

# EVENT SAFETY

## Volunteer & Staff Quick Reference

**IMMEDIATE DANGER**  
**CALL 911**

### Notify Event Lead

Event Manager Name:

Phone:

Security Lead Name:

Phone:

### Medical

1. Stay calm. Do not move the person.
2. Call for the Medical Team on radio.
3. If urgent, call 911 immediately.
4. Keep crowds away.
5. Report to Event Lead.

### Fire

#### **R.A.C.E.**

- R** - Rescue anyone in immediate danger.
- A** - Alarm. Pull alarm & call 911.
- C** - Confine. Close doors behind you.
- E** - Evacuate to assembly point.

### Evacuation

1. Follow directions from staff.
2. Check your area for anyone left.
3. Do not use elevators.
4. Go directly to the assembly point.
5. **DO NOT re-enter the building.**

### KEY LOCATIONS

First Aid Station is located at:

Evacuation Assembly Point is:

### SEE SOMETHING? SAY SOMETHING.

Report any suspicious activity or safety concerns to your nearest Security member or Event Lead immediately.