

Emergency Action Plan

Washtenaw County 4-H Youth Show



****The Emergency Action Plan is intended to function as a guideline in the event of a major incident. This document is meant to provide awareness of roles and responsibilities should the need arise****

****This Document will be available in the 4-H Office in Block Building A for all 4-H Staff, Volunteers, and 4-H Members ****

Thank you to the Saline Community Fair for providing their Emergency Action Plan for the Washtenaw County 4-H Office to use as a model. Special thanks to Katelyn Schaible who developed this guide.

Table Of Contents

Major Incident	p. 4
Communications	p. 5
Major Medical	p. 6
Fire Incident	p. 7
Severe Weather	p. 9
Active Assailant	p. 11
Lost Child/ Vulnerable Person	p. 13
Incident Reporting	p. 15
Grounds Map	Appendix A
Incident Reporting QR Code & Link	Appendix B
Superintendent Guidelines	Appendix C

Major Incident Guideline

Purpose: In the event of a major incident that is not covered under a separate policy at any event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for all staff/volunteers on site.

Definitions:

Major Incident- any event that requires immediate response from the 4-H staff / Washtenaw Farm Council staff. These incidents may or may not require coordination with Law Enforcement, Fire, or EMS personnel.

Major incidents include but are not limited to incident involving injury/death, theft of anything valued over \$..., any concern that a crime has been committed, protests/ riots, etc.

Procedure:

- 1. Any 4-H Staff/ 4-H Volunteer that identifies or is notified of an incident on the grounds that requires Police, Fire, or EMS shall first activate the appropriate emergency response by dialing/ texting 911**
 - a. Provide the address of the Washtenaw Farm Council Grounds, 5055 Ann Arbor Saline Rd, Ann Arbor MI**
 - b. Notify the call taker of the exact location on the grounds (i.e., barn, block building, horse arena, etc.).
- 2. The 4-H Staff members / Washtenaw Farm Council staff present will be notified of the incident at which time they will convene to determine appropriate actions.**
 - a. Any additional pertinent personnel will be notified and briefed on the incident.
 - b. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).
- 3. When in doubt, refer to the most appropriate Emergency Action Plan and move forward.**

(Major Incident Guideline, 2026)

Communications Guideline

Purpose: To define the communication plan for event during or hosted by the Washtenaw County 4-H

Procedure:

Radios – Washtenaw County 4-H has portable radios. The use of these radios will be designated as follows:

- Washtenaw Farm Council Staff – 1-2 radios
- 4-H Office – 2-3 radios. One will be at the desk for the office volunteer. The other two will be for 4-H Staff working in the office.
- Horse Arena – 2-4 radios
- The remaining radios will be assigned as needed.

Communications during fair events

- When applicable, communications needing to go out to staff and volunteers via radios, text, or phone.
 - All staff and volunteers should contact our 4-H Staff:
 - Amy: 734-216-0047
 - Jenny: 734-436-1362
- Use of the overhead paging system will be used to make announcements per the Emergency Guidelines

(Communications Guidelines, 2026)

Major Medical/ Cardiac Arrest Guideline

Purpose: In the event of a major medical/ cardiac arrest during any event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for all staff/volunteers on site.

Procedure:

- 1. Any 4-H Staff staff/4-H Volunteer that identifies or is notified of a major medical/ cardiac arrest on the grounds shall first activate the appropriate emergency response by dialing/ texting 911**
 - a. Provide the address of the Washtenaw Farm Council Grounds, **5055 Ann Arbor Saline Rd, Ann Arbor MI**
 - b. Notify the call taker of the exact location on the grounds (i.e., barn, block building, horse arena, etc.).
 - c. Assign one person to retrieve an AED from the closest location
 - i. There are two AEDs on the grounds. One on the exterior of the fair office, and one on the block bathroom/ grounds manager office
- 2. Notify the office via phone or radio that there is a major medical/ cardiac arrest on the grounds and that EMS has been contacted.**
- 3. Office staff will notify the Washtenaw Farm Council Grounds staff/ 4-H staff present of the incident.**
 - a. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).
- 4. The Washtenaw Farm Council Grounds staff will ensure that gates are opened, and a spotter is sent to guide the responding resources to the patient.**
 - a. Expect both Fire and EMS to respond
- 5. Follow the instructions given by the 911 call taker to render care to the patient until help arrives**

(Major Medical/ Cardiac Arrest Guideline, 2026)

Fire Incident Guidelines

Purpose: In the event of a fire at any event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for all staff/volunteers on site.

Procedure:

- 1. Any 4-H staff/ 4-H volunteer that identifies or is notified of a fire on the grounds shall first activate the appropriate emergency response by dialing/texting 911**
 - a. Provide the address of the Washtenaw Farm Council Grounds, **5055 Ann Arbor Saline Rd, Ann Arbor MI**
 - b. Notify the call taker of the exact location on the grounds (i.e., Grandstands, barn, block building, midway, etc.). Be sure to identify what is currently in the barn/building.
- 2. Immediately evacuate the area including but not limited to the threatened structure and all adjacent structures. Do not let anyone reenter the area for any reason.**
 - a. 4-H Superintendents and volunteers will be asked to secure their barn and make sure everyone exits.
- 3. Radio/ call the 4-H Office to advise staff where the fire is and that the fire department has been notified.**
- 4. Office staff will make sure that the Washtenaw Farm Council Ground staff/ 4-H staff present is aware of the incident.**
- 5. All available 4-H staff/ 4-H volunteers will report to the office to await assignment**
- 6. It will be the responsibility of the 4-H staff members / Washtenaw Farm Council Grounds staff present to assign staff/ volunteers to open all necessary gates to allow fire apparatus access to the incident.**
 - a. Traffic will temporally be halted in the south parking lot to ensure the driveways are clear in the event a Tanker Shuttle needs to be established.

7. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).

See map for access points

(Fire Incident Guideline, 2026)

Severe Weather Guideline

Purpose: In the event of severe weather at an event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for all staff/volunteers on site.

Definitions:

Severe Weather: Any weather event that includes but is not limited to high winds, hail, flooding, or tornado

Severe Weather Watch: Indication that conditions are favorable for severe weather

Severe Weather Warning: Severe weather has been identified in the area

Procedure:

1. It will be the responsibility of the 4-H Staff / Washtenaw Farm Council Grounds Staff to monitor weather conditions for the day.
2. In the event a weather watch is announced, meaning conditions are favorable for severe weather, the Washtenaw Farm Council Grounds staff and the 4-H Staff will ensure that staff/volunteers in the 4-H office are monitoring the weather radio and preparing for next steps.
3. If at any time, a weather watch is upgraded to a warning, or the audible weather siren is heard, the Washtenaw Farm Council Grounds staff/ 4-H staff member present on the grounds will enact the following:
 - a. Make an announcement over the radios that a severe weather warning has been issued in the area, advise all staff and volunteers to begin evacuating their assigned building/ ground's location.***
 - b. Make an announcement over the PA system that the grounds must be evacuated due to severe weather
 - c. If it is unsafe to evacuate the building for any reason, 4-H staff/ 4-H volunteers will make best effort to assist occupants to shelter in place.
4. 4-H Superintendents and volunteers will be asked to secure the barn and exit the grounds.
5. When the weather event has passed, the staff will announce

an “All Clear” via the radio.

6. The 4-H staff members present on the grounds and the Washtenaw Farm Council Grounds staff will take a survey of the grounds to determine if there was any damage that rendered an area unsafe, and that area will be closed immediately.
7. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).

***** Due to minimum capacity in the designated Tornado Shelters, it is the policy of Washtenaw County 4-H that all persons on the grounds will be asked to evacuate to their personal vehicles in the event of a severe weather warning*****

(Severe Weather Guideline, 2026)

Active Assailant Guideline

Purpose: In the event of an active assailant at an event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for all staff/ volunteers on site.

Definitions:

Active Assailant (i.e., active shooter, active killer, violent intruder) - The agreed-upon definition of active shooter by US government agencies (including the White House, US Department of Justice, FBI, US Department of Education, US Department of Homeland Security, and Federal Emergency Management Agency) is “an individual actively engaged in killing or attempting to kill people in a confined and populated area.” ¹

Procedure:

- 1. Any 4-H staff/ 4-H volunteer that identifies or is notified of an active assailant on the grounds shall first activate the appropriate emergency response by dialing or texting 911**
 - a. Provide the address of the Washtenaw Farm Council Grounds, **5055 Ann Arbor Saline Rd, Ann Arbor MI**
 - b. Notify the call taker of the exact location on the grounds (i.e., barn, block building, horse arena, etc.). Give as much information about the assailant (s) as possible (i.e., sex, age, race, clothing, number/ type of weapons, last known location)
 - c. Begin immediate evacuation of the area. The evacuation routes will be dependent on information about the location of the assailant(s).
- 2. Every attempt will be made to notify the office via phone or radio that there is a major medical/ cardiac arrest on the grounds and that EMS has been contacted. Safety is the top priority. DO NOT MAKE PHONE CALLS OR RADIO TRAFFIC IF IT WILL IDENTIFY YOUR LOCATION TO THE SHOOTER (S).**
- 3. Office staff will notify the 4-H staff / Washtenaw Farm Council Grounds staff present of the incident if it is safe to do so.**

4. Follow the instructions given by the 911 call taker to render care to any patients until help arrives
5. Washtenaw County 4-H does not expect that any one person should take the responsibility of engaging with the assailant.
6. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).

(Active Assailant Guideline, 2026)

Lost Child/Vulnerable Person Guideline

Purpose: In the event a child, or vulnerable person (i.e., elderly, or adult unable to care for themselves) is reported lost at any event during, or hosted by the Washtenaw County 4-H, this policy will serve as a guide for all staff/volunteers responding to the incident.

Definitions:

Vulnerable Person – any person that is clearly identified as needing a guardian or responsible party to care for them.

Procedure:

When a report of a missing person is received by 4-H staff, Washtenaw Farm Council staff, or 4-H volunteers, these steps should be followed:

1. The person receiving the report will stay at the sight of the report
2. They will call 4-H staff via phone and report a missing person. Give a detailed description including name, age, height, sex / gender, clothing, and last place the person was seen. If possible, get a recent picture that can be shared with all staff.
3. Office staff will notify the 4-H staff / Washtenaw Farm Council Grounds staff present of the incident.
4. The 4-H Staff / Washtenaw Farm Council Grounds staff present on the grounds will announce a **CODE PURPLE** over the radio and request radio silence. There will be no additional radio traffic during the search.

- a. A text will be sent to all staff on the grounds with a picture of the missing person and a description
 - b. All available staff/volunteers will be requested to convene at the 4-H office to aid in locating the missing person. Each person will be assigned a sector of the grounds to search.
5. The 4-H staff / Washtenaw Farm Council Grounds staff present on the grounds will order the front gate locked down. No one will enter or exit the grounds.
- 6. If the child/ vulnerable person is not found within 10 minutes, law enforcement will be contacted to make a report.**
7. If a child/ vulnerable person is found matching the description given, they must be cleared by a 4-H staff / Washtenaw Farm Council Grounds staff. Confirmation includes name and in person confirmation by the person making the report.
8. If a positive identification is made and confirmed by a legal guardian and the 4-H Staff / Washtenaw Farm Council Grounds staff on the grounds, all staff/volunteers will be notified via radio by the following announcement, "We are ALL CLEAR of the CODE PURPLE, resume radio traffic." Gates will then be reopened.
9. If Law Enforcement was contacted, the 4-H Staff / Washtenaw Farm Council Grounds staff present will advise that the child/ vulnerable person has been found.
10. If required, 4-H staff or 4-H volunteers will submit an incident report to MSU within 24 hours (see page 14).

(Lost Child / Vulnerable Person Guideline 2026)

Incident Reporting

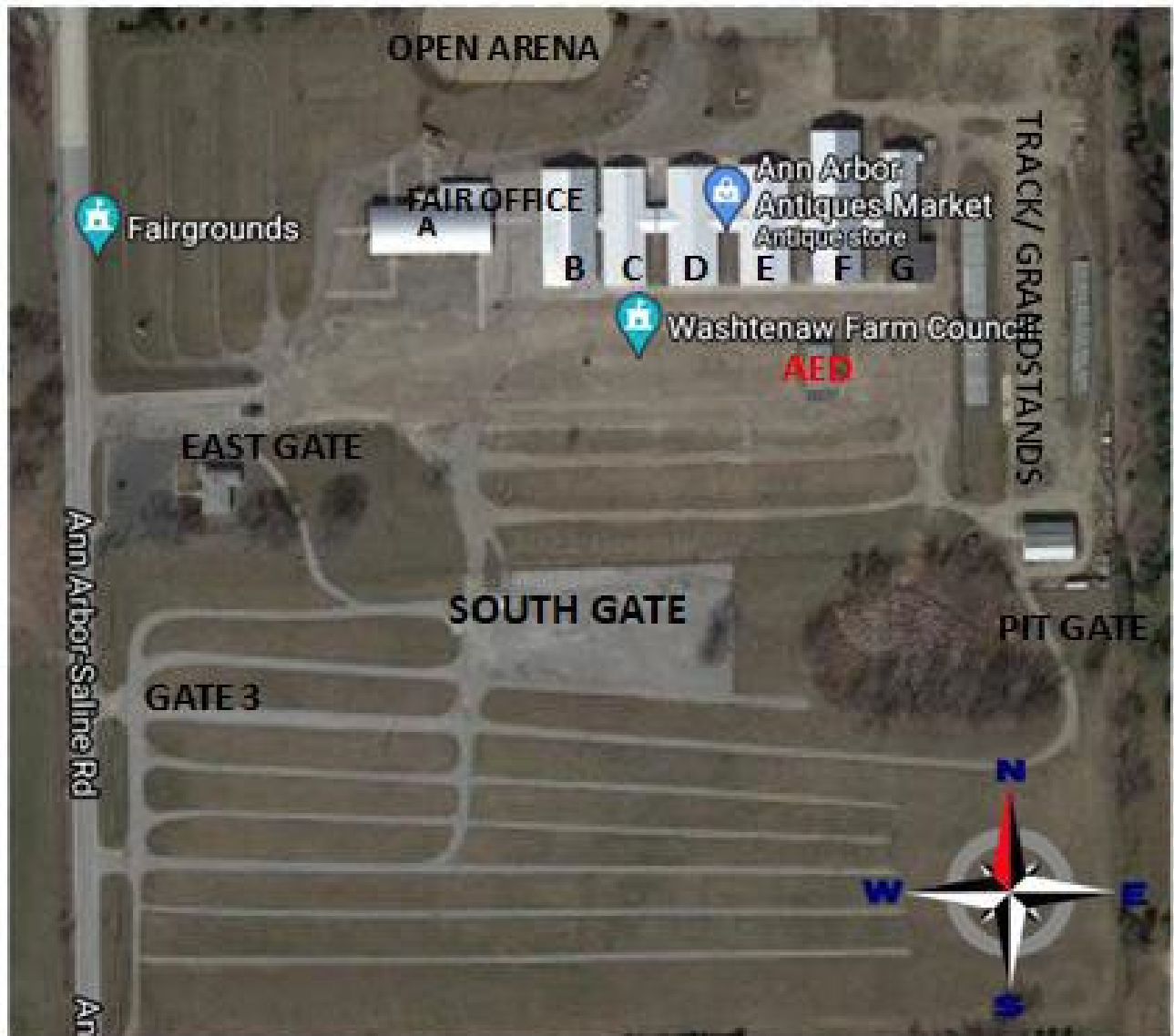
Purpose: In the event of a major incident at any event during, or hosted by, Washtenaw County 4-H, the following procedure will serve as a guide for reporting incidents to MSU.

Procedure:

1. Immediately following any major incident during, or hosted by, Washtenaw County 4-H, 4-H staff or 4-H volunteers need to report using the MSU incident reporting within 24 hours of the incident.
 - a. If a 4-H volunteer does not have access to the internet to report, please contact 4-H staff to make the report for you.
2. The following incidents should be reported:
 - a. Injury to a youth, volunteer, parent, or visitor (even minor injuries)
 - b. Illness during a program requiring care or early dismissal
 - c. Property damage during a 4-H or MSU Extension activity
 - d. Any incident that could lead to a claim or concern later
 - e. Emergency responders are called (after calling 911 first)
3. The following information will need to be provided:
 - a. Date, time, and location
 - b. Clear description of what happened
 - c. Environmental conditions (weather, surfaces, equipment)
 - d. Actions taken (first aid, EMS, parent contact)
 - e. Names and contact information of those involved
 - f. Supervisor/administrator to notify
 - g. Optional: additional email for county requirements
 - h. Optional: photos or documentation
4. If a 4-H Volunteer reports an incident, make sure the 4-H staff know you have reported the incident.

(Media Guideline, 2026)

APPENDIX A



Appendix B

Incident Report Online Form
(Should be completed by 4-H Staff or 4-H
Volunteers within 24 hours of the incident)



Appendix C

Emergency Plan Superintendent Guidelines

You are assigned to building_____

5055 Ann Arbor Saline Rd, Ann Arbor

In the event of an emergency

- 1. Dial/ Text 911**
- 2. Evacuate the building if safety of occupants is at risk**
- 3. Assign one person to get the AED if anyone is not breathing**
 - Call 4-H staff to advise staff of the incident**
 - a. Amy: 734-216-0047**
 - b. Jenny: 734-436-1362**

Weather Events

***** Due to minimum capacity in the designated Tornado Shelters, it is the policy of Washtenaw County 4-H that all persons on the grounds will be asked to evacuate to their personal vehicles in the event of a severe weather warning*****

Please take time to familiarize yourself with the closest emergency exits, AEDs, and fire extinguishers

On behalf of Washtenaw County 4-H, we thank you for your commitment to everyone's safety!