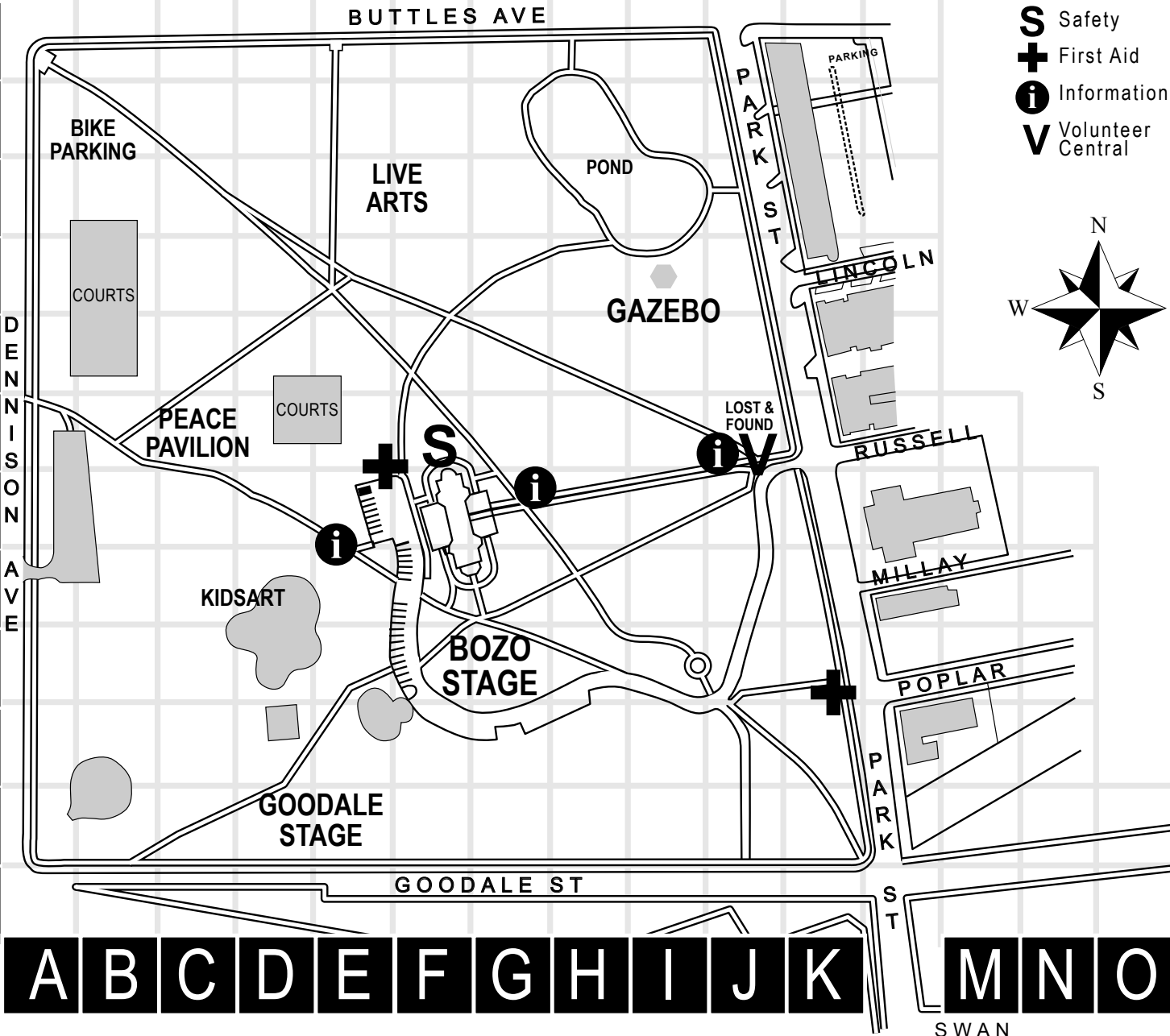


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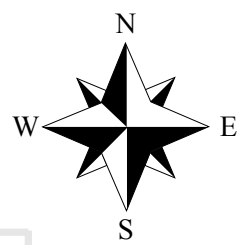
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LEGEND

- S** Safety
- +** First Aid
- i** Information
- V** Volunteer Central



SAFETY VOLUNTEER HANDBOOK

SAFETY VOLUNTEER HANDBOOK

Being a Safety Volunteer

Comfest Safety is here to facilitate a safe and fun environment. We are not bouncers or police officers; we are fellow fun-loving festers. We are hosts at the biggest/best event in Columbus. We are here to ensure everyone is *being safe* while having fun.

**As always, we seek to find non-violent solutions.
Here are some Nonviolence Guidelines:**

- Be nonviolent in tone as well as in action.
- Show respect for all people; each person has a piece of the truth.
- Always leave the other person a face-saving way out.
- In difficult moments, behave as a disciple of non-violence.
- Try to connect with the other person. We are all trying to be safe and have fun. Use this fact as a starting point in your dialogue.
- Do not hide anything. Tell the truth.

Volunteer Guidelines

- Please arrive on time. See **Shift Change** section for details.
- Anyone wearing a ComFest shirt is looked upon by the general populace as being in the know. Become familiar with the park layout and the map.
- Volunteers are on duty as long as they have their ComFest t-shirt on. Once off duty, please remove or reverse your shirt. Any volunteer “in uniform” will not be served at any beer or wine booth.
- No consumption of alcohol and/or drugs while on duty. Do not arrive for your shift in an impaired condition.
- Maintain vigilance while on duty. Be aware of overly intoxicated/belligerent/incapacitated attendees and contact Safety Base Station.

Shift Change Overview

Shift times for Safety are: 8:00 a.m.-Noon, Noon-4:00 p.m., 4:00 p.m.-8:00 p.m., and 8:00 p.m.-Midnight.

Shift change takes place at the Safety Base at the north end of the shelter house in the middle of Goodale Park. Volunteers will report there prior to the start of the shift, according to the following schedule:

- Barricade workers and Rovers: please show up 15 minutes prior to the start of your shift.

Shift change is often a hectic/chaotic time, because there are a lot of people coming in to start their shift, and there are people coming back from the end of their shift for their chips. If you are ending your shift, please come to the tent just east of the Safety Base.

Shift Change Procedure

- Check-in at the Safety Base. We will call out names of those who signed up online first - walk-up volunteers next.
- Receive assignment.
- Familiarize yourself with the training manual.
- Receive instructions from supervisor.
- Exchange ID for walkie talkie radio or battery.
- Barricade workers: report to barricades, exchange battery with the previous shift workers, do a radio check to ensure that it sends and receives properly, and get info from previous shift.
- Rovers: Make sure radio is turned on and channel is set to 1.

In Case of Weather or Other Emergency

The Base Station will be regularly monitoring the weather patterns in the area. In the event of bad weather or other threats, the Base Station will inform the Safety volunteers what needs to be done in their specific working area. If it becomes necessary to temporarily shut down or to close the event, announcements will be made and Safety Volunteers will direct people away from threats or out of the park. Listen carefully and avoid unnecessary radio chatter.

Interacting with Intoxicated Individuals

People who are intoxicated may need water, respect, sympathy, or First Aid assistance. If a person is intoxicated and needs help or is a disruption, offer to help – get them some water and encourage them to move to a shady spot. If they look like they need medical help, contact the Base Station immediately, or take the person to First Aid (located next to Base Station).

If someone is intoxicated and belligerent, and refuses to relax, contact the Base Station and the Supervisor will determine the best course of action. Only the Supervisor on duty will determine if the police need to get involved.

Lost Kids

If someone approaches you and says that they cannot find their child(ren), contact the Base Station immediately. You will need to get the child's name, a description (including physical description, what the child is wearing, age), and where the child was last seen and have the parent come to the Base Station. In the event of a lost kid, announcements are made from the stages as soon as possible. If the child has a wristband with a parents cell phone number, we will call the parent to re-unite them with their child.

Important Notes

We ask that people please leave coolers at home and not leave backpacks or other carry in items unattended. We encourage people to *tag those bags* with a wristband with their name and phone number on it. We will have wristbands and Sharpies for this purpose at barricades and Safety Base Station.

Wristbands are also available for parents to put on their kids with the parents cell phone number. If kids become lost we will be able to call parents to reunite them with their lost child. On Saturday and Sunday, wristbands will also be available at the KIDSART area.

What to Do if Someone is Breaking the Law

As attendance increases at ComFest, the police response also increases. An increased police response includes the presence of additional on-duty officers in uniform and in plain clothes. These officers are separate from the additional police officers hired and managed by the festival.

It is the duty of ComFest Safety volunteers to ensure our attendees are informed about our rules, as well as all applicable city, state, and federal laws, and to make every reasonable effort to encourage these individuals to follow these laws.

If you encounter someone not following the law, you should approach them and explain the situation in a calm and friendly manner. **ComFest Safety volunteers will not force attendees to comply with the law.** Our job is to make sure attendees are aware and informed. By talking with people, and by being honest, we hope to make a positive influence on behavior.

When dealing with difficult, belligerent, or otherwise unreasonable individuals, never put yourself into a dangerous situation. Instead, call into the base station to ask for assistance.

When The Police Are Involved

Always let the police do their job. It is our responsibility to remind folks of the law and strive to keep everyone safe, but we do not enforce the laws. When the police are involved in a situation, do not interfere. Your job now is to keep everyone else safe. Step back, call the situation into base station, and work diligently to keep other attendees from interfering or wandering into the scene. **DON'T BE A GAWKER.** Focus only on issues in your assigned area, and never leave your area unless asked to do so by a supervisor.

Park Rules & City Laws

- **No carry-in alcohol.** You cannot **BYOB** into city parks.
- No weapons of any kind.
- All animals must be leashed and owners must clean up after them.
- No fires (candles, grills, etc.).
- No tents or shade shelters except for event authorized uses.
- No swimming in the pond.
- No fireworks, flares, sparklers, or torches.

ComFest Rules

- **ComFest encourages following all City, County, State and Federal laws.**
- No riding Bikes, skateboards, roller skates, or scooters unless it is a medical mobility device. All non-medical devices must be walked or carried while in the park.
- No vending, distribution of arts, crafts, literature or petitioning except at an authorized booth space.
- No unauthorized vehicles in the park. Authorized vehicles will have passes.
- No unauthorized parking inside the park.
- Look Down / Clean Up! Leave the park a cleaner place for everyone.
- Have fun! Be Safe! Respect others, the park and yourself.
- No Glass! (There are a lot of barefoot people out there.)
- No Coolers Please. Don't leave backpacks unattended.

Legal Observers

Occasionally, legal observers may be present in the park. These are lawyers, law students, and individuals having similar trades, who monitor the police presence, and how police officers deal with situations. Legal observers do not get directly involved. Instead, as the name implies, these individuals passively observe situations, and take notes and use cameras or other recording devices.