

# SOUTHWEST WASHINGTON FAIR

## Building Superintendents Safety Instructions

The checkpoints listed are just some issues of which to be aware in your buildings during the Fair this year. Your assistance in making the Fair a safe, enjoyable experience for everyone is crucial.

- Falls are the most common Fairground accident. Be aware of doorways, curbs, ditches, bumps in the floor, and depressions in sidewalks or floors. If they cannot be fixed, then assist in making them visible. The same issues that cause falls also cause problems for strollers and wheelchairs. Do your best to make a smooth pathway for everyone.
- Watch for people trying to stand or sit on weak or shaky objects that are not designed or intended to be used as stools, chairs, or ladders.
- Keep all fire extinguishers accessible. Don't block access to any doors or switch panels. Identify and walk through ALL exit routes for your building prior to the need to evacuate. Know how you will get people out of your building quickly.
- NO SMOKING in the buildings. Fairgoers and even some vendors may forget.
- Use caution that display materials are as fire retardant as possible. Don't allow placement of fire-producing displays near flammable items such as thin plywood walls, straw, wood chips, etc.
- If vehicle(s) are to be inside buildings, the gas tank(s) must be empty and batteries must be disconnected. Propane tanks are to be removed.
- Use caution regarding electrical cords and receptacles. Cords must not be ran through doors or holes in the wall. If cords must cross the walkways, they need to be covered with a guard to prevent tripping people. Make sure cords used have good ends and all their insulation. All receptacles should have outlet covers in place.
- Find out where there nearest phone connecting you to the Fair Office is. Make sure all the people that work with you know how to call for help if necessary. Report all injuries, illnesses, or security problems promptly. **The Fair Office phone number is 360-740-1495 or 360-740-6072. The Fair Manager's cell number is 360-957-1688.**
- Your good common sense is the best safety device. If something doesn't look right, check it out or as Fair personnel to investigate.

**BE AWARE OF SAFETY FOR YOURSELF AND OTHERS.**

