



U.S. Department of Energy Solar Decathlon 2015

**SAFETY CARD**

**VOLUNTEER DESK:**

1) For general volunteer questions throughout your shift, reach out to a volunteer leader intern or call the volunteer desk at: 310.606.1573

**EMERGENCIES:**

1) Evaluate the emergency. Take in the whole picture.  
Secure the scene to prevent further injuries.  
Move to safer location if in danger.

2) Get professional help -

**Medical Emergencies:**

Contact Village Ambulance:

Primary number (949-951-6600).

Secondary number (949-614-9448).

**Other Emergencies:**

Call 911 for an emergency response.

3) Provide comfort and first aid, if needed and if trained.

4) Remain at the scene until Emergency Responders take charge.

5) Call or notify Solar Decathlon Headquarters (303-638-0539).



**MISSING/FOUND PERSONS PLAN:**

- All personnel working this event, whether staff, production team members, vendors, or volunteers have a responsibility to assist missing or found persons.
- As a general rule, NEVER walk a found child away from the location where they were found. Most times, reunification of a parent/child occurs within close proximity to where the child was located. Moving the child will only delay reunification.
- Similarly, do not move a parent or guardian who is searching for a lost child or person from the area you contact them. Keep them in the same area and broadcast information on the missing person over your radio or via cell phone to your supervisor.
- Information you should attempt to get includes, but is not limited to:
  - Name and age of the missing/found.
  - Physical description (clothing, height, weight, hair color, eye color, ethnicity).
  - Location last seen/found.
  - Name and phone number of parent or reporting party.
- Always stay with the person reporting someone missing, or the found person. We need to have someone available to speak to the reporting party if questions arise or additional information is necessary.
- If a missing/found person is not reunited in a reasonable amount of time, Police Officers who respond to assist will instruct you where to take the missing/found person. Or, they will take control of the person and escort them to the appropriate location while reunification attempts continue.