



May 2017 - Happy California Fairgrounds Appreciation Month!

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CFSA Computer Services Alert:

Massive DocuSign Data Breach Leads to Email Phishing Attacks

Computer hackers have stolen the customer email database of DocuSign, the company that enables businesses to electronically sign documents. These hackers, reports Kris King, CFSA's information specialist, are now sending out phishing emails that look exactly like a real DocuSign email with an attached Word file they hope you will open.



Unfortunately, if you do open the attachment, malware may be installed on your workstation. If you've used DocuSign in the past and if you receive emails that look like they come from DocuSign, be very careful about opening any attachments. If you have any doubt about the authenticity of the email, please pick up the phone and verify it before you attempt to sign the document. Remember: **Think Before You Click!**



Take Note: nQativ Activity Users

When You Forget Your Activity Password: Three Tries and You're Out ... but Not for Long!

Kris King, CFSA's computer specialist, is the person to call when you're having trouble with your fairground's Activity account accessed through CFSA's servers.

However, should you find yourself locked out of your Activity account after three failed log in attempts, your next step *isn't* to call Kris. Instead, wait 10 minutes and your account will automatically unlock itself. Initiated more than a year ago, this 10 minute time out was added to defeat spammers who try to crack passwords through repeated hits.

After the 10 minutes have passed, type in your password and you're in! If you still can't remember your password, you will need to call Kris to reset it for you. Your new password must have eight characters of which there needs to be at least ONE CAPITAL LETTER and at least ONE NUMBER. Note: You cannot use more than two consecutive letters from a previous password.

In addition, remember that your Activity password will automatically expire every 90 days. By creating a new password on a regular basis you are helping to protect your account and CFSA's servers from being hacked!

Questions? Contact Kris at 916/263-6173 or by email at kking@cfsa.org.

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Up in the Sky ... It's a Bird, It's a Plane, It's a Drone and It's About to Fly Over Your Fairgrounds!

Does your fairgrounds have a drone policy? To help ensure the safety of event visitors against drone-related incidents, make sure you have a policy in place that establishes any no-fly zones over your fairgrounds and that it's posted where it can be readily seen and read, including on your fair's website.



Although you will need to write up a policy that pertains specifically to your own fairgrounds, the California Exposition & State Fair generously offered a copy of their drone policy as an example to help get you started:

"In order to protect the safety, security, and property interests of Cal Expo, its employees, agents, contractors, and the public, any operation or use of unmanned aircraft systems, remote or radio controlled model aircraft of all types, shapes, and sizes, or any other similar type devices (collectively 'Drones') is prohibited on the premises of Cal Expo or within Cal Expo's air rights, without prior written approval from Cal Expo. Please be advised that violation of this policy will result in immediate ejection from Cal Expo's premises and may subject the violator to a criminal trespass warning or arrest for those who fail to comply." California Exposition & State Fair

If you would like some help writing up your fair's drone policy, please contact your CFSA risk control specialist or Tom Amberson, CFSA risk department manager, at 916/263-6180 or tamberson@cfsa.org.

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CFSA Liability Pool Members:

Remember to Send Rental Agreements and Standard Contracts to CFSA for Certificate of Insurance Reviews

Why is CFSA constantly reminding General Liability Pool members to have CFSA review their rental agreement and standard contract certificates of insurance? Because this second-set-of-eyes review protects your fair and protects the General Liability Pool. And both benefits help keep annual pool fees down!

Mistakes happen, and when a mistake means a certificate doesn't meet CFSA's insurance requirements (including liability limits and specified additional insured language), Lianne Lewellen, CFSA's risk analyst, will work on your behalf to correct the issues. Then, should an incident occur on your fairgrounds during the event, the liability will shift to the event's/renter's insurance carrier and not to your fair or to the General Liability Pool.

CFSA also reviews hazardous contracts for all DAA fairs - pool members and nonmembers - through a contract with the California Department of Food & Agriculture's Fairs & Expositions Branch.

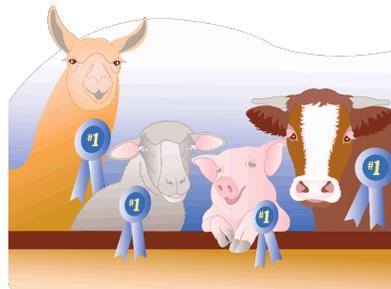
In 2016, Lianne reviewed 3,564 certificates and approximately 25% contained an error that required Lianne's attention. The most common mistake? Missing additional insured language. Remember, if a discrepancy is found, CFSA will resolve the issue for you.

Please fax or email your rental agreements and standard contracts **at least one week before the covered event** to Lianne at 916/263-6159 (fax) or to llewellen@cfsa.org.

Questions about the review process? Contact Lianne at 916/263-6145 or email her at the email noted above.

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Use CFSA's Animal Exhibitor Group Insurance Coverage to Your Fair's Advantage!



If your fair requires animal exhibitors to have general liability coverage, consider the benefits of using CFSA's Animal Exhibitor Group Insurance:

- It saves time - your fair doesn't have to collect insurance certificates from every exhibitor. And, whether you are covering five or 105 FFA, 4-H, Grange and/or independent exhibitors, only one Special Events receipt needs to be generated for the entire group.
- If an animal injures a fair visitor or damages someone's property, the animal's owner *and family* are covered, and so is your fair!
- If there's an incident and your fair is a member of the CFSA General Liability Pool program, neither your General Liability rate nor your fair's loss history will be affected.
- Providing exhibitors with coverage is a great community-spirit gesture.

For more information about the Animal Exhibitor Group Insurance coverage and its

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Overheated? Here Are Some Timely Tips for Heading Off Heat-Related Illnesses

Okay, so the weather has been a little unpredictable lately. Rain one day, 80+ degrees the next. But one thing is for sure, unless your fair is lucky enough to be near the coast, chances are it's going to get really hot where you are this

summer. Add the fact that there's always work that needs to be done out on your fairgrounds, and you have the potential for heat-related illnesses. What to do? *Fyi* checked in with Tom Amberson, CFSA's risk department manager, for a hot-weather refresher course that will help everyone keep their cool:

You and your colleagues are at a greater risk of heat illness - when your body holds in more heat than it can release - if you:

- are dehydrated (dehydration is your worst enemy)
- aren't used to working in the heat
- are in poor health or are older
- have previously experienced a heat-related illness
- are on a low-salt diet
- take medications or over-the-counter drugs

Temperatures don't even have to be in the 100s to be potentially dangerous. According to the National Weather Service Heat Index, a temperature of 90 degrees in the shade with 30% humidity calls for a warning of "extreme caution" for heat illnesses including heat exhaustion, heat cramps and heat stroke. When it's above 100 degrees in the shade, the Heat Index registers "extreme danger." In either case, the prudent choice is to limit work or to stop working outside altogether.

To help prevent heat-related illnesses, health experts recommend wearing lightweight clothing, drinking plenty of cool water BEFORE heading out to work as well as while working (aim for at least one 8 oz. cup every 20 minutes) and taking frequent rest breaks in the shade or a cool area when working in the sun. In addition, try to schedule outdoor work for early mornings, when possible, and to avoid heated areas.

To stay hydrated, choose water or sports beverages over sodas and other drinks containing caffeine or sugar. Avoid alcohol altogether as the more you drink, the more dehydrated you will become.

Symptoms that could indicate trouble ahead include profuse sweating or no sweating, a pale or flushed complexion and flu-like symptoms such as sudden weakness, nausea, fever, chills and headaches. Other red-flag symptoms are dizziness, loss of coordination, blurry vision, confusion, fainting, vomiting and seizures. If you or a co-worker experience any of these symptoms or if you simply begin feeling ill, stop working, tell someone and take a break in a shady, cool area. Workers suffering from painful muscle spasms or tired muscles should also take a break in the shade and drink cool water or a sports beverage. Do not give or take salt tablets or fever medications.

If a co-worker loses consciousness, move him or her to a shaded area and immediately seek medical help. Until that help arrives, cool the worker with fanning, by soaking his or her clothing with cool water and by applying cool compresses. Do not provide your co-worker with anything to drink.

If your fair is a member of CFSA's Workers' Compensation Pool Program, talk to your risk control specialist about on-site training and/or for help developing a written heat-illness prevention program. The written program can be a stand-alone program or incorporated into your fair's Injury and Illness Prevention Program.

Questions? Please contact your fair's risk control specialist or Tom Amberson at 916/263-6180 or tamberson@cfsa.org.

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mthurber@cfsa.org.

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