



July 10, 2017

F2017-07

TO: All Fair CEO's and Board Chairs

SUBJECT: Emergency Preparedness and Preparation

To ensure that fair managers and staff are prepared to open fairgrounds for a natural disaster, fire camp, or evacuation center, it is recommended that each fair develop a protocol identifying the roles and responsibilities for each staff member involved. This will ensure that staff is well informed and enable the fairgrounds to open and operate smoothly when notified by emergency service personnel (i.e., local first responders). For more information, please reference [Report 3: California Fairgrounds Concept of Operations in Support of Disasters and Catastrophes](#).

Fairs & Expositions is recommending that each fair reach out and establish contacts with your local OES (Office of Emergency Services), US Forest Service, and Cal Fire representatives. Please see the [attached current contact list](#) for your local OES, US Forest Service, and Cal FIRE representatives. After contacting local first responders, if you are in need of developing a contract with OES, US Forest Service, or Cal FIRE, please contact F&E for examples of emergency response contracts that are available as a resource. For more information, please reference the attached [2017 US Forest Service, Local OES, Cal FIRE, and Red Cross Points of Contact](#).

If the fairgrounds are called into service and are serving as a fire/emergency camp, please notify Fairs & Expositions as soon as possible with the following information:

- Name of the fairgrounds
- Name of the Agency that is onsite
- Official name of fire or emergency
- Start and proposed end date of fire/emergency camp
- Rate charged per day
- Number of emergency personnel onsite
- Number of evacuees
- Number and type of animals
- Name of Partner agencies, if any, assisting onsite
- Fair Events cancelled due to fire/emergency

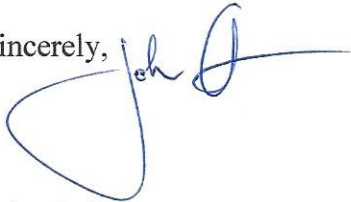
If the fairgrounds are serving as an evacuation center, please notify Fairs & Expositions with the following information:



- Name of the fairgrounds
- Name of the Emergency organization(s) onsite
- Official name of emergency
- Start and proposed end date that fairgrounds served as an evacuation center
- Number of emergency personnel onsite
- Number of evacuees
- Number and type of animals
- Fair Events cancelled due to the evacuation center

If there are questions regarding emergency preparedness for fairgrounds, please call F&E at 916-999-3000.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Quiroz", with a large, stylized flourish extending from the end of the signature.

John Quiroz
Branch Chief

Enclosures

- 1) 2017 US Forest Service, Local OES, Cal FIRE, and Red Cross Points of Contact
- 2) Report 1: California Fairgrounds Support of Disasters and Catastrophes
- 3) Report 2: California Fairgrounds Best Practices and Resources Use in Support of Disasters and Catastrophes
- 4) Report 3: California Fairgrounds Concept of Operations in Support of Disasters and Catastrophes