

Members

Sen. James Merritt, Chairperson  
Sen. Scott Schneider  
Sen. Jean Breaux  
Sen. Richard Young  
Rep. Robert Cherry, Vice-Chairperson  
Rep. Phyllis Pond  
Rep. Kreg Battles  
Rep. David Niezgodski



## STATE FAIR ADVISORY COMMITTEE

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Indianapolis, Indiana 46204-2789  
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Committee  
Steven Wenning, Attorney for the Committee

Authority: IC 15-1-1.5-4

### MEETING MINUTES<sup>1</sup>

Meeting Date: August 15, 2012  
Meeting Time: 10:00 A.M.  
Meeting Place: State House, 200 W. Washington St.,  
Meeting City: Indianapolis, Indiana  
Meeting Number: 1

**Members Present:** Sen. James Merritt, Chairperson; Sen. Jean Breaux; Sen. Richard Young; Rep. Robert Cherry, Vice-Chairperson; Rep. Phyllis Pond; Rep. David Niezgodski.

**Members Absent:** Sen. Scott Schneider; Rep. Kreg Battles.

**Call to Order.** Sen. Merritt, Chair of the State Fair Advisory Committee, called the meeting to order at 10:00 a.m.

**Introductions and Opening Remarks.** Sen. Merritt welcomed the members and invited them to attend the first meeting of the Outdoor Stage Equipment Safety Committee which will be held on September 5 at 10:00 a.m. in the Senate Chamber of the State House.

The members of the Committee introduced themselves. Sen. Merritt also requested that the Chairman of the Indiana State Fair Commission, Andre Lacy, and the State Fair Board President, Steve Zimmerman, introduce themselves. Chairman Lacy requested that the Committee consider allowing the selective use of Hoosier-produced beer and wine during future Indiana State Fairs.

#### **Update on the 2012 Indiana State Fair.**

**Public Safety Planning.** David Shaw, Chief Operating Officer of the Indiana State Fair Commission, discussed public safety planning and the Indiana State Fairgrounds

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<sup>1</sup> These minutes, exhibits, and other materials referenced in the minutes can be viewed electronically at <http://www.in.gov/legislative> Hard copies can be obtained in the Legislative Information Center in Room 230 of the State House in Indianapolis, Indiana. Requests for hard copies may be mailed to the Legislative Information Center, Legislative Services Agency, West Washington Street, Indianapolis, IN 46204-2789. A fee of \$0.15 per page and mailing costs will be charged for hard copies.

Comprehensive Emergency Management Plan (CEMP) (Exhibit 1). Mr. Shaw explained that all Indiana State Fair employees receive safety training. The level of training correlates to the employees' specific job. Mr. Shaw also informed the Committee about the three main aspects of the emergency communication system:

- Texting system to alert anyone on the safety team if and when an incident occurs.
- Guest Assist, which is a texting system for attendees at the Indiana State Fair to text fair officials concerning various fair and fair grounds issues. All of these texts go to the Command Center.
- Area Monitor Program, which makes two to five people accountable for the safety and security of every building.

Jessie Olvera, Director of Safety and Security, informed the Committee that the Area Monitor Program is not a new program, but has been improved. Mr. Olvera reported that daily operational briefings occur with 15 agencies represented.

James Greeson, Indiana State Fire Marshal, reminded the Committee members that the rules allowed to be adopted by the Fire Prevention and Building Safety Commission by SEA 273-2012 concerning the regulation of outdoor stage equipment will sunset in 2014. He also reported that the rules have been working.

**Pricing.** Cynthia Hoye, Executive Director of the Indiana State Fair Commission, explained the different factors that weighed in on pricing decisions for the 2012 Indiana State Fair. She explained that the prices of attendance and parking at other state fairs in the Midwest region were considered, as well as a focus on value and providing a wide variety of entertainment that would appeal to a wide group of people. She reported that there were several discount options available concerning wristbands for rides and discounted tickets. Ms. Hoye shared that a free shuttle service provided rides from Glendale Mall to the fair. She also reported that the number of corporate sponsorships had increased this year.

**Pepsi Coliseum Project.** Justin Armstrong, Director of Advancement at the Indiana State Fair Commission, presented a video to the Committee about the importance of the Pepsi Coliseum and the renovation project. There will be a new arena portion that is slated to be open for the 2013 Indiana State Fair, and the whole coliseum will likely be open for the 2014 Indiana State Fair. The cost of the renovation is about \$63 million.

**Adjournment.** The Chair adjourned the Committee at 11:25 a.m.



**INDIANA STATE FAIRGROUNDS  
COMPREHENSIVE EMERGENCY  
MANAGEMENT PLAN (CEMP)**

**JUNE 2012**



**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**



To: Indiana State Fair Commission Employees, Partners and Stakeholders  
From: Cindy Hoyer, Executive Director  
Date: June 14, 2012  
Re: Promulgation of the Indiana State Fairgrounds Comprehensive  
Emergency Management Plan

The Indiana State Fairgrounds faces disasters and emergencies which threaten lives, property, the environment, and general welfare of the public, employees, and partners. To this end, the Indiana State Fair Commission has a responsibility to mitigate against, prepare for, respond to, and recover from such events.

It has been proven normal day-to-day procedures are sometimes not sufficient for effective disaster response and extraordinary measures need to be implemented quickly for the loss of life and property to be kept to a minimum. The Indiana State Fairgrounds Comprehensive Emergency Management Plan (CEMP) considers key actions necessary to meet the challenges of emergency and disaster situations.

In support of Executive Order 05-09, the Indiana State Fair Commission has developed this CEMP and will perform the following key activities:

- Fully understand the responsibilities as outlined by the CEMP, which supports the protection of the public, personnel, property, equipment and critical public records during times of disaster.
- Work to ensure the continuity of essential services which may be needed during and after disasters.
- Build and foster strong relationships and collaboration with state and city of Indianapolis agencies, departments, and personnel to build an effective emergency management system.

The Indiana State Fair Commission shall be responsible for the coordination and preparation of the CEMP. It shall be consistent with the National Response Framework, the National Incident Management System, the Indiana CEMP, as well as key policies and standards.

This plan is effective 6/14/2012

Cynthia C. Hoyer  
Executive Director



**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**AGREEMENT**

The undersigned agencies agree to support the Indiana State Fair Commission in ongoing emergency planning efforts to include public safety and specialized training, ongoing maintenance and evaluation of the CEMP, as well as participating in an exercise program to ensure continual validation of the CEMP.

Joseph E. Wainscott, Jr.  
Executive Director  
**Indiana Department of Homeland Security**

Dr. Paul E. Whitesell  
Superintendent  
**Indiana State Police**

James Greeson,  
State Fire Marshal  
**Indiana Department of Homeland Security**

Dr. Bret D. Marsh  
State Veterinarian  
**Indiana State Board of Animal Health**

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Gary Coons  
Chief  
**Indianapolis Division of Homeland Security**



**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**AGREEMENT**

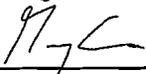
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Joseph E. Wainscott, Jr.  
Executive Director  
Indiana Department of Homeland  
Security

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Dr. Paul E. Whitesell  
Superintendent  
Indiana State Police

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James Greeson,  
State Fire Marshal  
Indiana Department of Homeland  
Security

\_\_\_\_\_  
Dr. Bret D. Marsh,  
State Veterinarian  
Indiana State Board of Animal Health

  
\_\_\_\_\_  
Gary Coors  
Chief  
Indianapolis Division of Homeland  
Security



**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

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*Andre B. Lacy*

Andre B. Lacy  
Chairman of the Board

*Steve Simmerman*

Steve Simmerman  
President Indiana State Fair Board

*Susan Hayhurst*

Susan Hayhurst  
Member

*Joe Kelsay*

Joe Kelsay  
Director  
Indiana State Department of Agriculture

\_\_\_\_\_  
Ted A. McKinney  
Member

*Matthew Rekeweg*

Matthew Rekeweg  
Chairman  
Center for Agriculture Science & Heritage

\_\_\_\_\_  
Dana Huber  
Member

*James W. Merritt, Jr.*

James W. Merritt, Jr.  
Indiana State House Senator  
State Fair Legislative Advisory Committee

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Beth Bechdol  
Member

*Bob Cherry*

Bob Cherry  
Indiana State House Representative  
State Fair Legislative Advisory Committee





**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**RECORD OF DISTRIBUTION**

<b>Date</b>	<b>Agency</b>	<b>Receiver</b>
	Indiana State Fair Commission Members	
	Indiana State Fair Board Members	
	Indiana State Fairgrounds Staff	
	Indiana Department of Homeland Security	
	Indiana State Police	
	Indiana Department of Transportation	
	Integrated Public Safety Commission	
	Indiana Task Force 1	
	Indiana State Fire Marshal's Office	
	Indiana State Department of Health	
	Indiana Crisis Assistance Response Team	
	Indiana Department of Administration	
	Indiana Department of Natural Resources	
	Indiana Department of Environmental Management, Environmental Response	
	Indiana State Fire Marshal's Office, HAZMAT Response Division	
	Indiana Department of Environmental Health	
	State of Indiana Board of Animal Health	
	Indiana Department of Agriculture	
	State of Indiana Governor's Office	



**INDIANA STATE FAIR COMMISSION  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

**RECORD OF DISTRIBUTION**

Date	Agency	Receiver
	Indiana Office of Technology	
	Indianapolis Division of Homeland Security	
	Indianapolis Department of Public Works	
	Indianapolis Metropolitan Police Department	
	Indianapolis Division of Public Safety Communications	
	Indianapolis Fire Department	
	Indianapolis Emergency Medical Service	
	Marion County Public Health Department	
	Indianapolis Animal Care and Control	
	Marion County Sheriff's Department	
	ERMCO, Inc.	
	Innovative Technical Solutions	
	JES and Sons	
	Indianapolis Power and Light Company	
	Citizens Energy Group	
	American Red Cross of Greater Indianapolis	
	Diamond Detective Agency	



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- B4 Hazardous Spills (Interior to a Structure)
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- B7 Structural Collapse
- B8 Animal Wellness and Care
- B9 Animals-At-Large
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- B11 Active Shooter/Hostage Situation
- B12 Bomb Threats/Suspicious Objects
- B12 Bomb Threat Card
- B13 Food-borne Illness
- B14 Power Outage
- B15 Elevator Malfunctions
- B16 Amusement Ride Malfunctions

**C. PLANNING**

- C1 Resource List
- C2 Organizational Chart & Staff Assignments
- C3 Emergency Notification & Warning System Policies & Procedures Guide
- C4 ISF Operations Center Standard Operating Procedures
- C5 State Fair Safety Monitor Program Standard Operating Procedures
- C6 Indiana State Fair Public Safety Operational Handbook
- C7 Event Postponement, Cancellation, and Evacuation Standard Operating Procedures

**D. REFERENCE**

- D1 Fairgrounds Campus & Building Maps
- D2 ISFC Staff & Stakeholder Contact Information
- D3 Definitions
- D4 ISF Animal Wellness & Care Program, Information Resource Handbook
- D5 ISF Biosecurity Plan



## **INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **I. INTRODUCTION**

#### **A: MISSION**

The mission of the Indiana State Fairgrounds (ISF) Comprehensive Emergency Management Plan (CEMP) is to coordinate emergency management and public safety activities to protect lives and property at the Indiana State Fairgrounds everyday, during special events, and the annual Indiana State Fair.

#### **B: PURPOSE**

The purpose of the CEMP is to be the comprehensive framework for mitigation, preparedness, response, and recovery activities. The CEMP considers available personnel, resources and direct relationships with state agencies, city of Indianapolis agencies, other governmental agencies, and organizations activated during emergency operations. The response actions will be placed into operation whenever a natural or man-made emergency affecting the Fairgrounds reaches proportions that cannot be handled by routine procedures described under Mitigation and Preparedness.

The CEMP establishes the Indiana State Fair Commission as the organization required to mitigate any significant emergency or disaster affecting the Indiana State Fairgrounds.

The CEMP establishes the operating concepts and procedures associated with field response to emergencies, Indiana State Fairgrounds Operations Center activities, and the recovery process.

#### **C: SCOPE**

The CEMP shall address hazards which may occur at the Indiana State Fairgrounds and during the annual Indiana State Fair. All-hazards planning ensures coordination is accomplished for the identified emergency situations and assigns common tasks and those responsible for each task.

The CEMP covers all four phases of emergency management: mitigation, preparedness, response and recovery. The CEMP also makes considerations for homeland security issues by directing personnel and resources towards prevention and protection activities.

The CEMP is in an annex format, which requires the development and implementation of standard operating procedures. These procedures will define and express how tasks, functions and activities will be accomplished in the CEMP. These procedures may be administrative, routine or tactical in nature.

The CEMP uses the Incident Command System (ICS) concept. The Command and General Staff are organized in this fashion for ease of direction, control, and coordination before, during and after major events. Support agencies with roles and responsibilities identified in the CEMP will develop emergency operations plans and emergency response checklists based on the provisions of the CEMP.



## **INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **I. INTRODUCTION**

#### **D: SITUATION AND ASSUMPTIONS**

##### **1. Situation**

Many hazards threaten the Indiana State Fairgrounds which may cause emergencies and disasters in all, or portions, of the Fairgrounds. Specific characteristics, such as location, size and use of the facility, and number of attendees, all promote unique challenges for managing emergencies and disasters. The Indiana State Fairgrounds has the following unique attributes:

- a) The Indiana State Fairgrounds is in Indianapolis, in a densely populated area.
- b) The Indiana State Fairgrounds is a 250 plus-acre campus with more than 50 permanent structures that receive a varying degree of use throughout the year and during the Indiana State Fair.
- c) The Indiana State Fairgrounds is home to the Indiana State Fair, and more than 300 other events throughout the year. These events attract more than 2 million visitors each year, with approximately 900,000 of those attending the annual Indiana State Fair in August.
- d) The Indiana State Fairgrounds and its lessees erect a multitude of temporary structures, ranging from tents to steel-frame structures, throughout the year and during the annual Indiana State Fair.
- e) The annual Indiana State Fair has approximately 20,000 animals entered into a variety of competitions during its 17-day run. These animals range from domesticated house pets to most major breeds of livestock. Additionally, the Indiana State Fairgrounds hosts multiple local, regional and national livestock competitions throughout the year.
- f) The Indiana State Fairgrounds had an economic impact of \$124 million on the Indianapolis economy in 2011.

##### **2. Assumptions**

- a) Critical lifeline utilities may be interrupted including water delivery, electrical power, natural gas, telephone communications, microwave and repeater-based radio systems, cellular telephones and information systems.
- b) Regional and local services may not be available.
- c) Major roads, overpasses, bridges and local streets may be damaged.
- d) Buildings and structures may be damaged.
- e) Normal suppliers may not be able to deliver materials.
- f) Contact with family and homes may be interrupted.
- g) People may become stranded at the Fairgrounds due to unsafe travel conditions.
- h) The ISFC will need to conduct its own rapid damage assessment, situation analysis and deployment of on-site resources and management of emergency operations while emergency conditions exist.
- i) Communication and exchange of information will be one of the highest priority operations at the ISF Operations Center. The internet may be down.
- f) The ISFC workforce may be significantly affected by the disaster and unable to report to work.



## **INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **I. INTRODUCTION**

#### **E: ORGANIZATION**

The CEMP supports the overall Indiana Strategy for Homeland Security. The CEMP is comprised of the Basic Plan and supplemental information is integrated through four types of support annexes:

##### **1. Hazard-Specific Planning Annexes**

This section describes the Indiana State Fairgrounds staff's preparedness and response activities as they relate to specific hazards. These planning elements are integrated into the CEMP to enhance overall emergency planning capabilities.

##### **2. Planning Support Annexes**

This section provides summaries of documents created as reference or guidance tools for the various Command and General Staff positions found in the CEMP. These documents examine, in depth, activities which go beyond all-hazard planning by providing a closer examination of tasks, resources and capabilities that support overall preparedness and response. The management of the annual State Fair will be done through a written Event Action Plan and in conjunction with the CEMP.

##### **3. Reference Annexes**

This section provides additional materials such as a reference list, definitions, acronyms, diagrams/maps or other materials which provide a better understanding of the overall plan and its various sections.

#### **F: LIMITATIONS**

The Indiana State Fairgrounds staff will endeavor to make every reasonable effort to respond in the event of a disaster emergency. However, resources and systems may be overwhelmed. The fulfillment of the responsibilities and tenets outlined in the CEMP will be dependent on the situation, information exchange, and the capabilities and availability of resources of responding agencies. There is no guarantee implied by the CEMP that a perfect response to an incident will be practical or possible.



## **INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **I. INTRODUCTION**

#### **F: AUTHORITIES**

Federal, state, and local statutes and their implementing regulations establish legal authority for development and maintenance of emergency management plans. The following laws and directives are the basis for the legal authority for the Comprehensive Emergency Management Plan:

##### **1. Federal**

- A. Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 United States Code (USC) 5121 et seq. November 23, 1988
- B. Homeland Security Presidential Directive 5, February 28, 2003
- C. Homeland Security Presidential Directive 8, December 17, 2003
- D. U.S. Department of Homeland Security, National Incident Management System (NIMS), December 2008
- E. National Response Framework (NRF), January 2008

##### **2. State**

- A. Indiana Code 10-14-3, Emergency Management and Disaster Law
- B. Executive Order 05-09, January 10, 2005
- C. Indiana Administrative Code, Title 80 State Fair Commission, May 30, 2012



## INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### II. CONCEPT OF OPERATIONS

#### A. GENERAL

The CEMP addresses a wide spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. Some emergencies will be precipitated by a warning period, providing sufficient time for the ISFC to warn the public and implement mitigation measures. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the CEMP as well as an efficient and coordinated mobilization and deployment of resources. The Indiana State Fairgrounds staff must be prepared to respond promptly and effectively to any foreseeable emergency, taking all appropriate actions, including requesting and providing assistance.

In order for successful preparedness and response operations to take place, the following key assumptions are listed as a means to gauge participation and support provided by stakeholders at the state and local levels:

- a) The Indiana State Police will serve as the primary public safety agency and law enforcement entity during the Indiana State Fair. The Indiana State Police have primary jurisdictional responsibility throughout the year on the Fairgrounds.
- b) The Indianapolis Metropolitan Police Department is the primary policing agency in the City of Indianapolis and are the first responding agency for law enforcement situations that occur at times other than the Indiana State Fair period.
- c) The Indianapolis Fire Department and Indianapolis Emergency Medical Services (EMS) are the primary fire and EMS agencies supporting the Indiana State Fairgrounds for both State Fair and non-Fair activities.
- d) The Indiana Department of Homeland Security, Fire and Building Safety Division is the primary agency responsible for fire and life safety code enforcement, building and ride inspections
- e) The Indiana State Department of Health is the primary agency responsible for public health matters at the Indiana State Fairgrounds, including food safety and inspection.
- f) The Indiana Department of Homeland Security will provide assistance as needed to support preparedness and response activities.
- g) Training, exercise and evaluation of essential agencies and departments will be an ongoing priority to ensure the effective use of resources and capabilities for response.

#### B. INCIDENT MANAGEMENT AND THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) provides a unified approach to incident command, standard command and management structures and an emphasis on preparedness, mutual aid and resource management. NIMS is not an operational incident management or resource allocation plan, but a template to guide all levels of government, including private sector and nongovernmental organizations, to work together to prepare for, prevent, respond to and recover from emergency incidents.



## INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### II. CONCEPT OF OPERATIONS

NIMS implementation includes procedural, operational and technical standards integrated into emergency response plans, procedures and policies. NIMS establishes the Incident Command System (ICS) as the organizational structure to be implemented to effectively and efficiently command and manage domestic incidents, regardless of cause, size or complexity. The ICS structure is a standardized, on-scene, all-hazard incident management concept which provides an integrated organizational structure that is able to adapt to the complexities and needs of single or multiple incidents regardless of jurisdictional boundaries. Homeland Security Presidential Directive (HSPD-5) requires all federal agencies and departments to adopt NIMS. The State of Indiana adopted NIMS as the State standard for incident management in Executive Order 05-09. ISFC employees will be required to take ICS courses based on their position.

### C. MULTI-AGENCY COORDINATION

The evolution of the size and complexity of hazards and threats has demonstrated the need for effective planning and coordinated emergency response. These events also show disasters may involve multiple jurisdictions, agencies and organizations. In order to effectively manage and focus efforts of a multi-agency coordination system, the Indiana State Fairgrounds staff has adapted its planning and response capability based upon the following operational constructs.

#### 1. ISF Operations Center

During day-to-day planned events and disasters or emergencies, the ISF Operations Center will support field response operations in mitigating incidents within the Indiana State Fairgrounds and will serve as an Incident Command Post (ICP). The primary emphasis will be placed on saving lives, protecting property and preserving the environment. The ISF Operations Center will operate using Incident Command System functions, principles and components. It will implement the action planning process to develop an Event Action Plan, identifying and implementing specific objectives for each operational period. The ISF Operations Center will serve as the coordination and communications between the Indiana State Fairgrounds, the Indiana Department of Homeland Security, and the Indianapolis Department of Public Safety. The ISF Operations Center will be activated when-ever designated large planned events are taking place on the Fairgrounds. The ISF Operations Center will also be activated during the timeframe of the annual Indiana State Fair to coordinate information and resources.

The ISF Operations Center will utilize the discipline-specific coordinators to coordinate fire, law enforcement, public works, medical specific resources, and other resource requests. The level of ISF Operations Center staffing will vary with the specific planned event or emergency situation as defined in Annex C4, ISF Operations Center Standard Operating Procedures. The ISF Operations Center is located on the main floor of the Public Safety Building, inside the Public Safety Department office.



## **INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)**

### **II. CONCEPT OF OPERATIONS**

#### **2. Policy Group**

Emergencies and disasters can produce issues that require prompt decisions to serve both short and long term emergency management needs. In order to ensure that these decisions are made effectively, a Policy Group has been established to address issues concerning the safety and welfare of the public, staff, property and the environment. Decisions from the Policy Group are communicated to the Unified Command for implementation and the public through the Indiana State Fair Commission Public Relations Director.

The head of the Policy Group is the Executive Director of the Indiana State Fair Commission. The Executive Director will convene the Policy Group as needed at a time and location of her choosing.

The Policy Group consists of:

- Executive Director of the Indiana State Fair Commission
- Chief Operating Officer of the Indiana State Fair Commission
- Chairman of the Indiana State Fair Commission
- Governor's representative to the Indiana State Fair Commission
- Director of Facility Management of the Indiana State Fair Commission

During the Indiana State Fair, the following are added to the Policy Group:

- President of the Indiana State Fair Board
- Indiana State Police Event Commander

As the head of the Policy Group, the Executive Director has signed a delegation of authority that designates the ISFC Chief Operating Officer, or in his absence the Director of Safety & Security, to serve as the Event/Incident Commander and act with full authority of the Indiana State Fair Commission to direct preparedness, response and recovery operations at the Indiana State Fairgrounds. If time and circumstances allow, the Executive Director and the Policy Group will be consulted prior to making any decisions. If time and circumstances do not allow, the Event/Incident Commander may immediately take whatever actions are necessary to protect life and property on the Indiana State Fairgrounds.

#### **3. Command and General Staff (ICS staff)**

The ICS structure used by the Indiana State Fairgrounds reflects the structure defined in the National Response Framework (NRF). Each Command and General Staff position provides support, resources, program implementation and services to meet their specific challenges and responsibilities within the mitigation, preparedness, response and recovery phases of emergency management.



## INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### II. CONCEPT OF OPERATIONS

The Indiana State Fairgrounds ICS concept is illustrated on the following pages with an overview of general functions. However, additional tasks could be assigned to address specific emergency management needs.

Each Support Agency is responsible for developing written Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs) to support the CEMP. Each support agency must also conduct training, exercises and evaluation of their SOPs, guides and plans to ensure their effectiveness and integration into the CEMP.

#### INCIDENT COMMAND SYSTEM POSITION DESCRIPTIONS

**COMMAND STAFF:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

#### INCIDENT COMMANDER

**General Functions:** The Incident Commander (IC) is responsible for the command function at all times. As the identity of the IC changes through transfers of command, this responsibility shifts with the title. The term "Command" in this section refers jointly to both the person and the function. The IC may use one or more deputies to perform specific tasks, reduce the IC's span of control, or work in a relief capacity.

Primary: Chief Operating Officer or designee

#### PUBLIC INFORMATION OFFICER

**General Functions:** The PIO is responsible for interfacing with the public and media and/or with other agencies that require incident-related information.

Primary: Public Relations Director

#### SAFETY OFFICER

**General Functions:** The SO monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The SO has emergency authority of the IC/UC to stop or prevent unsafe acts during incident operations.

Primary: Contracted Security

#### LIAISON OFFICER

**General Functions:** The LNO is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO

Primary: Public and Employee Safety Coordinator



## INDIANA STATE FAIR COMMISSION COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

### II. CONCEPT OF OPERATIONS

**GENERAL STAFF:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

#### **OPERATIONS SECTION CHIEF**

General Functions: The OSC directly manages all incident tactical activities and implements the Event Action Plan. In the ICS structure this section normally includes subordinate branches, divisions, and/or groups.

Primary: Director of Facility Maintenance

#### **PLANNING SECTION CHIEF**

General Functions: The PSC is responsible for working closely with the OSC and the IC in formulating the best possible picture of the current situation. Working closely with the IC and the OSC in determining the incident strategy and tactical objectives. The OSC is also responsible for completing necessary forms for the Event Action Plan during the State Fair.

Primary: Director of Safety and Security

#### **LOGISTICS SECTION CHIEF**

General Functions: The Logistics Section is responsible for providing facilities, services, and materials in support of an incident response. The LSC is responsible for the ordering of all resources through appropriate procurement methods.

Primary: Senior Director of Administration

#### **FINANCE/ADMINISTRATION SECTION CHIEF**

General Functions: The FSC is entrusted with monitoring and coordinating funding from multiple sources. The FSC also ensures that all local, state, and federal rules and laws are complied with in regards to spending.

Primary: Chief Financial Officer



## **II. CONCEPT OF OPERATIONS**

### **D. PUBLIC INFORMATION**

During an incident or planned event, providing coordinated and timely public information is critical to helping the affected community. Effective and accurate communication to the public about an incident can save lives and property, and can also help to ensure credibility and public trust. This vital public safety information is disseminated through various media outlets, including television, radio, print and the Internet.

#### **1. Public Information Officer (PIO)**

The Indiana State Fair Commission Public Relations Director serves as the ISFC representative responsible for communicating with governments, the media, the private sector, the general public and special needs populations, with respect to incident related information. During the annual Indiana State Fair the ISFC Public Relations Director will receive assistance from and coordinate with the Indiana State Police Public Information Officer during emergency situations.

#### **2. Joint Information Center (JIC)**

If the nature of the emergency requires representatives from multiple agencies and organizations collaborating to provide a unified message regarding response and recovery efforts to the public, a Joint Information Center (JIC) will be established. Information regarding the provision of assistance will be communicated in an accessible format from the JIC.

#### **3. Media Access to the ISF Operations Center**

Due to the operational requirements and limited space within the ISF Operations Center, media representatives will not be allowed into the ISF Operations Center. At the discretion of the ISFC Executive Director, media representatives may be permitted on a very limited basis, during non-critical periods of the response operation.

#### **3. Social Media**

Social media updates and monitoring will be the responsibility of the ISFC Chief Marketing Officer and his/her staff.



## **II. CONCEPT OF OPERATIONS**

### **E. EMERGENCY MANAGEMENT PHASES - GENERAL ACTIVITIES**

Emergency management at the Indiana State Fairgrounds is achieved through four distinct phases: Mitigation, Preparedness, Response and Recovery. These phases were established to effectively address key emergency functions before, during and after a disaster.

#### **1. Mitigation**

Mitigation can be defined as efforts to lessen the impact of natural or human-caused disasters in order to prevent or protect against the long-term risk to human life and property. Common mitigation tasks include, but are not limited to:

- a) Establish procedures used to educate and involve the ISFC employees in mitigation programs
- b) Identify potential protection, prevention, and mitigation strategies for high-risk targets
- c) Establish procedures used to develop event-specific protection plans
- d) Establish regulations and policies to protect life and property

#### **2. Preparedness**

Preparedness can be defined as the range of deliberate critical tasks and activities taken that are necessary to build, sustain and improve operational capabilities to respond to and recover from emergencies and disasters. Common preparedness activities include, but are not limited to:

- a) Delegate authorities and responsibilities for emergency actions
- b) Assign, designate, and/or procure personnel, facilities, equipment, and other resources to support emergency actions when needed
- c) Training of personnel, including a program which tests and exercises essential equipment and emergency plans and procedures
- d) Establish an electronic resource management system including inventory, deployment, and recovery capabilities



## **II. CONCEPT OF OPERATIONS**

### **3. Response**

Response can be defined as those immediate actions to save lives, protect property and the environment and meet basic human needs. Response also includes the execution of emergency plans and actions to support short term recovery.

Common response tasks include, but are not limited to:

- a) Provide ISFC resources to responders as requested in order to save lives, protect property, and the environment
- b) Establish and maintain situational awareness and a common operating picture for an incident
- c) Disseminating warning, emergency public information and instructions to staff, vendors and visitors in the affected area

### **4. Recovery**

Recovery can be defined as those actions or programs implemented to restore infrastructure, as well as the social and economic aspects to a pre-incident state. Recovery efforts begin as response resources are activated. These recovery efforts are dependent upon the complexity of an incident and its impact on an area. For this reason, recovery takes place in two distinct levels:

- a) Short-Term Recovery is defined as the immediate actions that overlap with response. These actions may include meeting essential human needs, restoring utility services, repairing damaged areas and reopening an event
- b) Long-Term Recovery is defined as elements commonly found, but not exclusively, outside the resources of the ISFC. This level may involve some of the same short-term recovery actions which have developed in to a long-term need. Depending on the severity of the incident, long-term recovery may include the complete redevelopment of damaged areas
- c) Recovery efforts for the Indiana State Fairgrounds may need to be coordinated with local agencies (DPW, IFD, IMPD, Indy DHS, IPL, Citizens Gas, etc.), and/or state agencies (IDHS, ISP, INDOT, etc.).



### **III. FINANCIAL MANAGEMENT & ADMINISTRATION**

#### **A. INTRODUCTION**

In accordance with the Governor's Executive Order 05-09, the cost of providing services, facilities, equipment, personnel and resources during an emergency shall be borne by the Indiana State Fair Commission. The type of emergency or disaster will dictate the procedures and amounts expended.

Logs, formal records and file copies of expenditures to provide clear and reasonable accountability and justification for reimbursement from state and federal resources will be maintained during an emergency or disaster. The keeping of these records facilitates the final closeout of financial operations and supports an audit of financial records.

#### **B. RESPONSIBILITIES**

The ISFC Chief Operating Officer or designee will act as the primary coordinator for incident operations and will outline critical resources, equipment and services which may require the expenditure of funds to manage and stabilize emergency situations.

The ISFC Chief Financial Officer will serve as the primary advisor to the ISFC Executive Director or designee on all financial matters. The ISFC Chief Financial Officer will work to ensure that funds are properly managed.

Supporting agencies will maintain documentation of any expenditures of personnel, equipment and/or supplies when supporting the ISF Operations Center during planned or emergency events using appropriate Incident Command System forms.

#### **C. FINANCIAL MANAGEMENT OPERATIONS**

Timely financial support of response activities will be critical to successful emergency response. Innovative and expeditious means may be used to achieve financial objectives. It is mandatory for generally accepted state financial policies, principles and regulations to be employed to ensure against fraud, waste and abuse and to achieve proper control and use of public funds.

The procurement of resources will be in accordance with Indiana State Fair Commission administrative rules (80 IAC 1) and statutory requirements for established procedures regarding emergency and non-emergency conditions.

#### **D. FINANCIAL RECORDS & SUPPORTING DOCUMENTATION**

The Indiana State Fair Commission will maintain records, receipts and documents to support claims, purchases, reimbursements and disbursements. Reimbursement requests will be documented with specific details on personnel services, travel and other expenses.



### **III. FINANCIAL MANAGEMENT & ADMINISTRATION**

When requesting reimbursements, the ISFC will maintain all financial records, supporting documents, statistical records and other records pertinent to the provision of services or use of resources. These materials will be accessible to authorized representatives for the purpose of making audits, excerpts and transcripts.

#### **E. AUDIT OF EXPENDITURES**

The expenditures of state and federal funds related to emergencies or disasters are subject to audit in accordance with state/federal statutes and audit procedures.

#### **F. GUIDANCE FOR FINANCIAL OPERATIONS**

The ISFC Chief Financial Officer will provide written guidance and technical assistance in the support of financial operations for the Indiana State Fair Commission as it relates to emergency and disaster activities.



#### **IV. PLAN MAINTENANCE**

##### **A. GENERAL**

The maintenance of the CEMP requires revisions and updates which reflect the evolving needs of emergency management. Additional information is also incorporated from lessons learned in After Action Reports (AAR) and Improvement Plans developed following exercises or emergency events.

This continual maintenance and review of the CEMP will be accomplished by the Indiana State Fair Commission Public Safety Department and supporting agencies.

##### **B. RESPONSIBILITIES**

The Indiana State Fair Commission has prepared the CEMP and is responsible for the maintenance of the document. Primary and support agencies mentioned in the CEMP are responsible for ensuring the tasks outlined in are accurate and reflect their overall ability to manage, support and deploy resources to perform life saving activities. Further updates, revisions or maintenance to these tasks will be coordinated with the ISFC for integration into the CEMP during the scheduled review.

Those agencies with assigned responsibilities under the CEMP will be asked to participate in the revision process. Documentation will be maintained from agencies participating in the review process.

##### **C. FREQUENCY**

The Indiana State Fair Commission, in coordination with other state agencies and stakeholders, will review the CEMP twice each year, once in March and again after the Indiana State Fair in August and provide revisions and updates, as needed. After any exercise, or significant event the CEMP will be reviewed to reflect revisions and updates from lessons learned in the AAR and improvement plan.



## **IV. PLAN MAINTENANCE**

### **D. TESTING, EVALUATION AND CORRECTIVE ACTION**

#### **1. Testing**

The ISFC will coordinate with IDHS to design training and exercise programs to increase the level of preparedness, as well as test and validate the CEMP.

Additionally, the ISFC will participate in the state's annual Training & Exercise Planning Workshop (TEPW) and develop a 3 year training and exercise plan. The ISFC will prepare staff for emergencies and disasters by having each staff member complete a standardized training and exercise work plan. This training and exercise work plan will be in accordance with the NIMSCAST and other identified standards.

#### **2. Evaluation**

Validation of the CEMP is accomplished through evaluations and assessments of the tasks performed during an exercise and after each emergency or disaster. The objective of this process is to identify performance strengths and deficiencies in order to develop the necessary corrective actions.

#### **3. Corrective Action**

Corrective actions are recommended improvements discovered after an exercise, and/or emergency or disaster. The recommendations are compiled in an AAR and developed into an improvement plan with the necessary corrective actions. Corrective Action Plans should be completed within established HSEEP standards, reflect responsible parties/agencies, and identify corrective actions.