

# MAGWest Safety and Security Information

If someone ever makes you feel unsafe or uncomfortable at one of our events, please report it as soon as possible.

MAGWest is committed to creating a safe environment for all. Harassment and other [Code of Conduct](#) violations reduce the value of our event for everyone. We take your safety seriously.

## SAFETY RECOMMENDATIONS:

- Know your location within the DoubleTree. Know the function space name (what the hotel calls it) and the event space name (what we call it).
- Familiarize yourself with marked exits, fire extinguishers, first aid kits, and AEDs.
- Evacuation route maps are printed on some room signage, by the room cap. Not all exits are evacuation exits; know which ones to point out to attendees in the event of an evacuation.
- Help yourself before helping others. Do not risk your own safety.
- Proactive reporting can prevent a crisis from occurring. If you see something, say something.

## HOW TO CONTACT SECURITY:

- **In-person:** Silicon Valley Room (second floor, across from Variety Stage).
- **Slack:** post in #west-security
- **Text/CALL:** 1-833-337-8732 (1-833-FEST-SEC)
- **Radio:** Channel 2

**When in doubt, call 911.**

FLARE, our volunteer security team, are identifiable by their **red vests**.

More information can be found at [magwest.org/safety-and-security](https://magwest.org/safety-and-security).

### IF AN ATTENDEE REPORTS A SAFETY ISSUE TO YOU:

- **Listen** first. If an attendee is actively experiencing an issue, they may have difficulty explaining what's going on. Make sure you listen carefully to identify the issues and how you should respond.
- **Repeat** what you've heard. Repeat what you believe the attendee to have said and make sure you understand them clearly.
- In cases of harassment or assault, an attendee might need help that you aren't able to provide, and that's okay! If you sense that an issue might require a Report Taker:
  - ◆ Offer the attendee small comforts if you can (water, a seat, the assurance you will stay with them).
  - ◆ Ask them to wait while you locate someone else.
  - ◆ Ask for a "Report Taker" using radio channel 2.
- **Resolve and/or Report.** If you are willing and able to resolve simple situations yourself (e.g. asking someone to turn down their volume), please do so. Otherwise, escalate to Security for further action.

### IF AN ATTENDEE IS UNCOOPERATIVE:

- Remember, there's no need to debate. Your role is to communicate the [Event Code of Conduct](#) and procedures as they exist.
- When in doubt, or if you don't feel comfortable interceding directly, contact Security or ask someone else to do so.
- Ask another staffer to back you up.
- Lower your volume and relax your body language. Move to a quieter place if possible.
- Ask if they are willing to walk with you (or another staffer) to the Silicon Valley Room, where Security can work with the individual or call the MoM (Managers of MAGWest) on duty.
- Obtain a name, picture, badge number, and/or detailed description if you can. Do not touch them or take their badge.

**To report an incident *AFTER* the event,** you can email Safe Committee at [safe@magfest.org](mailto:safe@magfest.org) or [file a report online](#), which can also be submitted anonymously. *Please note these resources are generally not monitored at-event. The fastest way to resolve an issue at-event is to report it directly to Security either in person or via Slack/radio.*