



SAFETY PROCEDURES IF THERE IS AN EMERGENCY

1. Everyone must have their Emergency Location Sheets and Emergency Numbers

in their bags at all times
2. Everyone must proceed to designated location on the sheet
3. No panicking
4. Stay in groups of two at all times
5. Call the Coaches or Safety Captains with the numbers on the Emergency

Location Sheets



SAFETY PROCEDURES FOR THE PIT

1. Everyone in the pit must wear ANSI-Certified safety glasses
2. All shoes must fully enclose the foot and heels are not allowed
3. The pit is continually swept and vacuumed after any work has been done on the robot
4. All long hair has to be tied back
5. No "Daisy chaining" – Connecting multiple power strips to one another
6. Limited numbers can be in the pit for an extended period of time due to safety
7. No Long or dangling jewelry
8. The aisle outside of pit must be clear for pedestrians and robot
9. All pit banners and displays must be secured tightly
10. All pits and banners must not extend more than ten feet
11. Cell phones are not allowed to be charging within the pit
12. Children 12 and under must be accompanied by an adult
13. No music is allowed to be playing within the pit

14. No distracting or excessive lights



SAFETY PROCEDURES IN THE SHOP

1. ANSI – Certified safety glasses must be worn in the shop at all times
2. All necessary Personal Protection Equipment must be worn for any of the machines within the shop
3. Shoes that fully enclose the foot must be worn in the shop; No heels
4. All long hair must be tied back and no dangling jewelry
5. No headphones can be worn in the shop
6. No baggy clothes can be worn in the shop
7. Before a student can use a new machine, the student must watch a mentor or coach, then have the mentor assist the student, then the student is allowed to work the machine alone
8. All tools are to be put away after work is finished
9. Shop is to be inspected twice a week
10. Shop is to be swept regularly
11. All tools need to be inspected before use
12. While in the shop always be aware of the surroundings at all times
13. If any student is injured in the shop immediately tell a safety captain or attending coach to seek treatment



SAFETY PROCEDURES IN THE HOTEL

1. Boys and girls are not allowed in hotel rooms together unless the door is propped open prior to bed check
2. Running in the halls is not allowed
3. Loud and excessive noises are not tolerated
4. Curfew is 10:30 and lights out by 11:00
5. Coaches have a copy of the student roster in case of an emergency
6. If a student is in need of regulatory medication the parents must sign off on the medication in advance and provide the medicine to the coaches
7. In case of an emergency the students and coaches meet at a centralized location predetermined before the event
8. Coaches have a copy of all the students numbers and their parents in case of an emergency
9. When booking the hotel they must have electronic locks to be monitored for curfew times
10. The coaches conduct routine room checks
11. Do not announce the room numbers or open room doors to strangers
12. Always know the designated time to be in the lobby ready to leave in the morning
13. Students must know how to leave the premises in case of an emergency

- 14. Students must show respect for roommates and their personal possessions**
- 15. Damages to any facility will be the responsibility of the student who caused the damage**
- 16. All student must use hotel Wi-Fi appropriately**
- 17. Phones are only to be used in case of an emergnacy**



SAFETY PROCEDURES FOR THE ARENA

1. All students must have their team number visible
2. If students go to the pits they must wear safety glasses
3. Students must stay in pairs of two
4. Students are not allowed to leave the premises without coach or mentor
5. If students are leaving the competition with parents, parents must sign out the student
with a LASER coach, No Exceptions
6. All students must sit as a team
7. Absolutely no horseplay is tolerated at any time
8. The students cheer for their team along with for others and exhibit Gracious
Professionalism at all times
9. Students must keep Emergency Location/Contact sheets with them at all times
10. All students while at the competition need to complete their assigned jobs (i.e.
Spirit, Scouting, Pit Crew etc.)
11. All team equipment is to be kept with the team at all times (ie. Computers, Cameras,
Scouting sheets etc...)
12. The students need to be punctual for departure and arrival times and designated
meeting locations

- 13. Every student needs to adhere to all safety procedures set forth by FIRST® and LASER
and adhere to school and team policy**
- 14. All students represent their selves, their school, and FIRST® at every event**



SAFETY PROCEDURES FOR THE ROBOT

1. All power to the robot must be turned off before work is done
2. Must be wearing gloves and safety glasses while lifting and working on the robot
3. All air must be released from the pneumatic air reservoirs while the robot is being worked on
4. When lifting the robot all personnel must distribute weight to their knees, designated lifting points, and as a team
5. All personnel working on the robot must be at a safe distance before the robot is enabled
6. The robot is safely and graciously transported with someone in front of the cart through the competition
7. FIRST AID Kit must be on the cart
8. Wheels of the robot must not touch the cart
9. Battery acid spill kit must be on the cart
10. After work is done on the robot, file edges to ensure the edges are not sharp
11. All wires must be labeled
12. There must always be an emergency shut off switch visible, within easy reach, and labelled



Mental Health Safety Checklist

- ❖ Contact your doctor, therapist, or local clinic center to help cope with suicidal thoughts.
- ❖ Call a supportive family member or friend.
- ❖ Try specific healthy and enjoyable activities when negative thoughts tend to intrude.
- ❖ Review why your life is valuable and also reasons to live.



Non-Lethal Self-Harm Safety Plans

- ❖ To calm or soothe, take a bath or hot shower.
- ❖ Perform intense exercise to vent anger.
- ❖ If feeling disconnected, interact with a loved one, whether in person or over the phone.
- ❖ Paint or draw on a large piece of paper in red ink, if self-harm is a way that you use to express pain.

Safety Plans for Eating Disorder Triggers:

1. Call a friend
2. Listen to music
3. Play with a pet
4. Read a good book
5. Take a walk
6. Write in a journal
7. Go to the movies
8. Get out into nature
9. Play a favorite game
10. Do something helpful for someone else

De-Escalation Techniques

- ❖ Keep your voice calm
- ❖ Avoid overreacting
- ❖ Listen to the person
- ❖ Don't argue or try to reason with the person
- ❖ Express support and concern
- ❖ Avoid continuous eye contact
- ❖ Ask how you can help
- ❖ Keep stimulation level low
- ❖ Move slowly
- ❖ Offer options instead of trying to take control
- ❖ Avoid touching the person unless you ask permission
- ❖ Be patient
- ❖ Gently announce actions before initiating them
- ❖ Give the person space

L.E.A.P. (Listen, Empathize, Agree, Partner)

A communication skill designed by Dr. Xavier Amador to engage and help calm down a loved one.

Listen:

- Listen and learn; drop your agenda
- Use *questions*, not statements
- State what you heard—all of it (“reflecting”)
- Let the person correct you
- Don’t avoid scary topics or thoughts (even delusions)
- Know your “hot-button” fears
- Don’t rush it
- Don’t have an emotional reaction to what you hear
- Don’t try to problem-solve
- Avoid going right to empathy

Give your opinion:

- ONLY if asked
- Delay 3 times before answering
- Follow the 3 “A’s”:
- Apologize
- Acknowledge fallibility
- Agree (to disagree)

How to delay your opinion:

- “I promise to answer your question. If it’s alright with you, I would like to first hear more about _____. Okay?”

- “I will tell you what I think. I would like to keep listening to you first because I am learning a lot. Can I tell you later what I think?”
- “I will tell you. I want you to know that I think your opinion is more important than mine and would like to learn more before I tell you what I think. Okay?”

Empathy:

- Express empathy for feelings
- This doesn’t mean you have to agree with beliefs
- Normalize: “I think I would feel that way too (if I had those beliefs).”
- Listening + Empathy = “What do you think?”

11 Common feelings and experiences to empathize with:

- Frustration
- Fear
- Discomfort
- Hopes and dreams (desires)

Agree:

- Stick to perceived problems and symptoms only.
- Review advantages and disadvantages of treatment or adherence from the person’s perspective.
- Agree to disagree when needed. It’s okay to set boundaries.
- You can try to correct misinformation gently.
- Reflect back and highlight the advantages. Use this as the basis for a plan.

Partner:

- Move forward with agreed-upon goals.

- Use phrases that support feelings of control and safety:
- “Would that be all right?”
- “Do I have that right?”
- “So, let me see if I got this straight. Are you are saying that...”
- “Would you mind if I...”
- “I can see why you’d feel that way...”
- “I am sure that is upsetting to hear and I know you don’t agree. It’s just how I feel. Can we agree to disagree on this one?”

