



m DEPARTMENT OF
NATURAL RESOURCES

2024 DNR State Fair Safety Plan

05/28/2024

Dial 911 for all police, medical and fire emergencies.

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General Safety

Active Shooter

- Be aware of your environment and any possible dangers
- Take note of the nearest exits in any facility you visit
- In the event of an active shooter, respond
 - RUN – leave belongings and escape with hands visible
 - HIDE – if you can't run, remain hidden, block doors and silence cell phones
 - FIGHT – as a last resort attempt to incapacitate the shooter
- Call 911 when it is safe for you to do so, sharing
 - Location, physical description and number of potential victims

Bee Sting

1. Remove the stinger by scraping away with a flat surface like a credit card or with tweezers. Do not squeeze the venom sac.
2. Wash area with soap and water.
3. Cover and apply ice. A paste made with baking soda and water applied to the area eases pain immediately.
4. Watch for allergic reaction. If one occurs, Dial 911.

Blood and Bodily Fluids

- Only employees who have certified training in the Bloodborne Pathogens program are permitted to perform first aid or assist during any medical emergency.
- Treat all blood and body fluid as if it contains infectious disease pathogens.
- Wear personal protective equipment (PPE) during first aid and use approved cleaning procedures.

Choking

If someone is choking, the flow of air is blocked, and they will not be able to speak. Their skin may turn blue, and they may have noisy breathing and the inability to cough forcefully. Follow the Red Cross recommended five-and-five approach.

1. Give five back blows between the person's shoulder blades with the heel of your hand.
2. Give five abdominal thrusts: Stand behind the person and make a fist with one hand. Wrap your arms around their waist, grasp your fist at the wrist, and press in hard just above the navel. Use a quick upward thrust like you are trying to lift the person.
3. Alternate between the five blows and the five thrusts until the blockage is dislodged.

Illnesses & Prescription Medications

- If you are sick, please stay home. Follow current [Minnesota Department of Health](#) and the [Centers for Disease Control and Prevention](#) guidelines for masking and quarantining.
- Wash your hands as frequently as you can.
- Staff and volunteers using prescription medications should be aware of any side effects (drowsiness, dizziness, etc.). Consult with your physician regarding job duties to determine if you will be at increased risk. Anyone using such medications should inform their team leader of any potential side effects that may affect their safety or the safety of others.

Electrical Safety

- Any electrical cords used outside must be connected to a GFCI outlet or plug.
- Electric lighting must be grounded (3-wire) fixtures, placed between six and eight feet above the floor or ground, and away from booth drapes and other combustible materials.

Employee & Volunteer Right-To-Know (ERTK)

- The purpose of the ERTK program is to ensure all team members are aware of the hazardous chemicals in the workplace.
- All chemicals, including cleaning chemicals, must be labeled with the following label elements: product name, signal word, pictograms, hazard statements, precautionary statements, and manufacturer's contact information. All chemicals must also have a safety data sheet (SDS) readily available.
- Eye wash stations are required where corrosive chemicals are used. If you are exposed to corrosive chemicals, please see your Team lead for eye wash station information. An eye wash station is located behind the fish tanks during the State Fair.

Fall Prevention

- All employees and volunteers must keep their work areas clean and free of slipping and tripping hazards.
- Cables and hoses should not be placed across walkways or passageways. They should be coiled (if possible) and securely hung up. If it is necessary to obstruct a passageway, erect suitable warning barricades, and protect cables and hoses from damage.
- Keep all aisles, stairs and exits free of obstructions.
- Spills or leaks must be cleaned up promptly. Broken glass must be cleaned up using a dustpan and broom, never by hand.
- Report any structural, plumbing, or electrical hazards to the State Fair building coordinator.

Heat Related Illness

- If someone is suffering heat related illness, notify the building coordinator. Stay with the person and move them to a cool or shaded area. An air-conditioned (AC) storage room is available at the end of the wildlife wing. Provide cool drinking water if they can drink. Never attempt to give liquids to an unconscious person.
- Know the signs and symptoms of heat illnesses (dizziness, fainting, elevated body temperature, headache etc); monitor yourself and use a buddy system.

- Block out direct sun and other heat sources.
- Drink plenty of fluids. Drink often and BEFORE you are thirsty. Drink water every 15 minutes.
- Avoid beverages containing alcohol or caffeine.
- Wear lightweight, light-colored, loose-fitting clothes.

Ladder Safety

- Practice good ladder safety.
- Use a ladder with safety feet suitable for the floor or ground it stands on. Ensure footings can carry the maximum intended load without settling or displacement.
- Do not carry materials or tools in your hands while climbing.
- Do not reach out too far while working on a ladder. Move the ladder as the work requires.
- If a ladder is positioned in front of a doorway, have someone guard the doorway, or lock the door and place a warning sign stating that a ladder is in use behind the door.
- Ensure stepladders are fully extended before using.
- Only use wooden or fiberglass stepladders for electrical repairs or light bulb replacement.
- When using a stepladder on a slope or uneven surface, ensure the stepladder is adequately supported to provide a level platform from which to work.

Lifting Procedures

- Lift safely to prevent injury. Know your own lifting limits; it will vary from person to person. If you need help lifting an object, ask for help! Do not lift more than 50 pounds.
- Squat and lift with knees.

Lost Person

Children and adults can get lost and confused in a crowd. If you find a visitor looking for a lost person:

- Assure the child or adult we will get them reunited
- Gather a description of the missing person (name, hair color, clothing, location last seen)
- Report person to the DNR State Fair building coordinator or superintendent and follow their direction

Personal Protective Equipment (PPE)

- Wear closed toed shoes (no sandals or heels over 2.5 inches)
- Wear head, hand and eye protection when applicable. No loose-fitting clothing around rotating machinery.
- Be mindful of UV radiation; cover skin with clothes and/or sunscreen, wear UVA/UVB protective eyewear and stay out of the sun when possible

Threats

When in doubt, call 911 or non-emergency police at 651-291-1111. Gather as much detail as possible.

- For unruly guests: alert the building coordinator and keep yourself safe
- Civil Disturbances, Biological/Bomb threats, suspicious items and burglaries: notify police immediately, then building coordinator

Accident Reporting for Employees + Volunteers

All accidents, incidents, and near misses, even those NOT requiring medical care, must be reported promptly to your supervisor and the State Fair building coordinator. When an injury or accident occurs:

1. Administer first aid or call 911.
2. Supervisor or building coordinator contacts Sarah Schumacher, DNR work comp/risk coordinator at 763-284-7238.
3. Supervisor and injured employee or volunteer complete the [First Report of Injury \(FRI\) form](#) together and submit within 24 hours to mrincident.dnr@state.mn.us - *even if the report is not complete*. Copy others as your division requires. Final signatures can be sent later.
4. If injured person is a volunteer, also complete a [Non-SEMA4 Employee Details Data Form](#).
5. Ensure the employee or volunteer completes the [Information and Privacy Statement](#) and [Employee Incident Statement](#).
6. Together complete any Accident Investigation Reports and take photos of accident scene.
7. Provide the employee with a [Report of Work Ability](#) to be filled out by physician and [CorVel RX First Fill card](#) for CorVel use if a prescription is needed. This is required prior to returning to work.
8. If the injured person receives medical treatment beyond first aid at the fair their healthcare provider must complete a Report of Work Ability Form prior to returning to work.
9. Work with the employee to identify and accommodate applicable work restrictions the employee may have upon returning to work.
10. All DNR forms are available at the check-in desk in the loft area or on-line and must be completed within 24 hours.
11. Send all forms to the DNR Safety & Health Office at mrincident.dnr@state.mn.us, or fax to 763-689-7120.

All injuries will be tracked as appropriate, reviewed, and investigated. The information will be used to prevent similar occurrences in the future.

EMERGENCY PROCEDURES

Dial 911

(Dial 9-911 if using main building desk phone)

DNR main building desk phone 651-643-6208

DNR main building address 1740 Carnes Ave

Contact the DNR building coordinator or State Fair superintendent with any type of emergency.

FIRE

Dial 911

- Use a fire extinguisher (located throughout the building) if you are trained in its use and the fire is small.
- Exit building and gather at DNR outdoor stage.
- Warn others of fire and potential hazards.
- Provide first aid, if trained.

MEDICAL EMERGENCY AND POLICE

Dial 911

- For non-life-threatening injuries requiring medical care, travel to:
 - Regions Hospital
 - Tier 1 Trauma Center/Emergency Room
 - 640 Jackson Street, St. Paul
- For ambulance assistance or transport to Medical Aid West. (See map on page 16).
- After care has been given, immediately report all accidents to your supervisor and the State Fair building coordinator.
- Automated Electronic Defibrillators (AEDs) located in all police cars and at medical aid stations.
- First Aid West is located at 1834 Dan Patch Ave., next to police station, across from West End Market
 - Pre-fair hours: Saturday through Monday, prior to the fair opening, 8 a.m. to 4 p.m., Tuesday and Wednesday prior to the fair opening, 8 a.m. to 7 p.m.
 - Fair-time hours: 8 a.m. to 11:30 p.m.; 10:30 p.m. Labor Day

SEVERE WEATHER

Severe Thunderstorm Warning

- Stay Weather Ready – monitor the local news to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will inform employees/volunteers of weather changes.
- Stay inside the DNR building. DNR building coordinator will notify employees/volunteers of the warning, stay away from windows and open doors, close as many doors as possible. Building should remain open to public to seek shelter in.

Tornado Watch – atmospheric conditions could create a tornado, but one is not on the ground.

- Stay Weather Ready – continue to monitor the local news to stay updated about severe thunderstorm watches and warnings. DNR building coordinator will monitor and report changes.
- DNR building coordinator will remind employees/volunteers to go to the Lee & Rose Warner Coliseum if a tornado warning is issued.
- DNR building coordinator will notify vendors and public of watch being issued and that they will need to determine their own emergency plan for dealing with their items and security.

Tornado Warning – tornado is on the ground or appears imminent.

- Take cover now!
- Close and lock doors to DNR building if possible. Staff, volunteers, and public should seek shelter at the Lee & Rose Warner Coliseum (see photo). Located one block south of the DNR building (see page 16).
- If the building must be evacuated, DNR building coordinator will notify Emergency Planner and R3 MR Supervisor.



