

Preparing to Safely Attend a *FIRST*® Event

Preparation in advance by all attendees can go a long way in contributing to a safe, enjoyable event for all. While we do not anticipate any problems, we recognize the need to be ready for any emergency that can arise. With safety in mind, here are some suggestions for your team's preparation and attendance of an event:

- 1. Team Leaders, with input from others, review Youth Protection Policies along with program, and event-specific safety guidance. Then create a written safety plan for the team in preparation for attending the event. This plan should include:**
 - a. Safety while traveling
 - b. Safety at the event location (where to go in an emergency, how to stay in touch with each other at the event, how to seek medical help, etc.)
 - c. Identifying individual health concerns (Diabetic, allergies, disabilities, etc.)
 - d. Personal and emotional safety if you are lost or feeling uncomfortable for any reason
 - e. Emergency communication (who to call, parent contact info, who's in charge)
 - f. Team safety check-ins before, during, and after the event
- 2. Hold a team safety meeting before you go to the event:**
 - a. Review the safety plan
 - b. Talk about what to do in different situations like fires, bad weather, or if someone bothers you or makes you feel uncomfortable. Ask questions about "what if" scenarios
 - c. Verify all team members have key team contacts saved in their phone or know how to reach each other
 - d. Verify everyone's emergency contact and medical information
 - e. Tell everyone they have the right to feel safe at all times, and if something's wrong, they should tell an adult they trust
- 3. At the event, find important places near your team's area, the field, and common areas, such as:**
 - a. First aid station(s) and pit admin
 - b. A meeting spot if you need to leave the venue quickly
 - c. Safe shelter in place locations
 - d. Where to find emergency exits, fire extinguishers, and AEDs (automated external defibrillators), if available
- 4. In the unlikely event of an emergency:**
 - a. Listen carefully for instructions because each situation will be different. Follow event staff instructions
 - b. Stay calm and help others to follow the instructions. If someone on your team needs extra help, make sure someone takes care of them
 - c. After you are safe, check that everyone on your team is okay
 - d. Follow your team's safety plan and conduct emergency communication as needed to tell parents and others what is happening

See Something, Say Something:

We all need to watch out for each other. If you see something out of the ordinary or worrying, tell Pit Admin or a trusted adult right away. Tell your team members to do the same and explain how to report problems, either to you as their coach or mentor or directly to event officials.

Instilling a culture of safety is a value that every individual in the *FIRST* community must embrace as we pursue *FIRST*'s mission and vision. By working together, we can help everyone stay safe and healthy at *FIRST* events.

