team.
- Seal off area where assault took place.
- Defuse situation, if possible.
- If sexual assault, if possible secure scene and keep victim, clothing and any other potential evidence intact. Do not allow victim to shower until told to by law enforcement.
- Document all activities. Ask victim(s)/witness(es) for their account of incident.

## **Bomb Threat**

- If you receive a bomb threat, get as much information from the caller as possible. Ask the following questions: When is it going to explode? Where is it located? Would you describe it? What kind of device is it? Did you place it? Why? What is your name and address?
- Keep the caller on the line and record everything that is said. Write down as much information as you can and the exact words. Try describing the caller's voice. Listen to and list any background sounds you can recognize.
- If you are notified of a suspicious package, clear the area around the package. DO NOT go near it, attempt to open it, or move it.
- Notify Incident Response Team (appendix A). Emergency contact information for Incident Response Team members can be found on the reverse side of all committee badges.
- Incident Response Team orders evacuation of all persons inside building(s).
- Incident Response Team calls 911, contacts security and law enforcement on the fairgrounds and notifies the Howard County Emergency Command Post as applicable.

### **Evacuation procedures:**

- Incident Response Team warns participants and staff. Do not mention "Bomb Threat". Use standard fire procedures.

- Give control of scene to police and hostage negotiation team.
- Keep detailed notes of events.

*If taken hostage:*

- Follow instructions of hostage taker.
- Try not to panic. Calm all other persons if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

### **Serious Injury or Death**

- Call 911.
- If possible, isolate affected participant/staff member.
- Notify the nearest committee chairman. If no committee chairman is readily available, be prepared to act in their stead.
- Committee chairman notifies the Incident Response Team (appendix A). Emergency contact information for Incident Response Team members can be found on the reverse side of all committee badges.
- Incident Response Team contacts security and law enforcement on the fairgrounds and notifies the Howard County Emergency Command Post as applicable.
- Incident Response Team notifies Festival Chairman and MSBA President.

### **Suicide Attempt**

- Verify information.
- Call 911 if person requires immediate medical attention, has a weapon or needs to be restrained.
- Notify the nearest committee chairman. If no committee chairman is readily available, be prepared to act in their stead.
- Committee chairman notifies the Incident Response Team (appendix A). Emergency contact information for Incident Response Team members can be found on the reverse side of all committee badges.
- Incident Response Team contacts security and law enforcement on fairgrounds.
- Calm suicidal person.
- Try to isolate suicidal person from other persons.

\_\_\_\_\_  
\_\_\_\_\_

- Child's name \_\_\_\_\_
- Child's description/clothing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Time the child was noted missing \_\_\_\_\_

- Make Announcement:

Your Attention Please...

We have a missing child by the name of \_\_\_\_\_.

\_\_\_\_\_, If you hear me, your (parent/family member) is here at the Information Tent. \_\_\_\_\_ is \_\_\_\_\_ years old and is wearing \_\_\_\_\_ . If you see this child, assist him/her to the Information Tent or come and let us know where the child is located.

- Note elapsed time between the time the child was noted missing and the time it was reported to the Information Tent: \_\_\_\_\_
- If search time has been longer than (½ hour), contact Incident Response Team who will contact law enforcement and advise them that a search is just beginning for the child. IRT will give them all available information and inform them we will notify them if the child is, or is not, found.
- Request that the family member reporting the lost child remain at the Information Tent while others look for the child, or if they insist on leaving, advise them that a missing child report will be, or has been, filed with the police department and the police will want to interview them for more information.



## Appendix D

### **Evacuation/Shelter-in-place/Lockdown**

- Shelter-in-place when the incident is located outside or in another building and an attempt to evacuate from the present space will place the public in harm's way during an evacuation.
- Partial Evacuation should be implemented when an area of the festival presents a harmful situation for the public that cannot be rapidly eliminated. Partial evacuations are designed to relocate the public who may be in harm's way to a safer location within the festival grounds. May require the use of some or none of the established exits from the festival. A partial evacuation requires clear and direct instructions to the public in order to minimize confusion and maximize safe and effective crowd control. Do not direct the public through a hazardous area during a partial evacuation.
- Total Evacuation should be implemented when the scope of an emergency is significant enough to make all or most of the festival grounds unsafe for the public to remain in. May require the use of some or all of the established exits from the festival. A total evacuation requires clear and direct instructions to the public in order to minimize confusion and maximize safe and effective crowd control. Do not direct the public through a hazardous area during a total evacuation. The extent and location of the incident will dictate where to direct the public and what exits not to use. Sending the public to their automobiles may not be the best choice of action. Consider all options and communicate your instructions in a clear and direct manner.
- Lock Down should be implemented by Law enforcement personnel. This course of action if selected will require significant supervision by law enforcement within a structure during the lock-down. The absence of such oversight may lead to a lack of crowd control and compromise the safety of the public.

**The Control of large crowds is challenging and time consuming. Anticipate these aspects when deciding if an evacuation/shelter-in-place/lockdown is in order. Anticipate the possibility of an event escalating and stay ahead of the curve.**