

# EMERGENCY RESPONSE TEMPLATE

For *FIRST* Event Managers



*By the FIRST Youth Protection Program*

## Introduction

*FIRST* cares about the safety and welfare of everyone involved in *FIRST* programs. This Emergency Response Template outlines some possible responses to emergency situations at events. As all emergencies will vary in scope and complexity, this information is provided as a guide to reduce the risk to yourself and others in the event of an emergency.

**Please note:** *This guide is not intended to alter or replace any emergency action plans already in place by the host venue, host venue security and/or local public safety agencies and personnel.*

In preparation for an event, Event Managers should be familiar with these guidelines as well any emergency plans in place by host venue security and staff as well as local public safety agencies. We recommend that Event Managers also take the following steps to prepare for an event:

- Prior to an event, meet with host venue security and staff as well as local public safety agencies to inform them of the event and to become familiar with plans they already have in place for various types of emergencies.
- Obtain contact information for above personnel (add contact information to Emergency Action Plan Contact page that follows this section).
- Review the contents of this guide.
- Print/copy and keep handy the forms provided in Appendix A.
- Complete the Emergency Action Plan provided on Page iii.
- Be familiar with emergency and building evacuation guidelines.
- Follow the directions of host venue security and local public safety personnel at all times.
- As always follow up any incidents with an Incident Report (copies can be found in Appendix A):
  - Send Non-Medical Incident Reports to the Youth Protection Department at [safetyfirst@firstinspires.org](mailto:safetyfirst@firstinspires.org).
  - Send Medical Incident Reports to Christine Baker-Terilli via fax; 603-206-2081 or by email; [cbaker-terilli@firstinspires.org](mailto:cbaker-terilli@firstinspires.org).

## **Emergency Response Team**

Depending on the scope of the event *FIRST* Event Managers may become part of an Emergency Response Team (ERT). The Emergency Response Team will be made up of the individuals that Event Managers will consult when formulating a response to an emergency. Depending on the nature of the emergency the Emergency Response Team may include the following individuals:

- ❑ *FIRST* Event Manager
- ❑ Lead Safety Advisor
- ❑ Host Venue Security
- ❑ Host Venue Manager
- ❑ Security Manager (all contracted services or companies)
- ❑ Senior Officer, Local Police Department
- ❑ Senior Officer, Local Fire Department

**The following information is to act as a guide for *FIRST* Event Managers. This information is not intended to be inclusive of all potential situations that may arise.**

# EMERGENCY CONTACT PLAN

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

## EMERGENCY CONTACTS:

*FIRST* Event Manager\* \_\_\_\_\_

Lead Safety Advisor (if present) \_\_\_\_\_

Host Venue Security \_\_\_\_\_

Host Venue Manager \_\_\_\_\_

Medical Services On-Site \_\_\_\_\_

Police 911

Fire 911

Ambulance 911

Off-Site Medical Facility \_\_\_\_\_

\* For this document “*FIRST* Event Manager” refers to the person in charge of the event. That might include Tournament Directors or contracted event management companies.

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# BOMB THREAT

A bomb threat call procedure and bomb threat checklist form are provided in Appendix A.

## If you receive a bomb threat over the telephone

- ❑ Note the time.
- ❑ Note caller ID information on phone screen.
- ❑ Obtain as much information as possible from the caller.
- ❑ Ask the caller to repeat the message, particularly the location, type and description of the bomb, time of detonation, etc.
- ❑ Tell the caller that the area is occupied, and that the detonation of a bomb could result in injury or death to many innocent people.
- ❑ Pay attention to background noise, such as music, running motors and any other sounds that might provide a clue as to where the caller is located.
- ❑ Pay attention to the voice of the caller, so that you can possibly identify it, should you hear it again. Listen for male or female tones, age, accents, dialects, speech impediment, calm or excited demeanor, voice quality, etc.
- ❑ Listen carefully to the exact words that the speaker is using.
- ❑ Attempt to ask questions of the caller without providing any crucial information.

## When the caller is off the line

- ❑ Contact the Venue Security person who will contact public safety personnel. If the Venue does not have security personnel contact public safety personnel directly
- ❑ Summarize in writing everything you can remember about the telephone conversation. Be certain to complete the bomb threat checklist form (attached to this Guide).
- ❑ Do not make a public announcement or speak of the incident with non-relevant personnel

## While you are waiting for authorities to arrive

- ❑ Do not clear the building/facility of people. This is a decision that will be made by public safety personnel if necessary.
- ❑ Do not touch or move any strange objects.
- ❑ Assemble key people together who know the facility to assist police in the event of a facility search.
- ❑ Document the message on the bomb threat checklist form.
- ❑ When public safety personnel arrive, assist in any way requested, including with the completion of an incident report.
- ❑ Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.
- ❑ Take direction from venue host security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# SUSPICIOUS PACKAGE

- ❑ Do not touch or move the object in question.
- ❑ Do not allow anyone else to touch or move the object in question.
- ❑ Without causing alarm, attempt to locate the owner of the item.
- ❑ Notify Venue Security or public safety personnel in person. Remember, cell phone or radio usage near the suspicious object may cause detonation.
- ❑ Do not allow any additional individuals to enter the area.
- ❑ Wait for emergency services personnel to report to your location. Provide them with any relevant information.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so

# FIRE

- ❑ If a fire occurs, call **911** immediately.
- ❑ If you do not have access to a telephone, activate a pull station.
- ❑ A delay in gaining assistance to control the fire may allow the fire to spread. **Call for assistance first and then see how you may be able to help.**
- ❑ Notify other nearby individuals of the fire and keep people away from the area.
- ❑ Direct individuals to the closest exit. Do not attempt to gather personal belongings. Leave the facility immediately.
- ❑ Be calm and assertive in your demeanor. Others will react in a similar fashion to the way you are presenting yourself.
- ❑ Direct responding units to the area of concern. Inform fire personnel of any relevant information about the incident.
- ❑ Assist host venue security and/or local public safety personnel with the completion of an incident report as needed.
- ❑ Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

# FIRE ALARM ACTIVATION

- ❑ Treat all fire alarm activations as real and exit the facility as soon as possible.
- ❑ Only when safe to do so make sure that all occupants of the venue are responding to the alarm appropriately.
- ❑ Once outside, move away from the facility away from glass structures or overhangs.
- ❑ Do not congest roadways or traffic lanes as these areas will be in use by responding emergency vehicles.
- ❑ Wait until an all-clear has been provided by authorized individuals before re-entering the facility.
- ❑ Have your credentials available for review by security personnel.

Follow up any incidents with an Incident Report.

# INJURIES AND/OR ACCIDENTS

- If an injury occurs, notify host venue security and/or local public safety personnel immediately.
- While waiting for medical assistance to arrive:
  - Be calm and enlist the help of others if necessary.
  - Keep the injured person(s) immobile and comfortable. Do not move an injured person unless their safety is at risk.
  - If necessary, send someone to guide the medical team to your location.
  - Remember that you should never attempt medical assistance except under these extraordinary circumstances:
    - You are trained in First Aid, disaster has struck, and no immediate medical aid provider is readily available.
    - Victim will most likely die if specific positive steps are not immediately taken (ex: blocked air passage way, severe bleeding. etc.).
  - Remember: First Aid administered by an untrained person can often result in more harm than no First Aid at all.
- If photos of the accident area are needed, keep the area secure until security personnel arrive.
- Assist host venue security and/or local public safety personnel with the completion of an incident report.
- Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.
- Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.



# MASS CASUALTY INCIDENT/LARGE SCALE DISASTER

- ❑ Large-scale disasters may occur quickly. Examples include an explosion, toxic chemical or biological agent release, tornado-strength winds, earthquake damage, structural collapse or a panicked crowd.
- ❑ If you are at the scene of the incident, report the nature of the incident to host venue security and/or local public safety personnel.
- ❑ Set an example by remaining calm. Help clear crowds to a safe area.
- ❑ Keep your personal safety your highest priority and stand by to assist emergency workers.
- ❑ If photos of the accident area are needed, keep the area secure until security personnel arrive.
- ❑ Assist host venue security and/or local public safety personnel with the completion of an incident report.
- ❑ Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

## LOST/FOUND PERSON

### If you are notified of a LOST person:

- ❑ Notify host venue security and/or local public safety personnel.
- ❑ Host venue security and/or local public safety personnel will gather the following information:
  - Name/Gender/Age of lost individual
  - Physical description (height, weight, clothing, etc.)
  - Any special circumstances of concern
  - Location where individual was last seen
  - Name and contact info for the persons reporting the lost individual
- ❑ If possible, keep the individual attempting to find the lost person with you. **Do not remove this individual from the location where the lost person was last seen.**
- ❑ Notify all parties assisting with the search when the lost person is located.
- ❑ If necessary, assist Security or public safety personnel with the completion of an incident report.
- ❑ Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.

### If you are notified of a FOUND person:

- ❑ Notify host venue security and/or local public safety personnel.
- ❑ Host venue security and/or local public safety personnel will gather the following information:
  - Name/Gender/Age of the found individual
  - Physical description (height, weight, clothing, etc.)
  - Any special circumstances of concern
  - Location where they last saw their party
- ❑ If possible, keep the found individual with you until security personnel arrive. **Do not remove this individual from the immediate area.**
- ❑ If the individual is a child, do not provide food or beverage. The child may be allergic to certain items.
- ❑ Local Law Enforcement will come to your location to move the found individual if necessary.
- ❑ If necessary, assist Security or public safety personnel with the completion of an incident report.
- ❑ Remember to also fill out the appropriate *FIRST* Incident Report Form attached to this document.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# CRIMINAL ACTIVITY

Such as threats, assault, theft, vandalism, disorderly conduct, etc.

- ❑ Keep your personal safety your highest priority. Do not approach an individual unless directed.
- ❑ Notify host venue security and/or local public safety personnel. State your location and type of incident. Stay in radio or phone contact.
- ❑ Keep watch of all involved parties to the incident.
- ❑ While awaiting security personnel or police, attempt to identify witnesses and involved parties. If patrons insist on leaving, attempt to gain their information or a physical description.
- ❑ Attempt to identify items of evidence and protect them from being moved or touched by anyone, including you.
- ❑ Provide all relevant information to responding officers.
- ❑ NOTE: Do not consider insults or rude comments from individuals as personal attacks. **FIRST STAFF and VOLUNTEERS** should never challenge or act otherwise to further provoke individuals. Don't become part of the emergency.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# CROWD PANIC

- ❑ Crowds might panic and run because of real or imagined incidents. Avoid getting swept into the crowd or being "run over" by it.
- ❑ Notify host venue security and/or local public safety personnel.
- ❑ If necessary, use a loud but calm voice to direct the crowd to move calmly toward the nearest exit.
- ❑ Take direction host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# ELEVATOR ENTRAPMENTS

- ❑ Once informed of a potential elevator entrapment, notify host venue security and/or local public safety personnel.
- ❑ Keep patrons away from the immediate area.
- ❑ Do not allow unauthorized individuals to attempt to open the doors. Extrication from an elevator must be handled by fire personnel and/or trained professionals.
- ❑ Gather information regarding the nature of the incident and provide that information to responding emergency services personnel.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# HAZARDOUS MATERIAL RELEASE/GAS LEAKS

- ❑ Notify host venue security and/or local public safety personnel. If the emergency involves a gas leak, call from a safe distance away from the area of concern.
- ❑ Electrical impulses transmitted by radios and cell phones may spark flammable materials. If entering a dark room, do not turn on the lights or other electrical equipment.
- ❑ Attempt to keep the area clear of individuals.
- ❑ Stay upwind of any released materials.
- ❑ Assist any injured parties if possible.
- ❑ Keep your personal safety your highest priority. Do not become part of the emergency.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# INCLEMENT WEATHER

- ❑ Local weather patterns should be monitored during the event by the Event Manager.
- ❑ Notify host venue security and/or local public safety personnel if you are made aware of any weather-related concerns.
- ❑ If emergency procedures need to occur due to high-risk weather concerns, assist facility personnel and/or local public safety personnel in providing direction to individuals if requested.
- ❑ Some weather conditions may require the evacuation of the facility or the sheltering of individuals at the site until the weather has passed.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# ACTIVE SHOOTER

*From Active Shooter - How to Respond; US Dept. of Homeland Security*

Active Shooter - individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. **Active shooter situations are unpredictable and evolve quickly.**

Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

## Good practices for coping with an active shooter situation

- ❑ Be aware of your environment and possible dangers.
- ❑ Take note of the two nearest exits in any facility you visit.
- ❑ If you are in an office, stay there and secure the door.
- ❑ If you are in a hallway, get into a room and secure the door.
- ❑ As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

## How To Respond When An Active Shooter Is In Your Vicinity

Quickly determine the most reasonable way to protect your own life. Remember that students, spectators, volunteers and staff are likely to follow the lead of employees and managers during an active shooter situation.

### 1. EVACUATE

If there is an accessible escape path, attempt to evacuate the premises.

Be sure to have an escape route and plan in mind.

- ❑ Evacuate regardless of whether others agree to follow.
- ❑ Leave your belongings behind.
- ❑ Help others escape, if possible.
- ❑ Prevent individuals from entering an area where the active shooter may be.
- ❑ Keep your hands visible.
- ❑ Follow the instructions of any police officers.
- ❑ Do not attempt to move wounded people.
- ❑ Call 911 when you are safe.

### 2. HIDE OUT

**If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.**

**Your hiding place should:**

- ❑ Be out of the active shooter's view where you are protected if shots are fired in your direction.
- ❑ Not trap yourself or restrict your options for movement.
- ❑ Prevent an active shooter from entering your hiding place, lock and block door.

**If the active shooter is nearby:**

- ❑ Lock the door, silence your cell phone and/or pager.

- ❑ Turn off any source of noise (i.e., radios, televisions).
- ❑ Hide behind large items (i.e., cabinets, desks).
- ❑ Remain quiet if evacuation and hiding out are not possible.
- ❑ Remain calm.
- ❑ **Dial 911**, if possible, to alert police to the active shooter's location.
- ❑ If you cannot speak, leave the line open and allow the dispatcher to listen.

### 3. TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- ❑ Acting as aggressively as possible against him/her.
- ❑ Throwing items and improvised weapons.
- ❑ Yell.
- ❑ Commit to your actions.

### 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.

- ❑ 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, 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.
- ❑ Remain calm and follow officers' instructions.
- ❑ Put down any items in your hands (i.e., bags, jackets).
- ❑ Immediately raise hands and spread 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 direction when evacuating, just proceed in the direction from which officers are entering the premises.

### Information to provide to law enforcement or 911 operator:

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

The first officers to arrive to 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. 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.

Follow up any incidents with an Incident Report.

# SHELTER IN PLACE

- ❑ The host venue security and/or local safety personnel will evaluate emergency situations and determine if sheltering individuals in place is necessary.
- ❑ If applicable and time permitting, select notifications will be provided via the mass notification system (public address announcements, video boards, two-way radios, telephones and social media).
- ❑ Host venue security, Event Manager, and local safety personnel will encourage individuals to SHELTER IN PLACE in an orderly fashion.
- ❑ The sheltering of persons with disabilities may be facilitated by individuals in the immediate area or host venue staff. If an individual cannot safely SHELTER IN PLACE, host venue security and/or local public safety personnel should assist the individuals to the closest safe area and report their exact location and nature of emergency to local public safety personnel.

Follow up any incidents with an Incident Report.

# VENUE EVACUATION

- ❑ If the facility must be evacuated, assist facility personnel by directing individuals to the closest and safest exit as requested.
- ❑ Attempt to keep individuals far away from the entry doors to allow space for individuals still exiting the site.
- ❑ Do not allow anyone to re-enter the facility to gather their personal belongings.
- ❑ Attempt to keep all doors closed until an “all clear” has been given by emergency services personnel.
- ❑ Take direction from host venue security and/or local public safety personnel. Assist when appropriate and exit the facility if directed to do so.

Follow up any incidents with an Incident Report.

# APPENDIX A

Event Managers should print or copy the forms provided in this section to have handy at each event. This section contains the following forms:

- *Bomb Threat Call Procedures and Bomb Threat Checklist*
- *FIRST Medical Incident Report Form*
- *FIRST Safety Concern Or Non-Medical Incident Report Form*
- [\*FIRST Robotics Competition Crisis Document\*](#)

# BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

## If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. **DO NOT HANG UP**, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

## If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

## If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

## Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

## DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

# BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

## Ask Caller:

- Where is the bomb located?  
(Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

## Exact Words of Threat:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

Caller's Voice	Background Sounds:	Threat Language:
<input type="checkbox"/> Accent	<input type="checkbox"/> Animal Noises	<input type="checkbox"/> Incoherent
<input type="checkbox"/> Angry	<input type="checkbox"/> House Noises	<input type="checkbox"/> Message read
<input type="checkbox"/> Calm	<input type="checkbox"/> Kitchen Noises	<input type="checkbox"/> Taped
<input type="checkbox"/> Clearing throat	<input type="checkbox"/> Street Noises	<input type="checkbox"/> Irrational
<input type="checkbox"/> Coughing	<input type="checkbox"/> Booth	<input type="checkbox"/> Profane
<input type="checkbox"/> Cracking voice	<input type="checkbox"/> PA system	<input type="checkbox"/> Well-spoken
<input type="checkbox"/> Crying	<input type="checkbox"/> Conversation	
<input type="checkbox"/> Deep	<input type="checkbox"/> Music	
<input type="checkbox"/> Deep breathing	<input type="checkbox"/> Motor	
<input type="checkbox"/> Disguised	<input type="checkbox"/> Clear	
<input type="checkbox"/> Distinct	<input type="checkbox"/> Static	
<input type="checkbox"/> Excited	<input type="checkbox"/> Office machinery	_____
<input type="checkbox"/> Female	<input type="checkbox"/> Factory machinery	_____
<input type="checkbox"/> Laughter	<input type="checkbox"/> Local	
<input type="checkbox"/> Lisp	<input type="checkbox"/> Long distance	_____
<input type="checkbox"/> Loud		
<input type="checkbox"/> Male	<b>Other Information:</b>	
<input type="checkbox"/> Nasal	_____	
<input type="checkbox"/> Normal	_____	
<input type="checkbox"/> Ragged		
<input type="checkbox"/> Rapid		
<input type="checkbox"/> Raspy		
<input type="checkbox"/> Slow		
<input type="checkbox"/> Slurred		
<input type="checkbox"/> Soft		
<input type="checkbox"/> Stutter		



Homeland Security





**Report of Medical Incident *CONFIDENTIAL***

All physical injuries/illnesses, however slight, taking place at a FIRST official event must be reported to the Finance Department at FIRST Headquarters. Physical injuries/illnesses that take place in the course of a Team's activities, not at an event, need only be reported if the injury is related to FIRST game materials, FIRST game design, or FIRST rules. A similar report form provided by the hosting school/organization may be substituted. Names may be removed if privacy regulations require it.

Circle one: (FRC) (FTC) (FLL) (FLL Jr) (FIRST PLACE) (OTHER)  
Event Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

Date of Incident: \_\_\_\_\_  
Place of Incident (give address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Team Number: \_\_\_\_\_

**INJURED:** (Team Member) (Team Volunteer) (Event Volunteer) (Other: \_\_\_\_\_) Gender: (M) (F)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
If Minor, Parent/Guardian Name: \_\_\_\_\_

**INJURY:**  
Injured Body Part: \_\_\_\_\_  
Nature of Injury: \_\_\_\_\_

**MEDICAL CARE:**  
Care Given: \_\_\_\_\_

**DISPOSITION:**  
 Ambulance to Hospital: \_\_\_\_\_  
 Personal Auto to: \_\_\_\_\_  
 Returned to Event  
 Other: \_\_\_\_\_  
 Refused Treatment \_\_\_\_\_ Patient's Initials

Action Taken: \_\_\_\_\_

**DESCRIBE HOW INCIDENT HAPPENED:** (in patient's words, use back of form, if necessary)

**WITNESS:** (continue on a separate page, if more than one)  
Name: \_\_\_\_\_  
If \_\_\_\_\_ under age 18, name \_\_\_\_\_ of parent/guardian: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Employee of FIRST? (Y) (N) (Use back of form for additional witnesses)

**WHERE ON PROPERTY INCIDENT OCCURRED:** \_\_\_\_\_

**WAS PARENT OR GUARDIAN ON-SITE? IF SO NAME:** \_\_\_\_\_

**DESCRIBE HOW INCIDENT HAPPENED:** (in witness's words, use back of form, if necessary)

**PERSON REPORTING:** \_\_\_\_\_  
**EVENT POSITION:** \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**PLEASE FOLLOW ALL STEPS TO REPORT THIS INCIDENT.**  
1. Return completed form to Christine Baker-Terilli, via fax to (803)206-2081, or email at [cbaker-terilli@firstinspires.org](mailto:cbaker-terilli@firstinspires.org)  
2. For injuries involving a trip & fall, please include pictures of the location where the individual tripped  
3. Mail the original to: FIRST, Attn: Christine Baker-Terilli, 200 Bedford Street, Manchester, NH 03101-1132



# Report of Safety Concern or Non-Medical Incident

Please submit report via one of following options:  
 E-Mail: [safetyFIRST@firstinspires.org](mailto:safetyFIRST@firstinspires.org) E-Fax: 603-206-2050  
 Phone: 603-666-3906 Ext. 250 or 800-871-8326 Ext. 250 (toll free)

**SUBMIT WITHIN 48 HOURS OF INCIDENT**

DATE AND TIME OF CONCERN/INCIDENT: _____		DATE AND TIME OF REPORT: _____	
<b>REPORTER</b>			
Reporter's Name:		Reporter's Role at Event or Role w/Team:	
Reporter's Phone:		Event Name and Location:	
Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC		Team Number (if applicable):	
<b>PERSONS AT RISK</b>			
Name(s) and age(s) of Person(s) at risk:			
Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC		Team Number (if applicable):	
Street Address:		City/State/Province/Zip:	
Phone:	E-mail:	Location	
Description of safety concern or incident:			
<b>PERSONS CAUSING SAFETY CONCERN OR INCIDENT</b>			
Name(s):			
Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC		Team Number (if applicable):	
		Role at Event or Role w/Team:	
<input type="checkbox"/> Other description:			
<b>WITNESS(ES)</b>			
Witness 1:			
Role at Event or Role w/Team:		Team Number (if applicable): _____	Phone:
		Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC	
Witness 2:			
Role at Event or Role w/Team:		Team Number (if applicable): _____	Phone:
		Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC	
Witness 3:			
Role at Event or Role w/Team:		Team Number (if applicable): _____	Phone:
		Program: <input type="checkbox"/> FLLJr. <input type="checkbox"/> FLL <input type="checkbox"/> FTC <input type="checkbox"/> FRC	
<b>ACTION(S): IN COMPLIANCE WITH FIRST YOUTH PROTECTION AND VENUE AND LOCAL REQUIREMENTS</b>			
Action(s) Taken:			
By Whom:			
Were police, security personnel, or hosting representative involved or notified? <input type="checkbox"/> N <input type="checkbox"/> Y If yes, please specify including contact information:			
Action(s) requested of FIRST:			

Please use additional sheets as needed.

(Rev. 2/2017)