



# Safety Manual

# Introduction

Midwest FurFest is committed to providing a safe and healthy environment for all staff members, volunteers and attendees. Accident and injury prevention is the responsibility of everyone. The best protection against injuries and accidents is knowing how to fulfill your role in a safe manner. If you have questions concerning the safety of a task or need to know how to perform the task safely, consult your supervisor (for most staff, this is your director) or risk management. It is imperative that all staff and volunteers take personal responsibility for their own safety and follow health and safety rules. It is equally important that we all assume responsibility for one another by pointing out potential hazards when we see them and notifying staff members or volunteers if they do not follow safety guidelines. Every staff member is authorized to "stop work" in unsafe conditions.

This safety manual provides valuable information to help you integrate safety into your daily tasks. you are expected to follow the procedures and guidelines detailed here. Depending on the potential hazards associated with your role, there may be specialized certifications or training required, as noted in this manual. Let your supervisor know if you have questions about the information in this manual, or if you need assistance performing your role or tasks safely. Thank you for your commitment to the health and safety of your fellow staff members, volunteers, and attendees!

In Safety,

*Midwest FurFest Board of Directors*

# Safety Manual Acknowledgement Sheet

*This page to be completed only when onboarding offline ("pen and ink")*

**Volunteer Name:** \_\_\_\_\_  
(please print)

**Staff ID #** \_\_\_\_\_

**Site Location:** \_\_\_\_\_

I, \_\_\_\_\_ (printed name), have received, reviewed, and understand the contents of this safety manual. I will observe the safe work practices as outlined as a condition of volunteering with Midwest Furry Fandom/Midwest FurFest to protect myself, and others, from safety and health hazards. I understand that the safe work practices in this manual are not the only rules and/or procedures that I will be required to follow.

I also understand I am responsible for performing my role and assigned tasks in a safe manner, as not to bring harm to myself or others. I am also expected to correct any unsafe actions or conditions I observe myself. If I cannot correct the actions or conditions, I will contact my supervisor and advise them of the situation.

If I am injured during the course and scope of my duties, I will immediately report the injury to my supervisor.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

# Your Safety Rights and Responsibilities

This safety manual provides a quick reference to important safety information and answers general questions you may have about health and safety while volunteering at Midwest FurFest. You may obtain additional safety information from your supervisor, designated safety officer, or the risk department, as needed.

All information in this manual applies equally to convention staff, corporate staff, leadership and volunteers. "Staff" and "volunteer" are used interchangeably, and apply to all individuals.

## Your Safety Rights

As staff, you have rights that protect you from health and safety hazards in your assigned role or tasks. You have the right to participate in workplace health and safety programs, and to know about potential hazards. You also have the right to refuse work that you believe is dangerous, and to stop working in such circumstances.

### Your Health and Safety Rights

- **The right to know:** You have the right to know the hazards associated with your role and tasks. Your supervisor must ensure you know how to work safely.
- **The right to participate:** You have the right to play an active role in keeping the convention healthy and safe. This includes training and participation in safety programs, if required for the role or task.
- **The right to refuse unsafe work:** If you believe your role or task are likely to endanger yourself or others, you have an obligation to report the unsafe situation to your supervisor. If the situation is not corrected, you have the right to refuse to perform, or stop, the work without reprisal.

# Your Safety Responsibilities

While Midwest Furry Fandom has overall responsibility for your health and safety during convention operations, you also have an obligation to work safely and protect yourself. You must follow all established health and safety procedures, including use of personal protective equipment (PPE) where required. Whenever you notice a risk or hazard, you must inform a supervisor of the situation and do everything you can to reduce or eliminate the problem, if safe, and if qualified to do so. If you are injured, you must report the injury to your supervisor immediately. They will make sure that you receive the treatment you need. Your responsibilities include:

## Your Individual Health and Safety Responsibilities

- Follow all safety rules and standard safety operating procedures.
- Report hazards promptly.
- Use required PPE.
- Report accidents and injuries immediately.
- Attend necessary safety training courses or briefings, if required.
- Possess the proper training, certification, or credentials to perform your specific role or tasks as required. Note: **Proof of certifications or license may be required for some roles or tasks, and are kept on file by HR.**

## Supervisor's Safety Responsibilities

Directors and supervisors are responsible for complying with applicable health and safety requirements in their area(s) of responsibility. Additionally, supervisors are responsible for implementing safety policies and procedures in their work areas when task requirements are beyond the scope of the general guidance in this manual. Supervisors are also required to ensure staff have the appropriate training or certification to carry out their specific role or tasks.

- Ensure the work areas you supervise are safe.
- Provide the necessary safety training to all staff, if needed. Ensure HR has all relevant information to maintain training records.
- Provide the necessary PPE, if required, while ensuring staff know how to properly use it. Consult risk management for assistance with PPE issuance and fitting.
- Ensure staff are aware of the safety rules and regulations.
- Counsel staff who do not follow safety guidelines or use required PPE. Should non-compliance continue, remove staff from the task and refer the individual to leadership.

# General Workplace Safety Rules - 1.0

- 1.01 Report all accidents, unsafe acts or conditions to your supervisor.
- 1.02 Learn the safe way to fulfill your role. If you do not thoroughly understand your role or assigned tasks, ask your supervisor.
- 1.03 Avoid injury to yourself, other volunteers and attendees by paying attention to your surroundings. Avoid distractions such as cell phones when performing safety sensitive work. Be aware of attendees in fursuit, as they may not see you, others, or your work area due to limited vision.
- 1.04 Practice good housekeeping by keeping your work area neat and organized at all times.
- 1.05 Mark or barricade dangerous areas (slippery floors, defective equipment, etc.) and report the hazard to your supervisor immediately. Facility related issues (spills, torn carpet, and similar hazards) may be reported to the hotel or convention center team as appropriate.
- 1.06 Be alert for possible hazards that may cause slipping or tripping.
- 1.07 Before using any chemical, read its Safety Data Sheet (SDS) and follow the chemical's safety procedures.
- 1.08 Use the proper Personal Protective Equipment (PPE) to complete your role or tasks safely, if required.
- 1.09 Use extra caution when operating a motor vehicle. Observe all traffic laws and wear your seatbelt at all times. Avoid texting or using your cell phone while operating a motor vehicle. Proof of a valid driver's license will be required to operate MFF provided motor vehicles.
- 1.10 Exercise caution when working on streets, parking lots or any other area with vehicular traffic. Look for potholes, uneven surfaces, traffic, etc. **Volunteers and staff working near vehicles or near/in traffic vehicles must wear a reflective ANSI Class 3 reflective vest.**
- 1.11 Stay alert for possible hazards and unsafe conditions when entering parking lots, buildings and convention spaces after hours and especially at night. If you feel unsafe, or see unsafe conditions, notify your supervisor, director, or the safety department.
- 1.12 Know the emergency telephone numbers and adhere to Emergency Management policies and procedures.
- 1.13 Make sure carpets and mats are secure and do not have curled edges or torn places that could cause a trip or fall. Open doors slowly and approach closed doors cautiously.
- 1.14 If operating equipment, read, understand, and follow the operating instructions before operating the equipment. Ensure pre-job safety and functional checks are completed. Industrial trucks such as forklifts and scissor lifts require appropriate certification on file with HR **before** operating such equipment.
- 1.15 Do not attempt to repair anything that you are not qualified and authorized to repair.
- 1.16 If a role or task is too difficult to complete by yourself, seek assistance rather than risking injury to yourself or others.
- 1.17 Do not become preoccupied while performing tasks. Inattentiveness may result in accidents or injuries.

- 1.18** Practical jokes and horseplay are inappropriate and may lead to accidents. Such behavior is strictly prohibited.
- 1.19** While volunteering and on duty for MFF, the use of alcohol, addictive or illegal drugs is prohibited (subject to narrow exception for alcohol consumption at certain banquet events, and then only in moderation).
- 1.20** Certain prescription drugs and over the counter medications may make you drowsy or alter behavior. Evaluate if your task(s) are appropriate pursuant to any label warnings, and notify your supervisor when using these medications.

## Lifting and Handling - 2.0

- 2.01** Evaluate the load to be lifted. Is there another way to handle the load, such as a hand truck, straps, etc.? Do not attempt to lift the load alone if it cannot be done safely. Ask for help!
- 2.02** Never carry a load of such size that it reduces your visibility, especially while going up and down stairs.
- 2.03** Do not attempt to move heavy, bulky or awkwardly shaped objects alone. Get help from other volunteers, staff or a mechanical lifting device.
- 2.04** Do not overfill boxes, totes, or trash cans.
- 2.05** Shelves and storage areas should have heavy items placed towards the bottom and lighter items placed towards the top.
- 2.06** Make sure you follow the eight steps to a safe lift:

### **Eight Steps to a Safe Lift:**

#### **Step 1. Size up the load**

Make sure that the load is stable, balanced and light enough for you to safely lift. If it is not, get help or use a dolly or some other lift aid.

#### **Step 2. Plan the job**

Find a route that is free of slip and trip hazards. Figure out where you will drop the load off, and plan rest stops along the way if necessary.

#### **Step 3. Establish a base of support**

Keep your feet at least shoulder-width apart. A staggered stance, with one foot slightly behind the other, can help form a strong base of support.

#### **Step 4. Bend at your knees**

Bend at your knees, not at your waist.

#### **Step 5. Get a good grip**

Grip the load firmly, using your whole hand, not just your fingers.

#### **Step 6. Lift with your legs, not your back**

Flex your knees and hips, not your back, and avoid bending at the waist.

#### **Step 7. Keep the load close**

The closer the load is to your body, the less force it puts on your back. Carrying 10 pounds at arm's length feels like lifting 100 pounds.

#### **Step 8. Pivot; don't twist**

If you need to change direction, move your feet, taking small steps.

## Electrical Safety - 3.0

- 3.01** Volunteers or staff working with electrical equipment (outside of equipment found in a typical office setting) must be certified or licensed if they are performing electrical work, maintenance, or repair on equipment.
- 3.02** Staff performed electrical work with exposure to 50 volts (AC/DC) or greater must be certified in, and use, "Lock Out Tag Out" (LOTO) procedures and ZEV in compliance with their certifying organization's requirements. (Note: Cord control on single supply equipment is an acceptable form of hazardous energy management.)
- 3.03** To prevent shock, make sure all electrical equipment is properly grounded.
- 3.04** Inspect all electrically operated equipment for safety prior to use and periodically during use. Damaged or defective equipment should not be used and should be reported to your supervisor immediately.
- 3.05** Use the right extension cord for the job. Only NRTL (UL, TUV, CSA) approved three wire extension cords (with grounding plugs) shall be used. **"CE" is not a meaningful symbol or certification.**
- 3.06** Extension cords are for temporary use only.
- 3.07** Repair or replace extension cords that are worn or damaged. Do not use a worn or damaged extension cord!
- 3.08** Do not pull or disconnect a plug from a socket by pulling on the cord.
- 3.09** Be careful not to overload outlets, power strips, or extension cords. If a socket face or extension becomes warm, discontinue use immediately and notify your supervisor.
- 3.10** Do not use electrical equipment outdoors or in wet areas without a Ground Fault Circuit Interrupter (GCFI).
- 3.11** Access to circuit breakers and panel boxes must not be blocked. Maintain a clearance of at least 36 inches around them.
- 3.12** Unplug electrical appliances before cleaning or service.
- 3.13** Unplug appliances only with dry hands and standing on a dry flooring surface.

## Ladder Safety - 4.0

- 4.01 Use ladders when climbing. Never use boxes, chairs or other items as a substitute.
- 4.02 Do not exceed the maximum load capacity rating for the ladder.
- 4.03 Select the right ladder for the job. Make sure the ladder is strong enough (appropriate class/load rating) and long enough to reach your work area without overbalancing. Avoid metal ladders when there is a chance of contact with a source of electric current or inclement weather.
- 4.04 Do not climb higher than the second tread from the top on a step ladder, or the third rung from the top on a straight ladder, except for purpose designed "platform" work ladders.
- 4.05 Before using any ladder, inspect it for cracks, loose or damaged rungs or rails, missing cleats and broken spreaders.
- 4.06 Remove broken or defective ladders from operation, tag the ladder, and alert a supervisor or director.
- 4.07 When setting up a step ladder, make sure the folding metal braces or spreaders are locked in their fully extended position, and safety feet are secured.
- 4.08 When setting up a straight or extension ladder, set it on a firm, dry base and use the four-to-one rule: *The base of the ladder should be one foot out from the wall for every four feet of ladder height to the point where the ladder touches the wall.*
- 4.09 Be aware of setting up ladders near blind corners and other areas where the ladder could be struck or tipped over. If a ladder must be set up in a traffic area, use a barricade and/or enlist other staff as a watch to prevent collisions.
- 4.10 Do not place a ladder in front of a closed door unless the door is locked. Place warning signs and/or barricade(s) on the side of the door opposite the ladder.
- 4.11 Always face the ladder and maintain three points of contact when climbing or descending.
- 4.12 Do not carry items or tools in your hands when climbing a ladder. Hoist them up with a rope or carry them in a tool belt.
- 4.13 Work within an arm's length while on the ladder. Climb down and move the ladder if this is not possible.

## **Slip, Trip and Fall Prevention - 5.0**

- 5.01** Pay attention when walking, so you see potential hazards.
- 5.02** Avoid carrying items that obstruct your vision. Work should not be performed wearing a fursuit head when restricted visibility increases work hazards.
- 5.03** Take time to clean up wet spills or wet surfaces, rather than walking around the hazard.
- 5.04** If you observe a large spill or tripping hazard, immediately and barricade the hazard, then notify your supervisor, director, or the appropriate facilities staff.
- 5.05** If you must use a mop, use "wet floor" sign barricades to alert others to the hazard.
- 5.06** Avoid walking on freshly mopped or wet surfaces. If you must walk across them, take short, deliberate steps, rolling from heel to toe.
- 5.07** Wear shoes that are slip resistant, especially while working in high-risk areas and during inclement weather, or other adverse conditions.
- 5.08** Use caution when climbing stairs and use handrails when available.
- 5.09** Use mats at entryways to dry and clean shoes during wet weather.
- 5.10** Extension cords should be secured to the ground when in use.
- 5.11** In icy conditions, contact facilities staff to appropriately treat surface ice in walking areas. "Walk like a penguin" (shuffle your feet) if crossing untreated ice is unavoidable.

# First Aid and Bloodborne Pathogen Safety - 6.00, - 6.10

- 6.01 Know the location of first aid kits and how to call for help.
- 6.02 If you observe a medical emergency, immediately contact first aid/safety and report the location and the nature of the emergency.
- 6.03 **Rendering first aid or emergency medical treatment is to be done only by a member of first aid that is properly trained in CPR/first aid, and authorized by MFF's medical director.**

## Bloodborne Pathogens

Bloodborne pathogens are viruses or bacteria present in human blood and bodily fluids, which can infect and cause disease in humans. If it becomes necessary to administer first aid or emergency medical treatment to a person who is sick or injured, or there is a possibility of you coming into contact with blood and / or bodily fluids, *remember that all blood or other bodily fluids should be considered infectious.* The following are general guidelines for volunteers that may be exposed to blood, bodily fluids or other potentially infectious materials (OPIM). Members of MFF's first aid department should follow the first aid department's standard operating procedures (SOP).

- 6.10 Consider all blood and OPIM to be infectious for pathogens.
- 6.11 Protect yourself first; treat the injured or sick person second.
- 6.12 To help avoid contact with blood or OPIM, allow the injured person to tend to their own injury, if able to do so. Allow them to discard the contaminated materials appropriately.
- 6.13 Wear appropriate personal protective equipment (PPE). Wear gloves approved for working with blood when it is anticipated that hands will come into contact with blood or OPIM. Other protection may include gowns, face shields, facemasks, and eye protection.
- 6.14 When performing CPR or rescue breathing, use a pocket mask with a one -way valve, mouthpiece or resuscitation bag to avoid contact with blood or OPIM.

## Clean Up Procedures

- 6.15 Wash hands with antibacterial soap and warm water immediately after removing your gloves. Dry hands with single use towels or a hot air drying machine.
- 6.16 If hand washing facilities are not readily available, wash hands with an antiseptic towelette or hand sanitizer. Wash hands as mentioned above, as soon as possible.
- 6.17 Place all contaminated materials in red biohazard bags and then seal. Needles should be placed in designated sharps containers.

## Exposure Reporting

- 6.18 Inform your supervisor or staff member immediately upon exposure to blood or OPIM. Exposure means if blood or OPIM comes into contact with your mucous membranes, such as eyes, nose and mouth, or skin lacerations (cuts).

# Fire Safety - 7.0

Fire safety is the responsibility of every staff member. You can help prevent fires by using good housekeeping practices, such as keeping walkways clear, limiting refuse buildup, and keeping fire doors closed. Knowing how to respond to a fire can save your life and others. All MFF staff and volunteers should know the location of safety equipment, such as fire extinguishers and fire alarm pull stations. If you see smoke but no flames, notify a member of the hotel or safety staff. If flames are present, please adhere to the following guidelines:

## General Fire Safety

### 7.01

<b>Do</b>	<b>Don't</b>
<ul style="list-style-type: none"><li>• Report ALL fires immediately to safety staff. If you cannot reach anyone, call 911.</li><li>• Alert staff, volunteers and attendees in the immediate area.</li><li>• Attempt to extinguish small fires if you are trained to do so and feel comfortable.</li><li>• If the fire is large or out of control, activate the fire alarm.</li><li>• If your clothing catches on fire, protect your face and stop, drop and roll.</li><li>• Evacuate buildings by using stairwells.</li><li>• Test doors for heat with the back of your hand before entering any room. If smoke is present, crawl on your hands and knees to keep your head low and out of smoke.</li><li>• After evacuation, wait for emergency response personnel and inform them of the fire location and other details, such as chemicals stored and used in the area.</li></ul>	<ul style="list-style-type: none"><li>• Don't assume someone else will report the fire.</li><li>• Don't arbitrarily break windows. Falling glass is a serious threat to pedestrians and rescue personnel below.</li><li>• Don't exit until you have felt the top of the exit door. If the door is hot or if excessive smoke prevents your exit, keep the door closed.</li><li>• Never use elevators to exit during a fire, even if it appears safe to do so. Mobility impaired individuals should seek shelter in designated areas of rescue assistance, or concrete/masonry stairwell landings.</li><li>• Don't go back for personal belongings.</li><li>• Don't re-enter the building until you are told to do so by emergency response personnel.</li></ul>

## Portable Fire Extinguishers

- 7.02** Portable fire extinguishers, when used properly, are effective tools for protecting lives and property by putting out small fires or containing them until the fire department arrives. For effective operation, staff should know about the different types of fire extinguishers and how to operate them. Volunteers and staff are not required to fight fires, but may extinguish small fires with a fire extinguisher if they have been properly trained and feel comfortable doing so.
- 7.03** Portable fire extinguishers are not designed to fight large or spreading fires. They are primarily designed for fires that are contained to a small area.
- 7.04** Never attempt to fight a fire that is growing or a fire that is between you and an exit.
- 7.05** Keep your back to a safe and unobstructed exit to which the fire will not spread.
- 7.06** Make sure the fire extinguisher is the proper size and type for the fire you are fighting and that you know how to use it.
- 7.07** If unsuccessful in extinguishing a fire, leave immediately, close off the area and leave the fire for the fire department.
- 7.08** **Fire Extinguisher Operation:** When fighting a fire with a portable extinguisher, remember the acronym P.A.S.S.











- P** - Pull the pin. Most fire extinguishers use a locking pin to prevent accidental operation. Pulling the pin unlocks the lever to allow the extinguisher to work.
- A** - Aim low. Point the fire extinguisher at the base of the fire, NOT the upper flames.
- S** - Squeeze the lever. This will activate the fire extinguisher.
- S** - Sweep from side to side. Use a sweeping motion, swaying back and forth, at the base of the fire. This is the best method to extinguish the fire.

**Make sure to monitor the area you extinguished as the fire may reignite!**

# USING A FIRE EXTINGUISHER

## Classification and Operation Guide

Identify the class of fire from the list below. Do not use the fire extinguisher if it is not rated for the class of fire you are fighting.

Fire Class	Type of Fire	Picture Symbol
	<b>COMMON COMBUSTIBLES:</b> Wood, paper, cloth, trash and other ordinary materials	
	<b>FLAMMABLE LIQUIDS:</b> Gasoline, oil, paints and other flammable liquids	
	<b>LIVE ELECTRICAL EQUIPMENT:</b> Fires involving electrical equipment, such as appliances, wiring, circuit breakers and outlets.	
	<b>COMBUSTIBLE METALS:</b> Combustible metals and metal alloys	
	<b>COOKING MEDIA:</b> Vegetable oil, animal oils and fats.	

## OPERATING INSTRUCTIONS

- **PULL**  
Pull out the pin  
Hold the extinguisher upright
- **AIM**  
Standing several feet back from the fire,  
aim the nozzle at the base of the fire
- **SQUEEZE**  
Squeeze the handle to release  
the agent
- **SWEEP**  
Sweep the nozzle from side to  
side aiming at the base of the  
fire until the fire goes out

# Emergency Procedures - 8.0 through 9.0

## Medical Emergency

- 8.01 If a medical emergency requires immediate action, notify a member of first aid or safety immediately. If you have a radio, call out the location and the nature of the emergency. If you do not have a radio, instruct someone go to safety while you stay with the person. **A trained member of MFF first aid or safety will make any additional calls deemed necessary for additional help, such as calling 9-1-1.**
- 8.02 Do not touch the person unless you are a member of first aid and are authorized to do so.
- 8.03 Explain to the person assistance has been called.
- 8.04 Once help has arrived, remain in the area to assist or answer questions if needed.

## Fire Alarm

- 8.05 If you have a radio, switch to the ***EMERGENCY CHANNEL***.
- 8.06 If you do not have a radio, find a staff member that does.
- 8.07 Listen to the radio, **but do not transmit**, unless there is an emergency in your area or you are called directly.
- 8.08 If an evacuation is called for, **go to the nearest exit**:
- **Do not** stay in the hotel or convention center (you may be directed to proceed to whichever major facility is unaffected).
  - **Do not** spread rumors, or speak on behalf of the convention.
  - **Do not** perform crowd control unless requested by leadership.

## Safety and Security Issues

### General

**8.09** If someone comes to you with a safety or security concern, escort the person to the safety office. If it is an urgent issue, stay with the person and radio safety or find a staff member with a radio to call for you. Check with the safety office when able to answer any questions or complete any reports which may be required.

### Suspicious Envelopes or Packages

**8.10** If you receive or find a suspicious package, notify safety immediately. Remain calm.

**8.11** Do not handle the package. Do not shake, bump, smell or taste it.

**8.12** Secure the location and keep others from entering the area.

**8.13** If you touch the package, wash your hands thoroughly as soon as possible.

*A suspicious envelope or package might include the following:*

- |  |  |  |
|--|--|--|
| • Excessive postage  | • Title without name   | • Ticking sound  |
| • Incorrect title  | • Visual distractions  | • Excessive weight   |
| • Handwritten or poorly typed address                            | • No return address  | • Lopsided or uneven envelope                                    |
| • Misspelling of common words                                    | • Protruding wires or aluminum foil                                    | • Oily stain, discoloration, or odor                             |
| • Excessive security material such as masking tape, string, etc. | • City or state in the postmark that does not match the return address | • Restrictive endorsements, such as “personal” or “confidential” |

### Bomb Threats

**8.14** In any bomb threat situation, remember to do the following:

- Notify safety.
- Remain calm.
- Check your area for unfamiliar items. Do not touch suspicious items.
- Report suspicious items to safety and your supervisor.
- Take personal belongings when you leave.
- Leave doors and windows open, do not turn light switches on or off.
- Use stairs to exit the building. Do not use elevators.

*The Emergency Management department supplies pre-printed forms with information to obtain in the event of a bomb threat. Each department with a MFF issued phone (cell, VoIP or landline) should ensure they have a supply at the start of every event, and reference the form if threats are received.*

## If you Receive a Bomb Threat

- 8.15** Stay calm and keep your voice calm.
- 8.16** Pay close attention to the details. Talk to the caller to obtain as much information as possible.
- 8.17** Take notes. Ask questions:
  - Where is it? / When will it explode?
  - What does it look like? / What kind of bomb is it?
  - Where did you leave it? / Did you place the bomb?
  - Who is the target? / Why did you plant it?
  - What is your address? / What is your name?
- 8.18** Observe the caller's:
  - Speech patterns (accent, tone)
  - Emotional state (angry, calm, agitated, calm, etc.)
  - Background noise (traffic, talking, music etc.)
  - Age and gender
- 8.19** Write down other potentially pertinent information and submit it to safety. In certain circumstances law enforcement may interview you for your first-hand account:
  - Date and time of call
  - How the threat was received (letter, note, telephone)

## Criminal Activity / Unauthorized Person in Convention Space

**9.01** Notify safety immediately and provide a description of the person(s), including, if safe to do so:

- Location
- Clothing description
- Physical descriptors

**9.02** **Do not attempt to apprehend or detain the person(s)!** This will be handled by safety or law enforcement.

**9.03** Put a safe distance between yourself and the perpetrator. Be prepared to seek cover in a nearby hall or room or evacuate (if safe to do so), if the intruder/suspicious person(s) approaches and is visibly armed with a weapon, or makes a threatening action towards you.

## Fights

**9.04** Notify safety immediately and provide a description of the person(s), including, if safe to do so:

- Location
- Clothing description
- Physical descriptors

**9.05** **Do not try to break up the fight or become involved!** Do not touch the person(s) fighting. Allow safety or law enforcement to handle the situation.

**9.06** If safe to do so, keep onlookers back from the fight.

# Active Shooter

**9.07** Quickly determine the most reasonable way to protect your own life. Remember that attendees are likely to follow the lead of staff and volunteers during an active shooter situation.

Run	Hide	Fight
<p><i>If there is an escape path, attempt to evacuate the premises.</i></p> <p><b>Be sure to:</b></p> <ul style="list-style-type: none"> <li>• Have an escape route and plan in mind.</li> <li>• Evacuate regardless of whether others agree to follow.</li> <li>• Leave your belongings behind.</li> <li>• Help others escape, if possible.</li> <li>• Prevent individuals from entering an area where the active shooter may be.</li> <li>• Keep your hands visible.</li> <li>• Follow the instructions of any police officers.</li> <li>• Do not attempt to move wounded people.</li> <li>• Call 9-1-1 and alert safety or staff, when you are safe.</li> </ul>	<p><i>If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.</i></p> <p><b>Your hiding place should:</b></p> <ul style="list-style-type: none"> <li>• Remain out of the active shooter’s view.</li> <li>• Provide protection if shots are fired in your direction (such as an office or room with a closed and locked door).</li> <li>• Avoid trapping yourself or restricting your options for movement.</li> </ul> <p><b>To prevent an active shooter from entering your hiding place:</b></p> <ul style="list-style-type: none"> <li>• Lock the door.</li> <li>• Blockade the door with heavy furniture.</li> </ul> <p><b>If the active shooter is nearby:</b></p> <ul style="list-style-type: none"> <li>• Silence your cell phone.</li> <li>• Turn off any sources of noise (radios, televisions).</li> <li>• Hide behind large items (cabinets, desks).</li> <li>• Remain quiet.</li> </ul> <p><b>If evacuation and hiding is not possible:</b></p> <ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Dial 9-1-1, if possible, to alert police to the active shooter's location.</li> <li>• If you cannot speak, leave the line open and allow the dispatcher to listen.</li> </ul>	<p><i>As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:</i></p> <ul style="list-style-type: none"> <li>• Acting as aggressively as possible toward them.</li> <li>• Throwing items and improvised weapons.</li> <li>• Yelling.</li> </ul>

**9.08 How to Respond When Law Enforcement Arrives:** Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard. You may expect:

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, or handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety

**9.09 How to react when law enforcement arrives:**

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise your hands and spread your fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

**9.10 Information to provide to law enforcement or 911 operators:**

- Location and number of the active shooter(s).
- Physical description of shooter(s).
- Number and type of weapons held by the shooter(s).
- Number of potential victims at the location.

**9.11 Expected injury response:** The first officers to arrive at the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

**9.12 Sheltering:** Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. **Do not leave** until law enforcement authorities have instructed you to do so.

## Evacuation

### 9.13 General evacuation procedures: If it becomes necessary to evacuate the hotel/convention center

- Stay calm; do not rush, and do not panic.
- Safely stop your work. If time and safety permit, secure any potential secondary hazards (hot surfaces, operating machinery).
- Gather your personal belongings if it is safe to do so.
  - *Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.*
- If safety permits, close doors and windows, but do not lock them.
- Use the nearest safe stairs and proceed to the nearest exit. Do not use the elevator.
- Follow any instructions from emergency responders.
- Do not re-enter the hotel or convention center until you have been instructed to do so by emergency responders.
- Move to the established assembly area and ensure accountability of staff and volunteers is conducted in a timely manner.
- Report any known or suspected missing staff or volunteers.

### 9.14 Emergency Evacuation Guidelines for People with Disabilities

- Staff should obtain evacuation training for certain types of lifting techniques.
- Two or more trained volunteers, if available, should conduct the evacuation.
- **Do not** evacuate disabled people in their wheelchairs. This is standard practice to ensure the safety of disabled people and volunteers. Wheelchairs will be evacuated later if possible.
- **Always ask** someone with a disability how you can help **before** attempting any rescue technique or giving assistance. Ask how they can best be assisted or moved, and whether there are any special considerations or items that need to come with them.
- Before attempting an evacuation, volunteers and the people being assisted should discuss how any lifting will be done and the evacuation path that will be followed.
- Do not use elevators, unless instructed to do so by police or fire personnel. Smoke may fill the elevator cab, or elevators may fail during a fire.

## Natural Disasters

**9.15 Earthquake:** In the event of an earthquake, take the following precautions:

- Take cover immediately.
- Direct others to get under a chair, table or other piece of sturdy furniture or equipment.
- Seek shelter against a wall, if in a hallway.
- If outside, move to an open area, away from buildings.
- Be alert for aftershocks, do not use elevators and evacuate in a calm and orderly manner.
- Meet at the assembly point and await instructions from MFF staff. Do not reenter buildings until they are examined and deemed safe.

## Utility Disruptions

**8.30 Power Outage:** In the event of a power outage, take the following precautions:

- Report the outage to safety or operations.
- Help attendees and other staff move to safer, better lit, locations.
- Unplug personal computers, appliances, machinery, and non-essential equipment.
- Open windows, doors and curtains for additional light and ventilation.

**The content of this manual is not all-inclusive and should not be construed as containing all necessary compliance, safety or warning information. The guidelines and summaries are intended to be an introduction to safety awareness and to how certain policies and procedures apply to staff. When new or modified policies, procedures or programs are available, staff will be notified promptly. Differences that result from such changes will take precedence over the contents of this manual.**

**- END -**