



Washington County Fair Directors & Superintendents Handbook 2026

**Includes the Following:
Condensed Emergency Incident/Action Plan
& Map of Fairgrounds**

**Please read through the procedures and become familiar with them.
Please advise your exhibitors that they should return to their respective
Barn/Building/Tent in case of an Emergency and await further
instructions.**

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Washington County Fair Emergency Plan

EMERGENCY POLICY AND PROCEDURE ORGANIZATIONAL SUMMARY

PURPOSE: The purpose of this plan is to guide staff, board members, volunteers, and agencies in the event of an emergency on the grounds of the Washington County Fair. In addition, this plan will recognize all agencies at this facility and define the coordination between these agencies to provide the clearest and most precise emergency response protocols.

POLICY: An emergency will be declared by the General Manager or President of the Fair in consultation with principal WCF staff members and the Washington County Emergency Services. Any such declaration will include a designation of the level of response required.

SUMMARY: This plan outlines and provides guidelines for the goals, procedures, and responsibilities of the Washington County Fair, its Board, staff, employees, and allied support groups. Included is a chain of command that will be adapted to general, specific, and uncommon or unknown emergencies. This plan intends to provide the most efficient and safest emergency response and evacuation procedures to protect the lives of our exhibitors and guests at the Washington County Fair. By clarifying events by type and special needs, defining the responding agencies and their respective duties, and providing clear and precise descriptions of the facilities, this plan will ensure documented coordination to achieve the intended outcome.

The Washington County Sheriff's Department is on the grounds during Fair hours and provides security from 11:00 p.m. to 7:00 a.m. Additionally, the EMS Rescue Squad operates during Fair hours.

- Emergency help may be summoned from the Washington County Command Post (located upstairs in the Fair Office) during open hours of the Fair.
- **After the Fair closes, help may be summoned by contacting our Night Watchman in Barn 4 (Mike Abbott), Charlie Peabody, who is located at Inner Gate C near Beef Barn 9, and the Washington County Sheriff's Dept., located at Outer Gate C.**
- Fair Security will also be patrolling the grounds and may be contacted using channel one on Fair Radio or by dialing 911 using your cell phone.
- Help may also be summoned by stopping at any fairground site equipped with a two-way radio. They will contact the appropriate personnel for you.
- **The Fair Office phone numbers are 518-692-2464 or 518-695-4717.**
- All directors will be contacted and report to the Fair Office if a major emergency occurs. All directors, superintendents, and employees shall direct any news media to the Fair Office. All media will be directed to the person appointed by the Fair President for information.
- If a significant emergency occurs, the Incident Command System will be set up with a representative of the Sheriff's Dept., Fire Dept., EMS, NY State Police, and Fair Board at a designated area.

COMMAND POST:

A command post will be established upstairs in the Fair Office. If this is not feasible, an alternative site will be specified. Emergency lighting, telephones, and radio communication will be established as soon as possible. Representatives of the principal managers, staff, and agencies (as indicated on the next page) will assemble for immediate briefing and periodic updates as needed. Necessary support staff and equipment will be determined and drawn from resources identified for a specific occurrence.

INCIDENT MANAGEMENT

Incident Management will be conducted per the National Incident Management System (NIMS). The Incident Command will be from the agency having the principal responsibility for the incident that is being handled.

PRINCIPAL MANAGERS

Principal Managers include the Fair Board President, Vice President, and General Manager.

PRINCIPAL WCF STAFF

The Treasurer, Entry Secretary, Ticket and Gate Managers, and Maintenance Staff make up the principal staff.

PRINCIPAL AGENCIES

1. Washington County Emergency Management Services
2. Washington County Sheriff's Department
3. Middle Falls Fire Department
4. Easton Greenwich EMS

The Manager will notify the principal staff on the Chain of Command deemed necessary for the situation. Principal staff will notify those in the Chain of Command considered essential for the incident and advise them on how to proceed.

Managers will be assigned operations functions, including electricians, skilled trades staff, contracted services, equipment & operators, communications, and liaison/communications.

COMMUNICATIONS ON THE FAIRGROUNDS

Emergency Contact Numbers

Fair Office	518-692-2464	Fax:518-692-1021
First Aid Station	911	Channel 1
Washington County Public Health Dept. (any BITES, abrasions, or animal saliva involved)	518-746-2400 (M-F 8 am-4:30 pm)	518-681-0363 (nights & weekends)
Safety Coordinator: Lt. Greg Danio		
Safety Coordinator: Robbin Anusewski	518-257-6459	
General Manager: TBA	518-692-2464	
Maintenance Manager: Chris Doyle	518-692-2464	518-369-1393 (c)
President: Brian Gilchrist	518-692-2464	518-339-5059
Vice Pres: Greg Rowland	518-321-5826	
Entry Secretary - Jill Greening	518-692-2464	518-260-2813 (c)

RADIO CHANNELS:

Most show superintendents will sign out a Two-Way Radio for use during their show. It should be tuned to Channel 1. In an emergency, this should be used to call for support. This should be the quickest way to call for help, as cell phones can be spotty during Fair week. Please identify yourself and your location and clearly state the emergency.

Channel	Department	Persons
1	Fair Command Post EMS Fire Police Fair Security Night Watchman ~ Barn 4	Brian Gilchrist General Manager ~TBD Chris Doyle Jill Greening Lt. Greg Danio Robbin Anuszewski
2	Maintenance Audio Technician	Chris Doyle Craig Hansen
3	Main Ticket Gate Outer Gate C HorseTrailer Lot	Jill Harris
4	Parking Lot	Andy Scott
5	Courtesy Carts	Roger Shaw
6	MotorSports & Pit Gate E	Mike O'Konski Larry & Tara Nolan

BARN/BUILDING SUPERINTENDENTS SAFETY CHECK LIST:

In the case of most emergencies that affect the fairgrounds, an announcement will go out directing exhibitors to return to their Building/Barn/Tent to wait for further instructions. The Barn/Building Superintendents are the ones who will be alerted as to the next steps to take.

Check your building/barn daily for the following and take care of or report problems or concerns to the Fair Office.
It would be a good idea to have a flashlight on hand in case of an emergency.

- ☐ Check that the fire extinguisher is fully charged.
- ☐ Check propane tanks for leaks and make sure they are secured with a fireproof fastener.
- ☐ Check that all lighting and radios, etc., do not come in contact with flammable materials.
- ☐ Check for potential display hazards.
- ☐ Check for pedestrian safety.
- ☐ Ensure that cords and hoses are kept off the walkways or are securely fastened to prevent tripping.
- ☐ Check that lead cords are in good condition and are made of 14-3 wires or bigger.
- ☐ Make sure there are no unusual packages/things left around the building.

IN THE CASE of WEATHER THREATS:

The Washington County Fair regularly and frequently monitors the progress of storms in the area. The Washington County Emergency Management Office is the primary resource for WCF information on approaching storms. The Fair also utilizes meteorologists from the National Weather Service for daily forecasts and updates on weather conditions.

Procedures:

- Remain Calm.
- There are emergency lights in each building.
- Keep a flashlight handy in your exhibitor area and your camper if on the grounds.
- Stay tuned to your communication device for updates and instructions.
- The Sheriff's Dept may drive around with a portable PA announcing information/instructions.
- Assist with information for possible shelters and evacuation routes.
- Take Shelter as needed or directed. Remain in the Shelter until an "ALL CLEAR" is called.
- Assist in crowd control.
- Try to keep people away from animals, as they may be agitated by the inclement weather.
- Camper patrons will be advised of procedures to take depending on the weather conditions. Remind Exhibitors to be aware & attentive, and try to remain calm.

IN THE CASE of ANIMAL WELFARE INCIDENTS:

The Washington County Fair will cooperate with the New York State Department of Agriculture & Markets to ensure that exhibits, displays, and competitions meet the acceptable standards for animal welfare. The New York State Department of Agriculture. & Markets and the Washington County Fair reserve the right to move animals in an emergency.

Animal Rights Advocates:

Animals must be under the supervision of the owner or a designated person. Outsiders or Activist groups are prohibited from handling or provoking animals in any manner. They may not harass or incite owners or visitors with their own beliefs. Such an occurrence will cause transgressors to be removed from the grounds.

Procedures:

- Remain calm. Notify your Barn Supt. If available.
- Do NOT challenge or provoke the person or group.
- Do NOT get into a discussion of right or wrong.
- Direct persons to contact the Fair Office (518-692-2464) & go to the Fair Office.
- Direct all media to the General Manager in the Fair Office.
- Try to discreetly identify the leader(s) of the incident by physical appearance or name.
- Call the Fair Office (518-692-2464) or call 911 if you feel it is necessary.

IN THE CASE of ANIMAL INJURY:

The individual owner is responsible for the care and well-being of their animal. Please call your Veterinarian and determine the needs. If they suggest the animal needs to leave the grounds, contact the Entry Office and speak with the Entry Secretary (who will contact the NYS Vet to evaluate and complete necessary paperwork).

IN THE CASE OF AN ANIMAL BITE:

There is an inherent possibility of a person getting a bite, scratch, or abrasion with saliva contact of an open wound because we have animals on the fairgrounds. To provide the safety of the animals, humans, and the environment without causing harm to any, we must take the most precautions to protect (from Rabies) all in the major public setting of the Washington County Fair.

Thus, the following precautions are required by the NY State Health Dept:

Any animal that has bitten a human has to meet the following Gold Standards:

- The animal must be isolated and observed for behavior & health by the Animal Control Officer for 10 days.
- Since the Washington County Fairgrounds is a major public setting, the animal must leave the Washington County Fairgrounds (taken home) to meet the isolation requirement and be observed for its behavior and health.
- Even though the Washington County Fair requires that all animals 3 months of age receive a Rabies Vaccination at least 14 days before entry onto the fairgrounds, nothing is 100%. These precautions protect our animals, humans, and the entire fairgrounds.

ALL Animal bites that occur on the fairgrounds MUST follow the protocol below:

1) Take the person to the FIRST AID STATION (Building #17):

- To receive treatment for the bite.
- The incident must be reported - paperwork to be filled out by the First Aid Person.
- First Aid Station is to CALL the Public Health Office at: 518-746-2400
After Hours: 518-681-0363

2) First Aid is to walk the person across the street to the ENTRY OFFICE:

- Ask for the Entry Secretary (Jill G), who will complete the Animal Bite Report, getting the contact information of the animal that did the biting and the exhibitor information. Then contact the NY State Vet, who will evaluate the health and behavior of the animal.
- Once the above has been completed, the Entry Secretary (Jill G.) will complete the Animal Release Form for the Animal to be removed from the fairgrounds. The exhibitor will be given a copy of both the Bite Report and the Animal Release Form.
- Then the Entry Secretary will email the Bite Report to: rabiesreporting@washingtoncounty.ny.gov

IN THE CASE of ANIMAL DEATH:

Occasionally, an animal death occurs at the Fair. If death occurs, it MUST be reported to the NY State Veterinarian in charge as soon as possible.

Procedures:

- Promptly remove the animal from the public exhibit & cover it with a blanket or tarp.
- Call the Entry Office (ask for Jill), who will then contact the NY State Veterinarian.
- We will have you locate the deceased animal in a secure location (the Maintenance Shop) where the Vet will inspect it and give us the approval to remove the animal and file the appropriate paperwork.

NO animal is to leave the Fairgrounds without prior approval from the NY State Veterinarian in charge (as per Ag. & Markets Rules & Regulations)

IN THE CASE of PERSONAL INJURY:

- Do NOT move an individual who has fallen or who may be in pain.
- CALL 911 if medical assistance is required. Tell the dispatcher you are on the Washington County Fairgrounds and give the following information:
 - ❖ Your Name & Your Location of the Fairgrounds
 - ❖ The Nature of the Emergency
 - ❖ A callback number
- Notify Fair Managers at 518-692-2464 or 518-695-4717 or use a two-way radio (Channel 1)

IN THE CASE of FIRE:

- If you see smoke or fire, evacuate the area immediately while trying to remain calm. DO NOT let anyone reenter the barn/building.
- SEND SOMEONE first, regardless of the size of the fire.
- DIAL 911 and tell the dispatcher you are on the Washington County Fairgrounds and give the following information:
 - ❖ Your Name & Your Location at the fairgrounds
 - ❖ The Nature of the Emergency
- Shut off building fans if possible.
- ADULTS will relocate animals if possible.

IN THE CASE of HAZARDOUS MATERIALS:

Depending on the threat or hazard, staff and visitors may be required to shelter in place. Shelter in place is used for situations where staff and visitors are to remain where they are (away from the threat/spill, etc., or inside a building).

- DIAL 911 and tell the dispatcher you are on the Washington County Fairgrounds and give the following information:
 - ❖ Your Name & Your Location on the fairgrounds
 - ❖ The Nature of the Emergency
 - Identify what the material is if known. For example, tell if it is a Gas, Liquid...
 - Give the volume (amount spilled)
 - What is the source? Has it stopped?
 - Is there a personal injury? Property Damage? Smoke or Flames?

IN THE CASE of an ACTIVE SHOOTER:

An Active Shooter and other dangerous intruder situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes before law enforcement arrives on the scene, individuals must be mentally and physically prepared to deal with an active shooter situation.

Good Practices for Coping with an Active Shooter Situation:

- Be aware of your environment and any possible dangers.
- Always know your nearest exits in any facility you visit (or possible places to hide).
- Watch for any unattended packages, backpacks, etc.
- If you are in an office, stay there and secure the door.
- Do NOT hesitate. Leave the area immediately, especially if you have children.

RUN: Leave belongings behind. Move quickly. Encourage others to come with you, but do not stop convincing them. Keep your hands visible so that you are not seen as a threat to Emergency Responders.

HIDE: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Try to stay out of view of armed shooters. Silence your cell phone and other devices.

FIGHT: This is only used as a LAST resort and when your life is in imminent danger. Work together and act as aggressively as possible against the aggressor.

CALL 911 WHEN IT IS SAFE TO DO SO & PROVIDE LAW ENFORCEMENT WITH THE FOLLOWING INFORMATION:

- Location of the armed aggressor.
- Several aggressors, if more than one.
- Physical description of the aggressor(s).
- An estimated number of potential victims.

WASHINGTON COUNTY FAIR GROUNDS EVACUATION PLAN:

PURPOSE: To establish procedures for the evacuation of all WCF buildings and grounds.

A significant catastrophic occurrence may require mobilizing all WCF permanent and contracted personnel for an undetermined time to vacate the premises. This could be the result of any of the following, but evacuation is not limited to just these incidents.

1. **Weather-based events, such as tornado-like winds, hail, and/or heavy rains.**
2. **Facility-based events, such as building collapse or structural failure.**
3. **Threat-based events, such as a bomb threat or an Active Shooter.**

A priority in public safety and public information will be the delegated responsibility for areas and buildings by designated persons. For the Fair period, the General Managers will name a person to contact for each building, location, and/or tent. In addition, the designated responsible person will be contacted with information regarding upcoming events and the progress of events during an occurrence (Barn/Building & Show Superintendents).

SCENE MANAGEMENT

Equipment & Personnel Entry & Exit:

Fire, medical, police, and other personnel and equipment will be deployed as needed to respond to the need adequately. Emergency vehicles will be directed to enter and depart by the most effective routes designated as indicated on the fairgrounds map. The designated gate will not be available for public use for exit or entry.

Emergency equipment and operators will be assigned a staging area to be determined at the time of the occurrence.

All pedestrians and vehicle traffic will be directed to use routes as determined by the situation. Vehicle and pedestrian traffic will not be mixed unless necessary.

Camping Patrons will be advised on how to proceed depending on the conditions.

A triage site will be established by the fire department & emergency medical responders close to the critical area (s) on the grounds. In addition, a helicopter ambulance landing site will be designated.

PROCEDURES in case of DECLARED EVACUATION:

Building, Department, & Area/Show Superintendents:

1. Quickly gather any persons able to assist; & pay attention to Public Announcements for instructions.
2. Inform them of their individually assigned tasks.
3. Calmly announce the need to evacuate, including instructions for leaving the building/area and, if needed, the grounds by designated routes/paths.
4. Promptly request fire, medical, and/or maintenance crews.
5. Assist in securing the building/area and or exhibits.
6. Promptly report to the Fair Managers giving:
 - a. The number of personal injuries.
 - b. The status of area evacuation and security, and,
7. Report to the designated area and wait for further instructions.

Animal Evacuation Sites:

The entire fairgrounds are fenced and gated. Gate attendants must be notified by radio to shut all of the gates.

The pit area is separately fenced with gates:

- On the east side near Route 29, in the back of the Salem Farm Supply display.
- Near the end of the bleachers, near the Capital Tractor display.
- On the north side, near the east end.
- Next to the track restrooms near the bleachers.
- There is also a gate to the parking lot.

The **horse arena** is available if needed.

The **Ag. Center** wash rack has about 30 rings, and the open end could be secured.

The **Sheep & Goat Show Tent** next to Building #32, possibly.

The **Beef Show Tent** can be secured if needed.

The **Dairy Show tent** can be secured if needed.

In the past, in case of a tent failure, we temporarily double-bunked animals in the Barns for a short while. Caged animals could be taken to family or entertainment tents if available. We also have orange snow fencing available to temporarily corral sheep, goats, and pigs away from damaged areas.

