



Blue Sky/Red Cross High Wind Abatement Education Trailer Set-Up Procedures

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Figure 7b Blue Sky/ Red Cross High Wind Abatement Education Trailer Set up procedures

Positioning and Leveling Trailer



1. Begin by positioning the trailer where it will be setting during event.



2. Remove the tool kit from inside the small storage area accessible by the small door in the rear of the trailer.



3. The first thing you need to do is to get all four support jacks down. To do this start by dropping the tongue down using the jack in the middle of the tongue.



4. Lower the tongue until the rear of the trailer is high enough that the rear support jacks swing down freely. Extend and place the rear jacks.



5. Then raise the tongue until you can do the same with the front jacks.
6. Adjust front and rear jacks until trailer is level. The bottom of the trailer needs to be about 13" off the ground
7. Next, Remove hitch bar by removing pin and stow it under the trailer.
8. Put wood chocks available in the tool kit under the wheels

Unfolding the Doors



1. Unlock both locks on door.



2. Open all four doors on both sides of the trailer. It is probably slightly easier to do the safe room side (the left side as you face the trailer from the front) first.



3. Open the right forward door be carefully. Part of display may have shifted during transit requiring that you reach in and adjust it slightly before opening all the way out.



4. Unlatch top and bottom latches of rearward door. Open it fully. You may need rubber door stops to hold it open. One or both doors may be held open for now with rubber stops available in the tool kit



5. Access the storage area on the right side by lifting the plywood covering and securing with the latch



6. Remove the front and rear table and place it on aluminum lip on rear of trailer. There is a bolt in middle of angle which lines up with metal plate on table.



7. When this is secured pull the tube near the front of the table outward toward both edges of the table.



8. The tubes will connect with the back of the doors by inserting the flattened end of the tube into the available slots on the back of the doors. Use the metal pins provided.

9. Repeat this procedure with the front table.

1. Now pull right side display unit outward so that it raises interior panels. This may require some strength. This completes right side setup.

2. Take the two displays that were in lower area on the left side and suspend them on the protruding bolts on the rear of the trailer above the table. These are the garage door reinforcement and permanent shutter units.

In the two little doors on the back of the trailer are a storm window unit that is placed on the front of the trailer and a grey wooden block with two notches in the top that looks like a cement block. This should slip under the rearward display on the left side. The notches will hook into two wooden pegs on the underside of the display. If it does not fit, you may need to raise the trailer. The block should complete setup of unit.

10. At this point carefully remove red straps supporting folding display. This is somewhat heavy so use care. Look behind these folding units and secure black latches which hold the display rigid.

11. Now lift the inside cover at the notch and secure it against inside wall with the wooden block that swings down.

12. When this is secured, remove all items from storage well.

13. Place all items aside for now
14. Swing out display table in storage well until it rests against trailer on attached triangular braces.
15. Now swing out the large interior graphics panels and latch them to slot on the edge of trailer. There is a yellow strap to help swing out the twin panels on the forward side.

Take Down Procedures

Notes:

1. Save the cardboard sheets and place them back between the tables.
2. Secure the foldout units with the red straps as tightly as possible.
3. Make sure safety chains are attached and that lights are working.

If you have any questions or problems refer to In Case of Document or try to reach Paul Devine on his cell phone @ 919-260-8485.