



SHELL ECO-MARATHON EUROPE 2016

PARTICIPANT SAFETY AND SECURITY GUIDEBOOK



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SAFETY

The Health and Safety of our participants and visitors is the number one priority for the event, each team must work as hard as possible to help Shell achieve goal zero. Every team has a big part to play in making the event as safe as possible.

INSIDE THE PARTICIPANTS' PADDOCK

- Individual safety protection materials (goggles, gloves, etc.) are mandatory while working on your vehicle.
- Each piece of electrical or pressurised equipment that you intend to use during the event must be free from damage and have a test certificate to prove that it is safe. (cables, Compressed air devices).
- Any member of your team who will be using powered tools or equipment must be trained and have knowledge to use them safely. Guards and safety devices must be in place and used throughout the event. If at any time the off track safety team feel that equipment is damaged or not fit for use it may be removed.
- Welding is forbidden within the Paddock area. Any welding must be done in the welding tent outside the back of the Paddock. Shell will provide a welding engineer that can be used by teams at any time.
- Flammable materials and liquids (Petrol, Diesel) must not be left unattended and must be stored in appropriate containers. Fuels left unattended or in a position that it is considered dangerous will be removed.
- The event will have a team of shell staff who will be monitoring health and safety at all times. They are there to help the event pass with no accidents or incidents. Please treat them with respect and consider the advice and requests they make carefully.
- For more information please check the 'Special rules and regulations'. Penalties for infraction can include your team's disqualification.

Here are some examples of bad practices inside the Paddock.

ELECTRICAL AND FIRE SAFETY



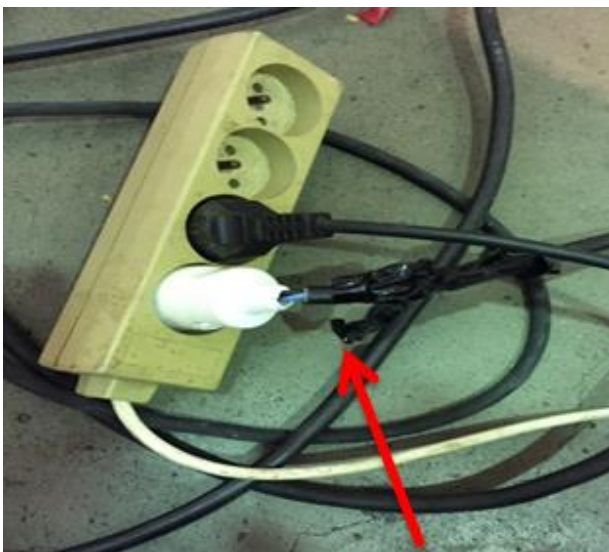
Storing Fuel containers, which are flammable liquids close to where you are charging a battery which generates heat and an ignition source could result in a fire and explosion if a fault occurs.

This is prohibited.



Cable management and charging of batteries can create heat which can lead to fires.

If unattended charging devices are found to be in a potentially hazardous position then we will disconnect the power source.



Damaged cables are hazardous. They must not be used.

If found they will be removed.

FIRE SAFETY



Storing fuel in a confined and inappropriate space is prohibited and will be removed.

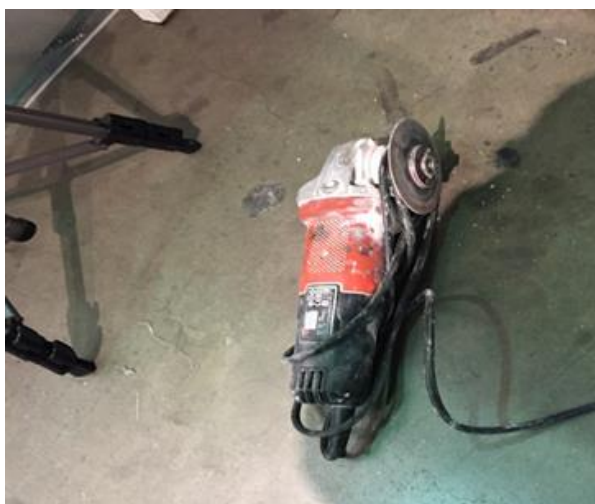
ELECTRICAL SAFETY



All Electrical equipment must be tested and safe to use in the UK.

If it is considered unsafe it will be removed.

EQUIPMENT SAFETY



The protective guard is missing from this equipment.

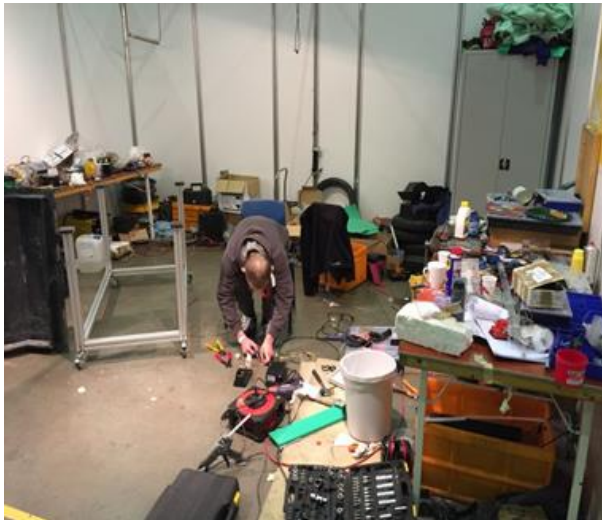
Always ensure that all of your equipment has its safety features intact before bringing them to the event.

ELECTRICAL, FIRE SAFETY AND FOOD SAFETY



In London this example will not be allowed.
The team will be asked to remove the cooking equipment.

POOR HOUSEKEEPING



This paddock is an example of what we do not want to see.

The area is poorly organised and bad work practices are being shown.

Here is an example of good practices inside the Paddock, which every team should follow.

GOOD HOUSEKEEPING



This is a good example of what can be achieved with good health and safety practices.

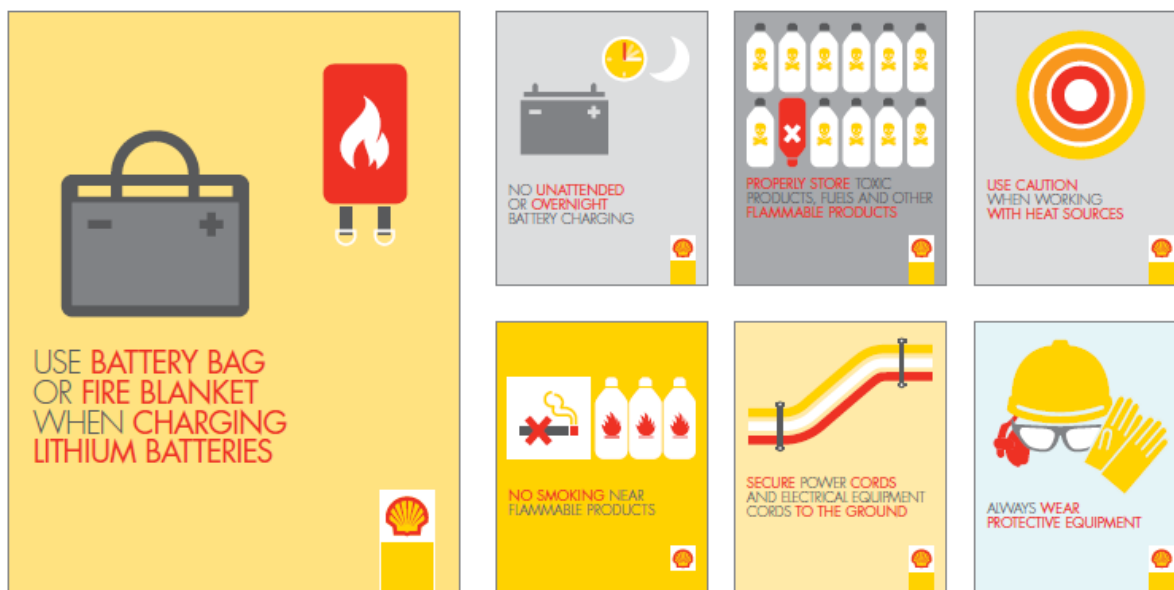
Our risks are reduced and we can work safely and in a clear environment.

ON THE TRACK








- Every morning mandatory briefings will be held in Energy Theatre (see Section 5 – General Map) at 08:00 (except Wednesday, June 29 when the briefing will be at 09:30). They include all safety issues that need to be observed on and around the track.
- Each team must attend the mandatory morning briefings for **both** the team manager and drivers. Don't forget to scan the team manager and drivers' wristbands to confirm their attendance. Without this control you will not be allowed to access the track for the whole day of your absence.

SHELL ECO-MARATHON EUROPE

SAFETY AND SECURITY HANDBOOK 2016



For your safety, respect these rules during Shell Eco-marathon Europe 2016:

	In case of alarm (siren, loudspeaker), evacuate the building; go to the nearest exit of the paddocks, the Make Zone or the track. Please do not return until it is announced that it is safe to do so.
	<p>The First Aid centre for Participants is located outside the Paddock, near gate P2, will be open Monday to Sunday from 06:00 to 23:00.</p> <p>In case of incident or accident, call the emergency number +44 (0)7 500 041 727.</p> <p>Due to access to the venue you must call the emergency centre and allow them to communicate the best point for the emergency services to arrive at.</p> <p>The medical centre at the campsite is open Monday to Sunday for general advice and emergencies occurring at the campsite, 24 hours.</p>
	Never walk on the track (except during the track walk reconnaissance authorized schedule), on the safety lane or in any restricted areas.
	Do not smoke in the paddocks, near the student garages or throughout the venue. Smoking is only permitted in the designated areas.
	Beware of moving vehicles (Prototypes, UrbanConcepts, forklift engines, service vehicles etc.)
	Pay attention to pedestrians at all times when moving or driving vehicles. The maximum speed for all vehicles is 8 km/h in the venue.
	<p>Any questions?</p> <p>Security office campsite – at the entrance of the camping area.</p> <p>Safety office – Compound 1</p>

ON-SITE EMERGENCY NUMBER (CP OR CENTRAL POST) IS **+44 (0)7 500 041 727**.

FIRST AID

- The First Aid Centre is open from Monday to Sunday 06:00 - 23:00 every day.
- After hours please contact a member of safety/security who will call for first aid attention.
- Due to access to the venue you must seek medical attention from the Safety Team so that the correct instructions can be given to the emergency services if required.
- The team leader takes responsibility for his team members:
 - Contact person for the hospital and the First Aid Centre or Medical Centre at the campsite
 - Supervisor at the hospital
 - Supervisor for bringing your team member back to the paddock/campsite

SECURITY

Crime exists in every society, and it is a growing problem. However, the nature and type of criminal activity and the distribution of victims vary over time and place. The most significant vulnerabilities are the failure to recognise the threats, to underestimate the possibility of being targeted and to be ill prepared. Please note there will be Security Officers present 24 hours a day, every day, at both the Olympic Park and the campsite. This guideline will help you understand how to stay safe and secure during your stay in London for Shell Eco-marathon Europe 2016. Please read the following guidelines and FAQs carefully, and contact: shell-eco.marathon@shell.com if you have any questions.

IMPORTANT TELEPHONE NUMBERS

In case of emergency, call: **999** or **112** from a non-UK number

For non-emergency situations, call: **+44 20 7230 1212** or **101**

GENERAL PRINCIPLES

Effective personal security is enhanced by following the 3As principle:

- Awareness: Knowledge and understanding of the security threats and what can be done to reduce risks.
- Alertness: Being alert to what is happening around you.
- Attitude: Including security as part of your daily routine.

USE OF PUBLIC TRANSPORT

Use ground transportation (rail, bus, taxi, etc.) the Shell Eco-marathon organisation team has recommended. Always let your host and/or traveling companions know where you are going.

Be particularly aware at taxi stands, bus terminals and railway stations.

Do not share a taxi with an unknown person.

Use reputable bus companies for long distance bus travel and book in advance. If possible select a seat at the rear.

If travelling in crowded public transport keep personal belongings close to your person and in front of you.

Avoid the use of public transport between 20.00 hours and 06.00 hours if possible.

ELECTRONIC EQUIPMENT

Whilst travelling you will often need to take IT equipment with you; safeguard it carefully and have it ready at the airport for customs.

Laptops and mobile telephones are very attractive items for criminals. Safeguard them at all times.

If you leave your laptop in the hotel, use the room safe if fitted. Otherwise, lock the laptop within your larger luggage.

Always secure your USB memory sticks.

Ensure that your laptop contains no images or information that could cause offence if examined by customs or other authorities.

Lock your screen if you have to leave your laptop momentarily.

DO NOT leave your laptop unsecured or unattended, especially in public areas like the Campsite or the Paddock

Never turn your back on your laptop. It takes only a few seconds for someone in a crowd to pass by and pick the bag up.

COMMUNICATIONS

99% of travel passes without incident. To cover the other 1%, make sure that you can contact somebody for help.

Carry the following things with you at all times:

- ID card.
- List of useful contact numbers.
- Contact card in English.
- Local map.

Maintaining good communications is a good practice when travelling. A quick call informing someone of a change in plan will ensure peace of mind.

Ensure you carry your cellular phone safely and securely and you have a spare charged battery as a back-up.

Make sure you have coins or a suitable telephone card to use public telephones.

Make sure your mobile phone works in the country you have travelled to and you know how to place/receive calls while traveling abroad. To call a UK number, dial +44 or 0044 and remove the first 0 of the telephone number.

PERSONAL INFORMATION

Safeguard information about yourself and family, and do not discuss your life unnecessarily in public places to your companions or on the phone. Remember to think beyond your immediate surroundings.

Be aware of the increasing incidence of 'Identity Theft'. Protect your personal information. Destroy securely all documents which contain personal information.

SECURITY Q&A

Q. CAN I CARRY SOMETHING TO DEFEND MYSELF WITH SUCH AS MACE OR PEPPER SPRAY?

A. No – These sprays are considered by law to be offensive weapons. These can be easily bought abroad but are not legal to buy or have in UK. Carry an inexpensive personal attack alarm with the loudest siren you can find. Make sure you have this to hand for immediate use and if threatened or attacked use it by pulling the activation pin and throwing the alarm on the ground. The loud noise from the alarm is intended to distract the attacker and to attract other people's attention.

Q. WHAT CAN I DO IF I AM BEING FOLLOWED?

A. If you think someone is following you, follow these rules:

Do

- Verify e.g. by circling a round-about or a block
- Communicate visibly by radio or telephone
- Use main routes/roads
- Find a safe haven like a police station or a store.
- Observe
- Continue with purpose of trip after situation has normalized
- Report details to "Security"

Do Not

- Panic
- Get lost
- Stop and leave car
- Return home

Q. HOW CAN I STAY SAFE DURING A NIGHT OUT?

A. Displaying expensive jewellery, or your mobile phone or laptop, could attract unwanted attention. Ensure someone is aware of where you are and what time you are expected home.

Always be aware of where you bag or belongings are. Do not hang your bag over the back of a chair or place mobile phones, tablets or laptops unattended on tables as a thief can pass by and remove it in seconds if you are distracted. Use a clip or hook if one is available or place your bag strap through the legs of your chair.

Always ensure you know how you are going to get home at the end of the night. Travel home with friends, as you will always be safer with a group. Be aware of the time for the last public transport home or have access to a reputable cab/taxi.

Beware of drink spiking, spiking is a term used that refers to when a drug or substance is added to your drink without your knowledge. Spiking can happen to both men and women. Criminals do this in order to commit a crime against you such as theft, robbery or sexual assault. If a stranger buys you a drink, go to the bar with them and watch that nothing is added to your drink and never leave your drink unattended. If you feel strange after a drink, tell a trusted friend and make sure you are accompanied home by them.

Be careful not to let alcohol affect your ability to take care of yourself and always look after your friends. Never Drink and Drive, think about the consequences – it's not worth it. Remember after a night out you still may be "over the limit" and unfit to drive the next morning. Shell Eco-marathon organisers reserve the right to conduct alcohol tests for Drivers.

Q. MY FRIEND HAS EPILEPSY AND HER PARTNER IS DIABETIC, WHAT PRECAUTIONS SHOULD THEY TAKE TO GO OUT?

A. It would be sensible for them to let a trusted friend know what to do in the unlikely event that they become unwell. Some people wear an identity bracelet or necklace with details of their condition, medication and what to do or who to contact in an emergency. Additionally they could have an In Case of Emergency (ICE) contact number in their mobile phone or on their person with additional information.

Q. CAN YOU GIVE ME ANY ADVICE ABOUT PERSONAL SAFETY WHILST OUT SHOPPING?

A. Try not to carry around a lot of cash instead only what you think you will need. Be discreet when handling cash and using your purse or wallet. Try to keep your cards and cash separate. Rucksack style bags with rear openings can be easily opened, place purses or wallets in other areas. Do not leave your bag unattended or on the rear of a chair or shopping trolley. Be aware of your surroundings, try to keep a hand free, as carrying lots of bags can make you attractive to pick pockets.

Q. HOW CAN I STAY SAFE AT A CASH MACHINE?

A. Be aware of your surroundings at a cash machine. If someone is crowding or loitering nearby watching you, cancel the transaction and go to another machine. If there is anything unusual about the cash machine, signs of tampering, extra items or parts moving, do not use the machine. Be wary of accepting help from seemingly well-meaning strangers and never allow yourself to be distracted. Stand close to the machine and always shield the keypad to avoid anyone seeing you enter your pin number.

Once you have completed a transaction, discreetly put your money and card away before leaving the cash machine. If your card is retained by the cash machine cancel your card immediately as lost or stolen. Remember there is also an option to get cash back whilst shopping using your debit cards.

Q. WHAT CAN I DO IF SOMETHING IS STOLEN FROM ME?

A. Remember your personal safety is more important than your phone or other valuables. Try to remember as much information about the incident as this is important when reporting to Police.

Contact the Police to report what has happened; Always call 999 in an emergency. Dial 101 for non-emergencies such as if you have discovered your property is missing later. If credit card or debit cards are stolen, inform your bank as soon as possible to cancel the cards. You may have to contact your insurance company to inform them depending upon the items taken.

Q. WHAT ADVICE WOULD YOU GIVE ME REGARDING ARRANGING INSURANCE FOR MY POSSESSIONS?

A. Many insurance companies now do specific insurance policies for students at competitive rates. A good place to start is your Student Union who may offer special discounts and policies. Another option is to enquire with your parents to see if your contents can be added onto their home policy. Our advice would be to set up sufficient cover for the value of your items in advance of you attending university or college. Remember some valuable items like laptops or pedal cycles may need additional cover so ensure that you consider this.

Q. IS IT REALLY WORTH REPORTING A THEFT TO POLICE?

A. Yes it may coincide with other thefts and information police have such as property recovered or suspects stopped or arrested for other crimes in your area. It is vital that police and your student union are made aware of the crime occurring in order to investigate the crime properly.

Q. WHAT SHOULD I DO IF I BECOME A VICTIM OF CRIME SUCH AS A BREAK IN TO MY TENT OR STUDENT ACCOMMODATION?

A. If the suspect has gone report the break in or theft to police via the 101 number but if in doubt call 999. If you are on the campsite then you should also inform the campsite security immediately. Contact your insurance company, If you have had any bank cards stolen call your bank straight away and report this. It will help if you have the details of any items stolen as these may be recovered at a later date and linked back to your crime report. Try not to disturb the scene initially as there may be some forensic evidence from the criminal such as fingerprints and shoe prints which could prove important in a prosecution.

Q. WHAT IS YOUR ADVICE REGARDING DRUGS?

A. Drug use can have serious medical, psychological and health implications some of which may not be evident for many years. A conviction for any type of drug crime can mean suspension or expulsion from your studies and halls of residence. Several countries such as the USA will refuse you entry into their country if you have ever had a previous conviction. It could adversely affect your ability to finish your studies or get a job. Please see the link to Frank if you need more information.

Q. TO SUM-UP, WHAT SHOULD I DO TO AVOID BECOMING A VICTIM?

A. Knowing how and where criminals who commit these crimes operate and by being aware of your surroundings will help you avoid becoming a victim.

High-risk places are:

1. Transport hubs and stations.
2. Crowded places/rush hour
3. ATM and cash machine locations
4. Cafés, restaurants, pubs and clubs.
5. Schools, colleges and universities

- To get to and from the Campsite, use our free shuttle buses.
- Prepare and consider your travel arrangements carefully and ensure someone knows where you are going, who you are with and when you might be home.
- Look as assertive as you can, walk with confidence and be aware of your surroundings and who is around you.
- Avoid short cuts and dark isolated areas, vary your routine and be discreet handling cash, phones and wearing jewellery in a public place.

- Never take your safety for granted and look after your friends so that they don't become vulnerable. Remember your personal safety is more important than your phone or other valuables.
- Keep your bags close to you and secured with zips closed. Check your belongings and your pockets regularly.
- Wearing headphones and talking on the phone can make you unaware of your immediate surroundings this makes you appear vulnerable and gives an advantage to a criminal.
- If you use a cash point or ATM be suspicious if you see someone hanging around, if in doubt use another cash machine and have a friend watch your back.
- If you feel uneasy about an individual or situation, trust your instincts and leave the area and head towards a public place such as a shop.
- Pre book a licensed cab to pick you up or use a mini cab office. Never get into a mini cab off the street they are illegal and often uninsured and dangerous.
- Create a list of important contact numbers (such as banking details, card numbers, passport number etc) you may need in the case of emergency and keep this list secure and separate from your possessions.

WHO'S WHO?

The following table provides an overview of the Shell Eco-marathon Europe 2016 organisers and their roles and responsibilities.

AREAS OF RESPONSIBILITY	DETAILED RESPONSIBILITIES
Safety Benjamin Austin	<ul style="list-style-type: none"> ■ Ensure enforcement of safety rules on track ■ Ensure enforcement of safety rules off track, especially in the paddock area and at the camp ground ■ Contact for questions on safety at the info point in the paddock (from Wednesday onwards)
Security Keith Garwood	<ul style="list-style-type: none"> ■ Security of the event space, the event itself and the campsite ■ Contact for questions on Security (from Tuesday onwards)
Track and competition Jeroen Frieman, Bruno Rosenthal and Ron Mooi	<ul style="list-style-type: none"> ■ Ensure the safety on track and on start and finish area ■ Ensure the respect of the on track rules for fair competition ■ Manage the rescue vehicle on track ■ Tow broken down vehicles from track to paddock ■ Please report any questions on the competition to the race director at the Race Control Tower opposite the finish line