



FRC Event Safety Procedures

1.0 Overview

Mid-Atlantic Robotics (MAR) and *FIRST* Mid-Atlantic (FMA) take the safety and well-being of every *FIRST* participant seriously.

This document details the event safety plans and procedures that are to be followed at every FMA *FIRST* Robotics Competition (FRC) Event. At an event, if any questions or issues arise, please go to Pit Admin for assistance and they will get you in contact with Event Management.

2.0 Event Safety and Procedures

2.1 Event Access

All students, mentors and volunteers participating in a District event must be badged.

Teams should only use entrances/exits that are marked for the event when entering and exiting the venue. During Team Load-In/Out, additional entrances for robots and equipment may be made available, but team members (mentors and students) must be badged. Badges must be worn starting 15 minutes after Doors Open on Day 0 of an event (typically this would be 4:15 PM on Friday), or immediately following the teams arrival and check-in at the event.

Teams should only be in the areas of the venue that are designated for the event and not explore other parts of the venue.

2.1.1 Students and Mentors

All students and mentors listed on their Team Roster from their *FIRST* Dashboard will be required to wear an FMA Event Badge for the duration of the event. Badges will be provided to teams at the first event they attend for the season, and it is the team's responsibility to keep the badges for the entire FMA season and be used at each FMA event they attend.

The Lead Mentor 1 or 2 from each team will be required to make sure their Team Roster from their *FIRST* Dashboard is up-to-date by January 31st. FMA will create badges based on the Team Roster that is in the *FIRST* Dashboard. Teams whose rosters are not up-to-date by the deadline may experience delays in checking in at the event, as their badges may not be ready prior to the team arriving at the event.

Badges will include identifiers noting if the badge is for a student, a mentor who has completed Youth Protection Screening (YPP), and mentors who have not completed YPP. Student badges will only include First Name and Last Initial. While all mentors on a team are not required to be listed on the team roster or complete Youth Protection Screening, it is **highly encouraged that all mentors on a team are listed on the team roster and complete Youth Protection Screening.**



Please refer to [Appendix 1](#) for additional information on this process and a checklist for mentors to reference.

2.1.2 Volunteers

All volunteers for an event must be assigned through the Volunteer Management System, badged for the event and wearing the appropriate volunteer apparel.

Non-*FIRST* affiliated staff or volunteers, such as school custodial staff and host venue concessions volunteers, will not be badged.

2.1.3 Visitors

Visitors to the event, or those individuals who are not listed on a team roster, will not be badged for the event. Visitors will enter the venue through the designated venue entrance, which will typically be the main entrance to the venue that teams and volunteers use.

Upon entering the venue, visitors will need to check in at the 'Visitor Check-In' desk. There each individual over 16 will need to provide an ID to the *Visitor Check-In Volunteer*. This volunteer will scan the id (if possible) and provide an event specific, initialed, wrist band.

- Each visitor will only need to check-in once per event.
- Individuals without a scannable id will need to have their information manually entered into the system and should provide some form of identification confirming their name.
- Individuals under 16 will need to be accompanied by an adult and will receive a wristband when the adult checks in

A third party system (Raptor Technologies) will be used to facilitate check-in.

If any event staff or volunteers note a person without a badge or a wristband - that person should be directed to check in.

2.1.4 See Something, Say Something

If someone notices someone or something that seems off or suspicious, please report any concerns to Pit Admin or Event Management.

2.2 Emergency Contact Plan

Every FMA District Event will have an Emergency Contact Plan that is provided to teams in advance of the event. This document will contain the main points of contact for an event in the case of an emergency: The Event Coordinator, the Event Manager, the Safety Manager, Event Security, Event Medical Personnel, and Emergency Services.

The Lead Mentors 1 & 2 will be provided this document via email in advance of their registered events by the respective Event Coordinators at least 1 week prior to the event. If teams do not receive this document in advance of their event, the lead mentor should reach out to



teamsupport@midatlanticrobotics.org. The template for this document, showing what mentors can expect to receive from each event can be found in [Appendix 2](#).

Lead Mentors should also have a plan in place with their team in the case of an emergency that includes checking attendance.

2.3 Emergency Response Document

Every FMA event will have an Emergency Response document that Event Management will use in the case of an emergency. This document will not be shared publicly, but will be enacted if necessary. Each event will have a unique document that lists if the Emergency Response Procedure is entirely FMA's, the host venue's, or a combination of the two. FMA & the LEC will develop this procedure based on the requirements of the venue.

Participants should listen to all announcements and directions from Event Management and Venue Personnel in the case of an emergency.

Event Management will also follow the MAR Crisis Communication Plan as necessary.

3.0 Volunteer Training

All *FIRST* Robotics Competition (FRC) Volunteers that are volunteering at an FMA Event have been screened through the *FIRST* Youth Protection Program system.

Volunteers who are volunteering at a Pennsylvania FMA Event have also provided to MAR/FMA their Act 153 clearances in accordance with State Law.

Additional event safety-specific training is required of all FMA-FRC Event Coordinators (LECs), Event Managers (EMs), Volunteer Coordinators (VCs) and *FIRST* Technical Advisors (FTAs). The table below shows the trainings and applicable Event Personnel that will be trained at each event.

Training Course	Event Personnel
FEMA: Active Shooter Training	Required: LECs, EMs, VCs, FTAs, FRC Program Committee
Mandated Reporter Training	Required: LECs, EMs, VCs, FRC Program Committee

4.0 Reporting a Concern

In the event of an issue or incident of concern arises, participants can go to Pit Admin and ask for Event Management. Event Management is trained in the reporting of concerns and can work to address immediate issues. Any issues that arise that do not require immediate attention can also be emailed to teamsupport@midatlanticrobotics.org.



Participants are also encouraged to submit any concerns through the [Youth Protection Reporting Portal](#). **Please note:** if an issue is only submitted through the Reporting Portal, there can be a significant delay before any actions may be taken locally. We strongly encourage participants to also report this to on-site Event Management so that immediate, local action can be taken as warranted.

Appendix 1 - Team Badging Process & Team Mentor Checklist



Pre-Event

- Ensure all students and mentors are registered in the *FIRST* system
- Use Express Enrollment to add all team members to your teams roster and complete the Consent and Release Form electronically
- Have all mentors complete Youth Protection Screening
- Ensure your Team Roster on your *FIRST* Dashboard is up-to-date by January 31st.
- Attend the Virtual Coaches Meeting on the Monday before your event(s) is supposed to start
- In case of emergency, make sure your team members are all aware of your teams safety plan



At Event

- Lead Mentor or Alternate Mentor checks in at Pit Admin upon arriving at your first event
- Pit Admin provides your team badges (first event only), Drivers buttons and any other event specific materials
- If a student or mentor loses their badge at the event, please go to Pit Admin for instructions on getting a new badge.
- Badges should be worn by all students and mentors on the roster at all times during the event
- Team leads are responsible for ensuring all students and mentors have the appropriate badge and if replacements are needed, see Pit Admin.



Post Event

- If any updates are needed to your team roster, ensure your roster on your *FIRST* Dashboard is updated and email teamsupport@midatlanticrobotics.org alerting FMA of the update
- Updates to a team roster can include a mentor who has a change in Youth Protection status, a student who is now on your roster, or a student or mentor who has lost their badge.
- Teams are responsible for managing their badges between events and ensuring students and mentors have their badges for all FMA events.



Appendix 2 - Emergency Contact Plan for Events Template

EMERGENCY CONTACT PLAN

Event Name: FMA **EVENT NAME** District Event

Dates: Friday-, Saturday- Sunday- **(Add Dates)**

Location: **EVENT ADDRESS**

EMERGENCY CONTACTS:

FIRST Event Coordinator: Enter Name and cell number

FIRST Event Manager: Enter Name and cell number

Safety Manager (if present): Enter Name and cell number

Host Venue Security: Enter Name and cell number

Medical Services On-Site: Enter Name and cell number

Police	<u>911</u>
Fire	<u>911</u>
Ambulance	<u>911</u>