



2025 Grand County Fair Emergency Action Plan

The Old Spanish Trail Arena takes the safety of our Staff, Volunteers, Community Members and the General Public very seriously. The following is a resource of useful information in the event of an emergency. All staff members, event volunteers, and (vendors/organizers) are responsible for maintaining familiarity with this plan.

Volunteers must immediately notify Arena Staff of any safety or emergency concerns.

- 1.) In the event of a life threatening situation or emergency, call 911.
- 2.) Report suspicious activity to on duty staff supervisor or 911.
- 3.) Evacuate from the compromised area to a designated emergency assembly area.
- 4.) Keep areas clear for emergency responders.
- 5.) Follow instructions given by emergency responders or arena staff.
- 6.) Do not leave the property or re-enter the compromised area until instructed to do so by emergency responders or arena staff.

General Property and Building Information

Property name: The Old Spanish Trail Arena (OSTA)

Property address: 3641 South Hwy 191, Moab UT 84532

Property Director: Angela (Angie) Book

Property Director's Phone Number: (o) 435-259-1311 (c) 707-980-3082

Description of property: The Old Spanish Trail Arena is 64 acres owned by Grand County Utah. The property is comprised of:

- 1 main indoor equestrian arena with:
 - 1 conference room,
 - 1 main office on the upper, south end of the building with 2 small, director and assistant director, offices attached
 - 2 women's restrooms (upper lobby level and lower arena floor level)
 - 2 men's restrooms (upper lobby level and lower arena floor level),
 - 1 arena concession room adjacent to main lobby counter
 - 1 sound room
 - 4 maintenance closets
 - 1 closet is the old main arena ticket booth by the women's upper level restrooms in lobby
 - 1 cleaning closet is on the south end of the lobby by men's upper level restrooms and the main arena office

- 1 cleaning closet on north end by arena entry from conference room
 - 1 closet is the electrical room on the south end of the upper level in the main arena by the main arena office).
- 8 Barns with a total of 160 stalls are located on the property
 - Barns A, B, C, and D are located on the north west side of the main indoor arena.
 - Barns E, F, G, and H are located on the north end of the property by the entrance to Spanish Valley Drive
- 16 pens are located on the property
 - 12 behind the Main Indoor Arena
 - 5 on North Side of the property by the entrance to the Spanish Valley Drive
- 1 Outdoor Arena with an announcer's booth, bucking shoots and 6 stock pens located north of Barns A-D and the main Indoor Arena
- 1 Race Track encompassing the Outdoor Arena located north of Barns A-D and the main Indoor Arena
- 3 warm up arenas:
 - 1 by Barn C
 - 1 by the Outdoor Arena
 - 1 North End by Barn H
- 3 Round Pens:
 - Round Pen #1 located by the Warm up arena near Barn C
 - Round Pen #2 located by the Outdoor Arena
 - Round Pen #3 located on the northwest corner of the property by Barn F
- 1 covered Pavilion located in "The Sports Complex", by the Soccer Fields and on the way to the Ball Fields
- 1 concession building by the Pavilion with a men's restroom, a women's restroom and a maintenance room
- 2 Soccer Fields located in The Sports Complex west of the Main Indoor Arena
- 2 Baseball/Softball Fields located in The Sports Complex on the west end of the property
- 1 Score Keeper building located at the Baseball/Softball Fields with:
 - 1 meeting/conference room and 1 locker room with restroom in upper level
 - 1 women's restroom (ground level)
 - 1 men's restroom (ground level)
 - 2 maintenance rooms (ground level)
 - 1 ticket booth
 - 4 dugouts with locking storage rooms in each dugout
- 2 vault toilets
 - 1 on the north end of the property by Barn G
 - 1 on the east side of the property past Barn C
- 2 maintenance/storage shed buildings
 - 1 on the east end of the soccer field with Sheds 1-5
 - 1 behind the main indoor arena by the pavilion with sheds 6-12
- 2 sheds (1 large Tuff brand shed and 1 small homemade shed) maintained by the Humane Society located in the tree line near the maintenance sheds 6-12 behind the main indoor arena, by the pavilion.

The property is a multi-use property for both community and private events ranging from equestrian, motorized, festival/expo, receptions/birthdays, religious/ceremonial, holiday and sporting events.

When County/State emergency response protocols are activated this facility/property acts as an emergency response staging and evacuation center.



II. Emergency Procedures

In the event of an emergency contact the emergency dispatch center by dialing 911 from the nearest available phone.

Non-Emergency Phone Numbers:

Grand County Sheriff: 435-259-8115

Moab City Police: 435-259-8938

Moab Fire Department: 435-259-5557

Grand County EMS: 435-259-1301

Poison Control: 800-222-1222

Moab Veterinary Clinic: 435-259-8710

Arena Director, Angela (Angie) Book: 707-980-3082

Emergency Assembly Locations:

Inside assembly location: Main Indoor Arena

Outside assembly locations: Primary - Administrative Parking lot. Alternates - Upper Parking lot, Barn B, Soccer Fields 1 and 2, Ball Fields 1 and 2.

Inside Emergency Command Center (if available) - Main Office

Outside Emergency Command Center - Administrative Parking lot

Arena Emergency Response Coordinator: Arena Director, Angela (Angie) Book (c) 707-980-3082

****See Facility Map with Designated Emergency Assembly Locations on the Next Page****



In Case of evacuation from the Arena or ball fields area, please go to the safest area near you. **Area 1 is the preferred area.**

Emergency Notification Procedures:

When you call 911 from the arena to request emergency assistance, you will be connected to Dispatch. Call from a safe location and remember to:

- Stay calm, speak slowly and clearly.
- Be prepared to answer the following questions:
 - Where is the emergency located? (be specific, tell them exactly where at on the arena property)
 - What is the emergency? (fire, medical, hazardous materials, etc.)
 - How did it happen?
 - Who are you? (your name and contact number)
- Gather any information that may be useful for the emergency responder. (i.e. are there any injuries involved?)
- Do NOT hang up until instructed to do so by the dispatcher.

Emergency Evacuation Procedures:

Evacuating any Building on Arena Property:

All building occupants are required to evacuate the building when the fire alarm sounds. Immediately exit the building from your locations and move quickly to the nearest emergency assembly locations. (see map)

- Stay calm: do not rush or panic.
- Immediately evacuate the building using the nearest exit (or alternate exit if it is blocked).
- Emergency Exits are illuminated and clearly marked.
- Wait for and follow directions given by emergency responders.
- Go to the nearest emergency assembly location.
- Do not leave the assembly area until instructed to do so by emergency responders or arena staff.
- Do NOT reenter the building until you have been instructed to do so by the emergency responders.

Evacuating an Outdoor Use Area on Arena Property:

All visitors, volunteers, community members, patrons and staff on arena property are required to evacuate compromised areas when notified of danger and instructed to do so. Leave the area you are in immediately and move quickly to the emergency assembly locations. (see map on page 5)

- Stay calm: do not rush or panic.
- Immediately evacuate the area.
- Do not block the right of way for emergency response vehicles. Keep roads, sidewalks, trails, pathways clear.
- Follow directions given by emergency responders if they are on site. Arena staff will give directions until emergency responders are on scene.
- Go to the nearest emergency assembly location.
- Wait for and follow directions given by emergency responders.

- Do not LEAVE the assembly area until instructed to do so by emergency responders or arena staff.
- Do NOT reenter the area until you have been instructed to do so by the emergency responders.

Types of Emergency Scenarios and what to do:

- In the event of a minor disturbance (medical emergency, power outage, etc.) there is no need to leave the area unless instructed to do so by emergency responders or arena staff.
- Missing or Unattended Person(s):
 - Missing Person:
 - If someone has gone missing, notify arena staff immediately for assistance.
 - Search efforts should begin as soon as possible.
 - Incidents involving minors, individuals with additional medical needs or with cognitive impairments may require coordination with law enforcement as soon as possible.
 - Found/Unattended Person(s):
 - If a person has been separated from their group, or is “lost”, stay with them in the area they were found.
 - Notify arena staff immediately.
 - Begin efforts to reunite the person(s) with their group.
 - If individuals are not reunited with their group quickly and they are a minor, or an individual with additional medical needs or cognitive impairment, the situation may require additional coordination with law enforcement.
- Loose Animal(s):
 - Notify arena staff immediately for additional assistance and support.
 - When necessary and if possible, place individuals at the entry points to Hwy 191 and Spanish Trail Dr. to deter the animal from entering the roadway.
 - DO NOT PURSUE THE ANIMAL INTO MOTORIZED TRAFFIC.
 - Notification to, and coordination with, law enforcement may be required depending on the situation and will be determined by the arena director.
- Suspicious/Criminal Behavior:
 - Stay vigilant and aware of your surroundings including the individuals in it.
 - Report suspicious or criminal behavior to arena staff immediately.
 - In dangerous situations, call 911 and follow evacuation, shelter in place, or active shooter protocols when appropriate.
- Power Outage:
 - Persons affected by a power outage can be sheltered in place or evacuated from the affected area.
 - Follow the shelter in place or evacuation protocol where appropriate.
 - Be vigilant of any obstacles that could cause injury.
 - Once everyone is safe and out of harm's way, notify the Arena Director of the issue to initiate facility response.
- Shelter In Place:
 - CDC Shelter In Place Guidelines: <https://emergency.cdc.gov/shelterinplace.asp#print>
 - There are a few occasions or events that would cause you, visitors, volunteers, community members, patrons and county staff, to shelter in place during an emergency.

For example: extreme weather, high wind, flooding, or the release of hazardous chemicals may require building occupants to remain in place and take measures to protect themselves.

- If you must 'Shelter in Place', Go indoors of the nearest building. Gather people in the nearest/safest shelter location. Secure doors/windows. The main indoor arena will be the primary shelter in place building on the property.
- Fire/Flood Evacuation:
 - If the evacuation/fire alarm goes off, you are required by law to leave the building or area. Please grab your personal belongings, if it is safe to do so, calmly proceed to the nearest exit/route and report to the nearest emergency assembly area.
- Active Shooter: - Run, Hide, Fight Strategy
 - FBI resources:
<https://www.fbi.gov/how-we-can-help-you/active-shooter-safety-resourceshttps://youtu.be/TeOdxKozra0>
 - Try to evacuate the area as quickly and safely as possible.
 - If you cannot leave the area, find a place you can hide. Secure the doors/windows if possible.
 - As a last resort, be ready to fight. Find something to use as a weapon to defend yourself.

Accountability Procedures After Evacuation:

In the event of an emergency signaled by the building fire alarm system or an evacuation notice issued by arena staff or emergency response teams, you will promptly exit the building/area by the nearest, safest exit or by the safest identified exit route through the property. Assist anyone who needs assistance if safe to do so. Once clear of the building or affected area, you will go to the nearest, safest emergency assembly location. You are to remain in the emergency assembly location until otherwise instructed by emergency responders or arena staff. Be aware of what individuals you are with and who should be in the emergency assembly location. Report any unaccounted for or missing individuals to arena staff or emergency response teams.

Medical and Rescue Duties:

Grand County EMS, Moab Fire Department, Grand County Sheriffs and Moab Police Department are designated to perform all medical and rescue duties.

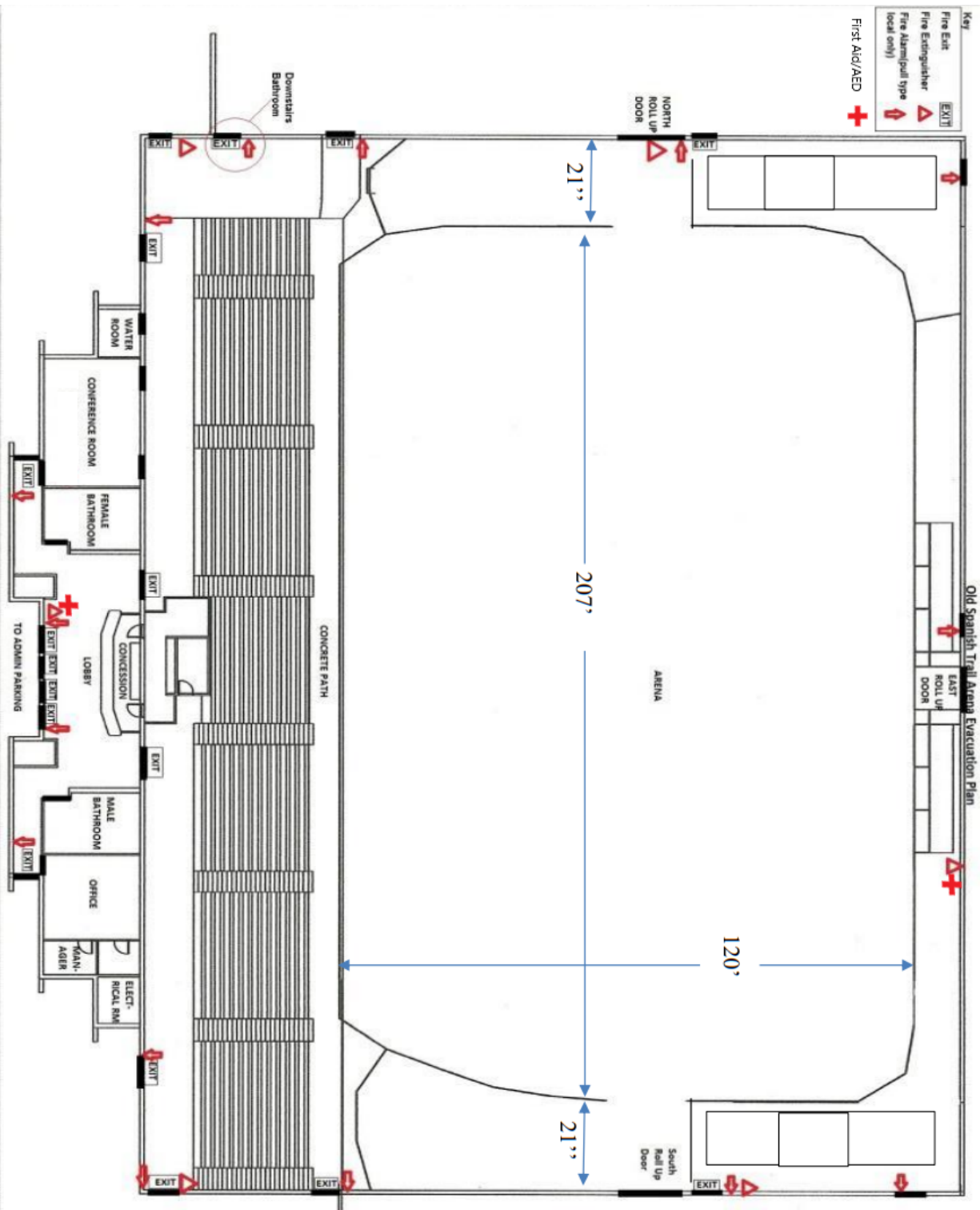
No Grand County Fair Volunteers or Old Spanish Trail Arena employees have been assigned medical or rescue duties specific to emergency situations

Critical Operation Found in Building:

There are no critical operations in the Old Spanish Trail Arena for which an employee or volunteer is required to remain in the building during an emergency.

Emergency Information:

- Posted evacuation diagrams, including routes, fire extinguishers, first aide, and fire alarm pull stations, are located at exits and inside public doors.
- Map of building Emergency Assembly Area:
 - Maps are insert throughout this document
 - All maps of the building will be at the end of the EAP in PDF format.



Basic First Aid Kit:

The Main Indoor Arena keeps basic 1st aid kits will be in the main office, the main indoor arena lobby (with AED & Narcan), on the arena activity floor by the announcer's booth (with AED & Narcan), on the main stage and at the pavilion concession room (with AED & Narcan).

Automated External Defibrillator (AED) Information:

An AED is a portable device that checks the heart rhythm and sends an electric shock to the heart to try and restore a normal rhythm. Location(s) of the Automated External Defibrillator (AED):

- Directly inside the front lobby doors of the Main Indoor Arena
- East side of the Indoor Arena Floor by the Announcers Booth
- By the sink at in the Concession Room at the Pavilion

Narcan:

Narcan kits are located with the AED devices.

PPE (Personal Protective Equipment):

Every OSTA county vehicle is equipped with an emergency bag containing PPE and Safety Equipment.

PPE and Safety kits are inspected monthly.

Emergency Horse Removal Kit:

In the event a horse or other large livestock animal has expired inside the main indoor arena building:

- Notify arena staff immediately. Staff will initiate facility protocols for this situation.
- Clear the indoor arena of any spectators, audience, or other non-essential personnel. Move building occupants to the administrative parking lot.
- There is an Emergency Horse Removal Kit located in the arena office. The kit contains 1 large tarp, 1 roll of duct tape and a chain. Use the kit to help remove the animal from the indoor arena.
- Arena staff will direct designated individuals and emergency response teams (if necessary) to aid in the removal of the animal.

If a horse or other large livestock animal an animal expires outdoors on arena property, notify arena staff immediately. Staff will help coordinate efforts for removing the deceased animal.

Building Fire Alarm Information:

The main indoor arena building is equipped with a fire alarm system to alert occupants of the detection of fire and/or smoke. The fire alarm system is triggered by heat, smoke or by the pull handles installed throughout the buildings. When activated the fire alarm system will begin flashing lights and sounding an alarm. Emergency exit signs will remain illuminated for emergency exit protocol. The fire suppression system will start releasing water for fire mitigation and alert emergency responders.

III. Emergency Preparedness

Review this information.

Know the property location and where you are at all times on the property.

Keep important phone numbers stored in your phone.

If you see something, say something.

Remember to remain calm.

V. Facility and Fair Maps pages 11-19 (INSERT 2025 FAIR MAPS)





In Case of evacuation from the Arena or ball fields area, please go to the safest area near you. **Area 1** is the preferred area.



