



Developing a Compliance Package for HR 5446



Written plans for each fair should include:

- Date and hours of operation
- Location
- List of Executive Committee/responsible parties
- Written provision of Emergency Medical Services
- Onsite Security Plan
- Traffic Control Plan (on public roads)
- Fire Protection Plan
- Traffic and Transportation Services
- Plans for:
 - Pure and adequate drinking water (tbd)
 - Proper sewage and solid waste disposal
 - Food protection measures



Tab One: Date and hours of operation

- Clearly state fair dates and hours of operation
- Must be updated annually



Tab Two: Location

- State location of fair
 - Might be a good idea to include a map but not required



Tab Three: List of Executive Committee/Responsible Parties

- List the names and contact information for the Executive Committee for your fair
- List the names and contact information for the responsible parties i.e. Police, Fire, EMS, ect.



Tab Four: Written Provision of Emergency Medical Services

- A written plan must be created for the provision of emergency medical services
- Said plan must be prepared in consultation and cooperation with the primary services area responder for
- Plan must be in compliance with state law and any applicable local ordinances
- In most cases this already exists in some form or another. It just needs to be formally written up and available during the fair.



Tab Five: Onsite Security Plan

- A written plan of the Onsite Security plan must be developed.
- Said plan must be prepared in consultation and cooperation with the local police authority.
- It must be in compliance with state law and any local applicable ordinances.
- In most cases this already exists in some form or another. It just needs to be formally written up and available during the fair.
 - Do you have your own security?
 - Do you contract with an outside company?
 - Do you contract with local or state police?
 - Do you have any combination of the above?
 - A written plan of the Onsite Security plan must be developed.



Tab Six: Traffic Control Plan (on public roads)

- A written plan for traffic control must be created.
- This plan needs to be made in consultation with local police.
- How do you control the traffic flow/patterns on the public roads?
- This tab should not include the traffic pattern or transportation services ON your fairgrounds




Tab Seven: Fire Protection Plan

- A written plan must be developed.
- Said plan must be prepared in consultation and cooperation with the local fire officials of the town.
- Plan must be in compliance with state law and any applicable local ordinances
- This plan most likely already exists and can be procured from the Fire Chief in the town



Tab Eight: Traffic and Transportation Services

- A written plan of on-site traffic flow and transportation services needs to be developed.
- Do you contract with a bus service for off-site parking?
 - If so, how is it handled?
 - Who makes decisions regarding traffic flow for buses?
 - Who determines the bus routes?
 - Who determines the number and frequency of the busses?
- Do you provide parking on-site?
 - If so, how is it handled?
 - What are the flow patterns of the parking lot?
 - How do you account for/handle overflow?



Tab Nine: Pure and Adequate Drinking Water (tbd), Proper Sewage and Solid Waste Disposal, Food Protection Measures

- A written plan must be developed for the provision of adequate drinking water, proper sewage and solid waste disposal and food protection measures.
- This plan must be reviewed by and signed off by the local health department or district.
- This plan must be in compliance with federal and state law and any applicable local ordinance.