



The Ranch

Larimer County Fairgrounds
and Events Complex

Emergency Action Plan

Updated 2/2015

Table of Contents

Emergency Contacts.....	3
Chain of Command.....	3
Hospital Information.....	4
Hospital Map.....	5
Local Veterinary Services.....	6
Assault/Theft/Other Crime.....	7
Infectious Livestock Disease.....	8
Injured Animal/Livestock.....	9
Lost Child.....	10
Medical Emergency.....	11
Smoke/Fire/Fire Alarm.....	12
Tornado.....	13
Transportation Related Accident.....	14
Radio Communication.....	15
Power Outage.....	16

Emergency Contacts

9-1-1 for all Emergencies

Non-Emergency Larimer County Sheriff's Office 970-416-1985

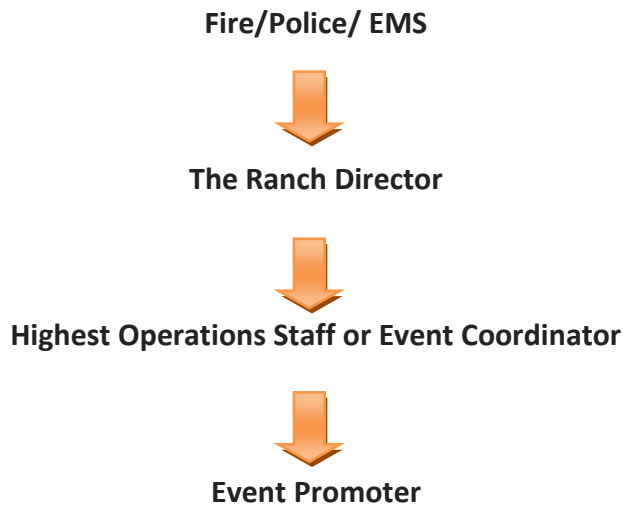
The Ranch Address 5280 Arena Circle
Loveland, CO 80538

The Ranch Staff

Abby Powell	Sr. Event Manager	970-566-4287
Rachel Befort	Event Coordinator	970-690-2968
Kaitlin Sorensen	Event Coordinator	303-903-7632
Erin Rome	Event Coordinator	303-929-9726
Richard Rule	Operations	970-566-3526
Colton Waters	Operations	970-759-3319

Chain of Command

In the event of an emergency, the event promoter should contact Ranch personnel with the emergency details and call 911, if necessary. Ranch personnel will relay information from first responders to the show promoter until they arrive on the scene.



The following locations are designated as the command posts for information dispersal in the event of an emergency.

Command Posts

Ranch-Way Feeds Indoor Arena & Pavilions	Main foyer Entry/Offices (South Side)
1 st National Bank Exhibition Hall (North & South Halls)	Main Foyer Entries (Ease Side)
McKee 4H, Youth & Community Building	Main Foyer Entry (South Side)

Hospital Information

Address of Nearest Hospital

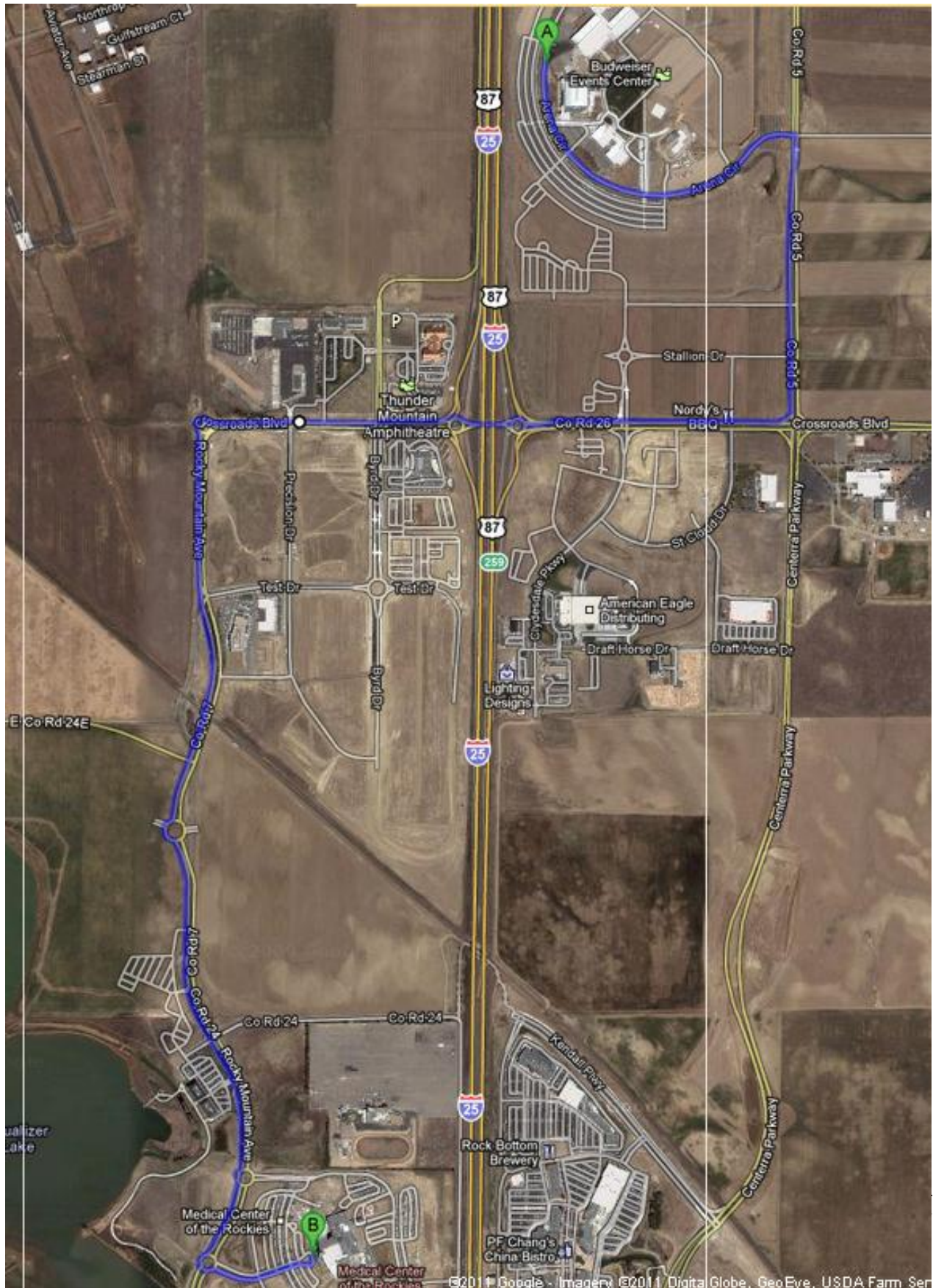
Medical Center of the Rockies

2500 Rocky Mountain Ave.
Loveland, CO 80538
970.624.2500

Directions to Medical Center of the Rockies

- Turn right onto **Co Rd 5/Fairgrounds Ave.**
- Turn right onto **Co Rd 26/Crossroads Blvd**
- Slight left onto **Co Rd 7/Rocky Mountain Ave**
- Continue to follow **Rocky Mountain Ave** through the next two traffic circles
- The hospital will be on the left hand side- **2nd exit** on the traffic circle

Map to Medical Center of the Rockies



Local Veterinary Services

Below is a list of local small and large animal veterinary services. None of the following are specifically endorsed by The Ranch.

Colorado State University - Emergency and Non Emergency

300 West Drake Road
Fort Collins, CO 80523
(970) 297-5000

Barnyard Veterinary Services, LLC

Dr. Shannon Fancher
2051 West CR 14
Loveland, CO 80537
(970) 669-2340

Ambulatory Equine Medicine Inc

PO Box 1537, Loveland, CO 80539-1537
(970) 461-2061

Boyd Lake Veterinary Services

3850 E 15th St, Loveland, CO 80538
(970) 344-6214

Banfield Pet Hospital

1715 Rocky Mountain Ave, Loveland, CO 80538
(970) 278-0176

ASSAULT / THEFT / OTHER CRIME

If you have an emergency (If you need IMMEDIATE help, you feel a threat to your safety, or the crime is in-progress), call: 9-1-1.

If you need to report a crime that has already occurred (not in-progress) and you are safe, please call the Larimer County Sheriff's Office non-emergency number: 970-416-1985.

- Tell the dispatcher your name, your phone number, the location of the problem, and what the problem is. Be as specific as possible.
- Prepare to meet with law enforcement when they arrive. Be in a location that is visible and identify yourself as the caller when you meet with them.
- Notify a Ranch Event Coordinator or Operations staff of incident immediately.

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Infectious Livestock Disease

In the event of an infectious disease breakout or quarantine the following protocol will be followed:

- If any animals are thought to have been exposed to, or showing symptoms of an infectious disease, please contact a Ranch Event Coordinator or Operations staff.
- The Ranch staff will work in cooperation with the event organizer and veterinarian to isolate infected animals and prevent further contamination.
- The State Veterinarian Office and or Colorado State University would manage the situation and any quarantine procedures if the animal is diagnosed with a infectious disease that falls in their area of management.

Quarantine Protocol

- Sanitize all barns (stalls, aisles, wash racks) with a bleach/water solution.
- Dip all tools used for cleaning (brooms, shovels, dust pans) in a bleach/water solution after each use Post signage in barn areas
 - Caretaker instructions
 - “Do not touch other people’s horses”
- Place hand sanitizer in the barn and restrooms for exhibitors to proactively maintain a safe environment.
- Daily procedure during an event
 - Repeat sanitization of wash racks every 2 hours throughout the day
 - Immediately remove any manure/bedding piles from the barn.
 - Maintain aisles clear from manure/urine
 - Dip baths every hour for equipment used to clean aisle ways

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Injured Horse/Livestock

If a horse/livestock goes down in the arena or on grounds please follow these steps:

- Stop all participants or nearby patrons
- Secure the area
- Assess the injuries of any humans involved and call 9-1-1, if necessary
- Assess the injuries of the down animal and call the veterinarian, if necessary (see contact numbers on pg. 6)
- Notify a Ranch Event Coordinator or Operations staff with the incident details (see numbers of pg. 3).
 - Please inform a Ranch Staff member if the sled is needed to remove the animal if the animal is disabled.
- A Ranch Staff member will provide a Larimer County incident report to be filled out
- If the animal needs to be transported to a local veterinarian or clinic such as Colorado State University, the owner of the animal is responsible for transportation and cost of transportation as well as any medical costs.
- If the animal does not survive the incident, the body will be removed from the area and placed in a secured location near The Ranch Maintenance Shop to keep it out of public view. The owner is responsible for removal of the animal and will have to do so with identification of ownership and notice to both The Ranch and the Event Organizer within 24-48 hours of the incident.

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Lost Child

Lost Child is found without parent:

- Remain with child and notify Event Coordinator or Ranch employee.
- Event Coordinator will notify Police/security (if campus wide/large scale event)
- The child will be escorted and remain in The Ranch's main office until parents arrive
- Public announcements will be made

Parents Lose Child:

- Parents should notify a Ranch Event Coordinator or personnel of lost child
- Full description of child should be given to Ranch staff including: name, age, clothing, and last whereabouts and time
- The Ranch Staff will inquire if the lost child has any known allergies or medical conditions
- Contact information for parents will be gathered and dispersed to appropriate Ranch personnel & Larimer County Sherriff's/Security members
- The Ranch staff will notify Larimer County Sheriff's office/security
- Public announcements will be made and a search will commence
- A public announcement, Ranch staff, Sherriff's and Security will be notified when the child is found.

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Medical Emergency

In the event of a medical emergency:

- Remain calm

- Dial 9-1-1. If you do not have a phone , remain with the subject and send someone to call 9-1-1

- Tell the dispatcher your name, the number of the phone you are calling from, the location of the emergency, and the situation. *Be as specific as possible*

- Send someone to meet with the fire department/ambulance when they arrive

- Notify the nearest Ranch employee/Event Coordinator

- A Ranch Staff member will provide a Larimer County incident report to be filled out

SMOKE / FIRE / FIRE ALARM

- If you see smoke or a fire in a building, activate the nearest fire pull station and EVACUATE IMMEDIATELY & CALL 9-1-1
- In the event of a fire alarm, EVACUATE IMMEDIATELY.
- Ranch personnel, upon direction from the Fire Department, will advise when it is safe to return to the building.
- Avoid parking lots and remain at least 300 feet away from the building.

In the event of a fire emergency in the Ranch Way Feeds Indoor Arena or Pavilions follow the preceding instructions in addition to the following:

- If a fire alarm is activated the roll up doors separating the arena and pavilions will automatically close.
- All other roll up doors in the arena and pavilions may be operated by the manual pull chain in the event of the electrical power loss.
- Evacuate with livestock avoiding parking lots and remain at least 300 feet away from the building.

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Tornado

A Ranch Event Coordinator will monitor weather conditions and notify promoters with potential threats. In the event of a tornado warning, please follow these steps:

If you are in the First National Bank Exhibition Building or McKee 4H, Youth & Community Building:

- Seek shelter in the kitchen or restrooms-avoid windows and glass or relocate to the bottom level of the Budweiser Events Center as directed by The Ranch staff

If you are in the Ranch Way Feeds Indoor Arena or Pavilions:

- Seek shelter in the bathrooms or relocate to the bottom level of the Budweiser Events Center as directed by The Ranch Staff
- Avoid standing by windows and glass
- All livestock can either be left in the pavilions or tied up with a breakaway rope in an outdoor arena **at the owner's discretion.**
- In the event a tornado warning occurs with an occupied barn after show hours, and the owner is not present, all livestock will **remain** in their stalls.

All patrons must stay within the tornado safe area until it has been determined that it is safe to exit the area.

A Ranch Event Coordinator will be in communication with the local authorities to determine safety hazards and when the warning has expired.

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

TRANSPORTATION RELATED ACCIDENT

Due to The Ranch's close proximity to the I-25 corridor and the Ft. Collins-Loveland Municipal Airport, the potential for a transportation accident (hazardous materials release, toxic vapors or gasses) or an aircraft accident exists.

In the event of a hazardous materials spill or aircraft accident, you may be directed to evacuate the facility or shelter. This will be determined by the type of hazardous material, the wind direction, and the potential for the incident to affect the Ranch.

- Remain calm.
- You will be directed by Ranch personnel to remain in the building you are currently in, evacuate the premises, or relocate to another building.
- If an evacuation is necessary, Ranch personnel will advise the best direction to exit the property (so you do not drive into a toxic vapor cloud).
- These types of emergencies have the potential to change quickly. Listen for further directions.
- Do not call 9-1-1 for updates. Dispatchers will be busy allocating resources to the problem.

In the event of a transportation emergency and livestock need to be evacuated off grounds, please follow the preceding instructions in addition to the following:

- If instructed by authorities or Ranch personnel to seek immediate shelter, leave livestock in stalls, pens or tied up with a break-away rope **at the owners discretion.**
- If evacuation is necessary please evacuate the barns per the instruction of authorities or Ranch Personnel.

(Depending on the evacuation timeframe, livestock only may be loaded, not tack or other belongings. Authorities or Ranch personnel will advise the show manager with the timeframe.)

**If you or a patron of the event is approached by the media as a result of the accident, please refer them to a Ranch Event Coordinator. Please refrain from making any statements.*

Radio Communication

In the case of an emergency, radio communication should only occur between the people below. Please keep all communication clear and concise and remain calm. A Ranch employee will inform the promoter of information as it becomes available.

** If a power outage occurs, switch to the TA channel*



Power Outage

In the case of a power outage, please follow these procedures:

First National Bank Exhibition Hall & McKee 4H, Youth & Community Building

- Remain calm
- Notify operations and/or your event coordinator
- Wait for further information from a Ranch staff member

**First National Bank Exhibition Hall Only: The overhead fire door separating the North and South Hall will automatically close. It can not be manually opened, but will open upon restoring power.*

Ranch-Way Feeds Indoor Arena & Pavilions

- Remain calm
- Notify operations and/or your event coordinator
- Wait for further information from a Ranch staff member

**The overhead doors separating the Indoor Arena from the Pavilions will automatically shut. They can be manually opened with the chain pulley.*

*****If a campus wide power outage occurs all radio communication must be on the TA channel***