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Safety, Security & Risk Assessment

This guide is designed to get you thinking about ALL of the risks we encounter in robotics & how to prepare, prevent, respond & stay safe.

Whether in the shop, on the road, at competition or online doing research team members encounter hazards & risks that can be avoided or minimized by a little planning, awareness & mental rehearsal.

Read on & stay safe.

Lions & Tigers & Bears...

- Shop hazards such as chemicals, batteries, fire, roughhousing team mates, misused power tools & even your awesome robot can cause injury
- Natural & manmade disasters could occur in your shop, your home, at competition even while travelling—a little knowledge could save a life
- Online bullies & criminals are out there & ignorance can be your worst enemy
- Invisible threats like influenza viruses can take your team out of the running



Ruby slippers won't help you, but knowing the risks is half the battle

Before, During, After an Emergency

- **Prepare:** Stock an emergency kit, Learn 1st aid, Develop safety protocols
- **Prevent:** Practice *situational awareness!* Learn & apply safe practices for hazards you might encounter
- **Respond:** Knowledge & practice prevent panic & ensure right action during emergencies
- **Consider & Revise:**
 - After incidents discuss what could have gone better
 - Update rules & training to include “Lessons Learned”
- **Restock** any depleted supplies

• Personal Protective Equipment (PPE)

PPE should be used appropriately & maintained properly:

- Safety glasses to protect eyes from debris & impact
- Hearing Protection to reduce risk of damage from loud power tools--earbuds for music are NOT hearing protection (in fact they can damage your hearing)
- Gloves, abrasion or chemical resistant depending on project—always inspect for holes before use
- Face Shields protect from chemical sparks, splashes or flying debris while grinding, welding, etc.
- Safety guards on power tools
- Proper footwear & clothing
- Dust masks or respirators
- Clean safety glasses are safer

Safety Glasses are REQUIRED

Wear clear SAFETY GLASSES with side shields PROPERLY & at ALL times in Build Area

Hazards to eyes include:

- ✓ Dust & debris
- ✓ Flying objects
- ✓ Chemicals

Prescription glasses are NOT sufficient—we have special glasses to fit over them



Staying Safe is Easy



Prevent
accidents by securing loose clothing
& stylish accessories

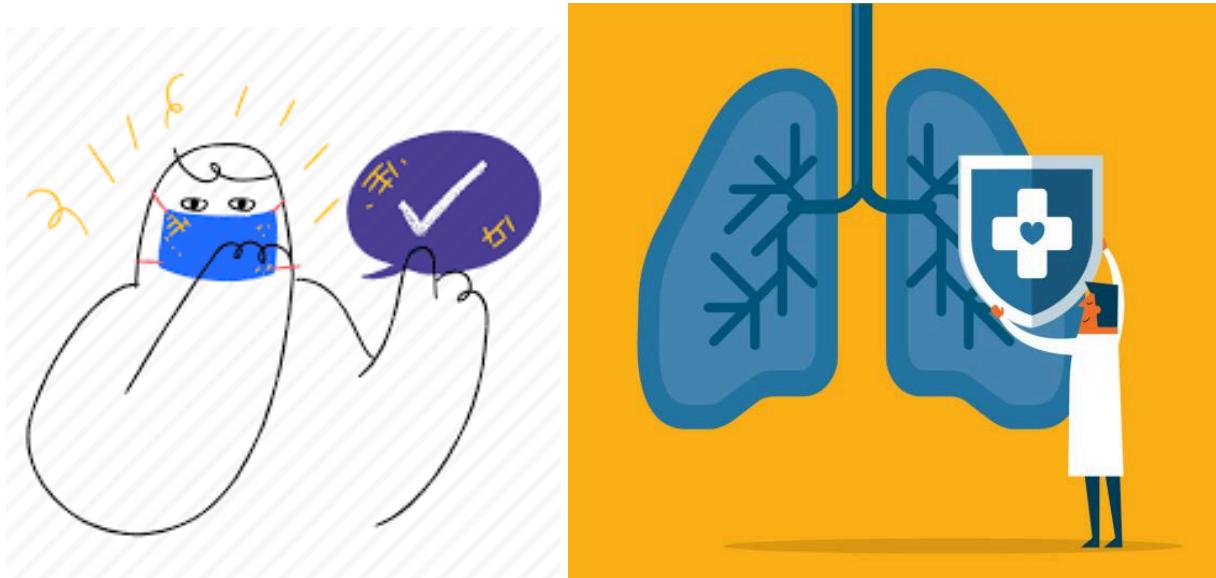


Tie long hair back
out of your eyes & safely away from
whirring machinery

Respiration without hesitation

It can be dangerous for your lungs to inhale metal and wood shavings. Wear a mask when using power tools or big machines!(especially the cnc mill)

- N-95 masks recommended
- Use manufactured masks, no homemade masks
- You only have one pair of lungs, protect them!



SAFE FOOTWEAR REQUIRED

Not shoes like these!! Including crocs, sandals, high heels, peep toe or soft shoes!



When working in the shop STURDY, CLOSED TOE SHOES e.g. sneakers or boots are required



General Safety Reminders

- Use appropriate PPE (Personal Protective Equipment)
- Use the right tool for the job & learn how to use it properly – Ask for help or instruction when needed
- Inspect all tools & equipment for damage before using them (*if you break something tell a mentor right away*)
- Practice safe lifting procedures at all times & plan when to lift & where you are moving before lifting
- Ensure robot is stable before getting under it to work
- Exercise care when working on heights or ladders
- Maintain a neat and organized work area
- Remember safety is YOUR responsibility

Organize the Shop for Safety

- ✓ Place safety glasses & gloves in the safety station by the entrance
- ✓ Place tool cases & other loose items on shelves & under tables
- ✓ Place heavier items on lower shelves
- ✓ Tape down mats & any cords that must traverse a traffic area
- ✓ Don't overload circuits with power strip 'octopi' & unplug items not in use
- ✓ Organize hand tools & work areas away from power tool zones
- ✓ Make sure safety gear (1st aid kit, fire extinguishers, PPE) is visible & accessible ;)

Shop Safety Protocols

- When turning on a power tool, you should call out to the people that are around you that you are turning on that tool for use. Example: “Turning on [name of the power tool].”
- When something in the shop drops or makes an unexpected racket & you are not injured, you should automatically call out to your team “I’m okay”.
- If you are in need of help fast, call out to your teammates & mentors “Help!” [no crying wolf]

Follow the Rules & Report Issues

- Work with an Adult Mentor present at ALL times in shop/build area
- Learn proper tool use before handling
- Apply power tool & robot protocols to prevent serious injury to yourself or others
- Keep shop area clean & free of hazards (cords & things you could trip over, walk into, etc.)
- If you see a safety hazard alert a mentor & the safety captain to get it fixed

Awareness is Key!

- Be AWARE of your surroundings & pay attention to what others are doing around you
- FOCUS on the task at hand
- KNOW & FOLLOW SAFETY PROTOCOLS
- Don't be a distraction to others
- No HORSEPLAY in the shop—ever!
- CONSEQUENCES Happen!



Our team chose to use push-ups as a gentle reminder of the importance of following safety requirements--If we aren't learning to be safe, we'll be training to become the strongest team!

First Aid locations and types

- Our shop FIRST AID KITs are located on the wall inside our machine shop door, extra first aid kits in file cabinet towards the back of our shop
- Our travel FIRST aid kit is on the workbench in our pit(sometimes we use the pit first aid kit since it is always within reach back at our shop)
- Our safety kits are class B & types I & III contains all the materials required in a *FIRST* Robotics safety kit

First Aid Kit Supplies

B-I & B-III first aid kit

(2) Triangular bandages (96X96X136CM)
(1) Instant cold pack (100g /pack)
(1) first aid tape (1.25cm x 4.5m)
(6) Wound dressing (10x10cm, 2pcs/pack)
(4) Disposable vinyl gloves (M size)
(2) Conforming bandage (5cmx4.5m)
(2) Conforming bandage (7.5cmx4.5m)
(1) Conforming bandage (10cmx4.5m)
(1) Plastic tweezer (11cm)
(20) Sterile absorbent cotton (0.5g/pc)
(1) Scissors (11.5cm)
(30) cotton tipped applicators (7.5cm)
(2) Sterile eye pad (6x8cm)
(50) Adhesive plaster strips (19x76mm)
(40) Adhesive plaster strips (10x40mm)
(2) Knuckle fabric strips (75x38mm)
(2) Fingertip fabric strips (58x45mm)
(22) Alcohol prep pad (5X5cm)
(4) Antiseptic wipes (12x22cm)
(1) CPR mouth breath mask (29x19cm)
(12) safety pins #4
(1) Emergency blanket (130x210cm)

A-II First aid kit

(3) Non adherent pad 3"x3"
(50) Plastic Bandages, 1" x 3"
(2) First Aid Tape, ½" x 5yd
(25) Triple Antibiotic Ointment Packets
(50) BZK Antiseptic Towelettes
(1) CPR Mask with One Way Valve
(2) Burn Dressing, 4" x 4"
(25) First Aid/Burn Cream Packets, 0.9g
(2) Cold Compress, 4" x 5"
(2) Sterile Eye Pads
(1) Eyewash, 4oz
(10) Hand Sanitizer Packets, 0.9g
(8) Nitrile Gloves
(2) Conforming Gauze Roll, 2"
(1) Scissors
(8) Gauze Dressing Pads, 3" x 3"
(4) Trauma Pads, 5" x 9"
(2) Triangular Sling/Bandage, 40" x 40" x 56"
(1) Conforming Gauze Roll, 4"
(1) First Aid Guide
(1) Padded Splint, 4" x 24"
(1) Tourniquet

If You Injure Yourself (MINOR Injuries)

Report injuries to an Adult Mentor & the Safety Captain—Always; No exceptions!

- Reduce infection risk:
 - Clean your wound--No matter how small
 - Apply appropriate 1st aid e.g. antibiotic ointment & bandage to keep clean



Report ALL Injuries & “Near Misses”

- Minor injuries would be small scrapes & cuts
- Head injuries are not minor
- Always report injuries to your safety captain or to the nearest mentor as if it was a serious injury
- Report “near misses” E.g. If you *almost* tripped over an extension cord do something to prevent the next person tripping & if not possible for you to fix then report to the safety captain or a mentor
- Near misses are warning signs & preventive action might be taken to avoid future accidents

IF SOMEONE IS SERIOUSLY INJURED

1. Make sure the area is clear from any hazards
Don't make yourself a 2nd casualty by rushing in without considering your own safety
2. Alert an Adult Mentor & the Safety Captain
3. Call 911 or go to nearest emergency room (depending on severity of injury)
4. See what you can do to help the injured person with 1st Aid

CHEMICAL SAFETY

- (Material) Safety Data Sheets (M)SDS provide information on the correct handling of a spill or injury
- Know your chemicals--read (M)SDS & follow all label instructions & precautions
- If the label is missing or illegible or container is damaged do not use & dispose of according to local HazMat guidance
- Store all chemicals properly according to label instructions & (M)SDS

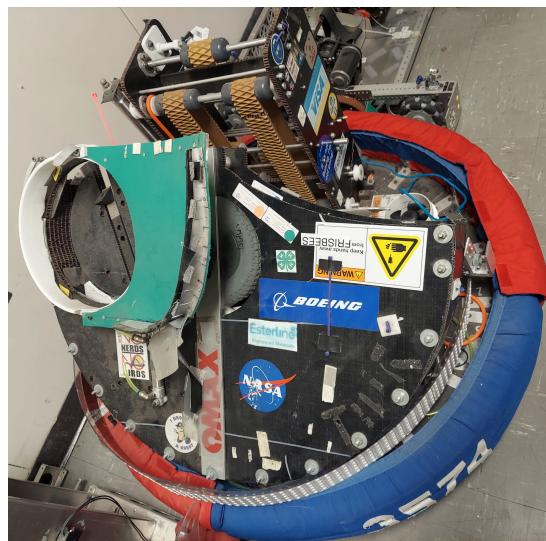
Poison Response

- Alert an adult mentor & the safety captain
- Call 911 if there are any life threatening conditions
- DO NOT give the person any liquids to drink unless told to by EMS
- Consult the poison label or (M)SDS if available
- Mr. Yuk's phone number:
1-800-222-1222



Around the Robot

- No headphones—you need to hear what is going on
- Programmers always call out “ROBOT ON!” & Wait for the response: “CLEAR!” *BEFORE* turning the robot on
- Verify the robot is off or secured before anyone works on or inside the robot
- We ensure the team is wearing PPE



Past Tekerz round bot

Safe Lifting Procedures

- Ensure you have sufficient strength & number to complete the lift safely
- Ensure lifting points are secure before lifting
- Ensure receiving surface is stable & clear before lifting
- Validate that all lifters are wearing appropriate PPE—gloves, sturdy shoes, safety glasses
- Ensure the robot is safe to move--powered off, moving parts secured, all personnel clear
- Determine direction & path of the planned move
- Check to see the path is clear & have one person clear the way by announcing “Robot!”
- Lift with your legs—bend knees, back straight, stomach muscles tight; Do not twist the body

Battery Safety

- Batteries contain acid & can burn you
- Never use a damaged or leaking battery
- Don't use a battery that has been dropped—dispose of following local HazMat guidance
- Keep baking soda handy to neutralize acid
- Use a face shield, safety glasses & acid resistant rubber gloves if you must handle a leaky battery—place in non-metallic container
- At competitions report leaking batteries to Pit Administration



Battery Charging & Handling

- Place your battery charger in an area where cooling air can freely circulate around the charger. Battery chargers can fail without proper ventilation.
- Do not short out the battery terminals. If metal tools/parts contact the terminals simultaneously, it will create a direct short circuit. This may cause high heat to develop in the battery terminal/part/tool area & the battery could explode.
- If a quick disconnect is not available & you must use tools to disconnect the battery, make sure metal tools don't contact both terminals at the same time.
- Check your battery for damage before & after each round of competition—bent terminals can result in leaks
- When carrying batteries always use 2 hands



STORED ENERGY—Electricity, Pneumatics, Compression, etc.

- Disconnect the electric power source or batteries when working in robot whenever practical
- Open the main circuit breaker (“reset” lever is released)
- Vent any compressed air from all pneumatic components
- Open the main vent valve & verify that all pressure gauges indicate zero pressure.
- Relieve any compressed or stretched springs or tubing
- Lower all raised robot arms or devices that could drop down to a lower position on the robot
- Lock any swing arms or other parts that might unexpectedly rotate or move



Respect the Power!

Inspect your equipment cords & extension cords to ensure they are not damaged

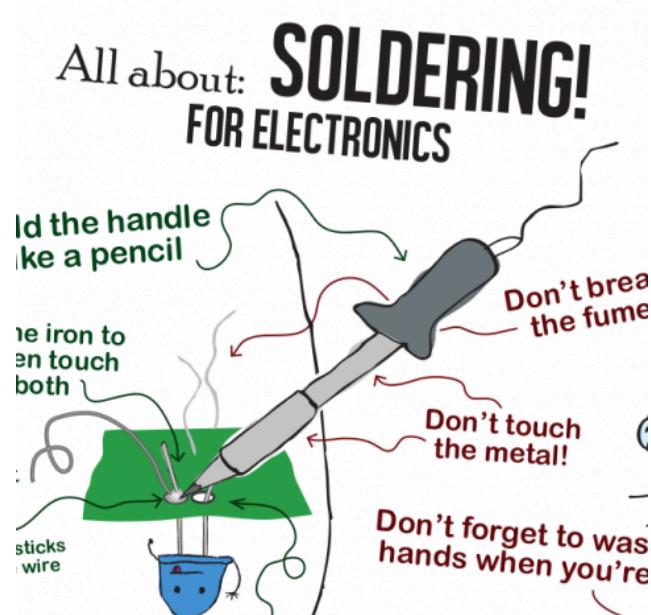
- DO NOT overload or “daisy-chain” power strips or extension cords or other multi-plug devices
- Unplug electrical devices when not in use
- Tape down electrical cords that must traverse traffic areas



SOLDERING

Soldering can be dangerous because of the heat from the iron & the chemical fumes & vapors released from the solder & flux. When soldering, observe the following points:

- Use lead-free solder only & solder with electrically heated soldering iron/gun only
- Wear eye & face protection & fire resistant clothing (cotton) that covers
- Solder in well-ventilated areas on a fire resistant surface.
- Never touch the iron/gun or leave it where others might touch it accidentally
- Wash your hands with soap & water after handling solder
- Store soldering iron & supplies properly when not in use



Prevent Fires

- Never leave fire, torches, soldering irons, hot glue guns, stoves, heaters or other heated devices unattended
- Ensure work areas are cleared of flammable debris
- Never run cords under carpet
- Unplug electrical items not in use
- Check smoke detectors & fire extinguishers are in working order
- Stop-Drop-Roll if your clothing catches fire



image from Gettysburg Souvenirs & Gift

Fire!

- Use caution while working on projects that require fire & ensure work area is clear of flammables
- If there is a small fire follow fire extinguisher instructions on next slide
 - Extinguisher is located inside the shop on our safety station by the double sliding door (or on workbench in our pit) & on wall by the doors
- If fire is not contained, evacuate immediately & , Call 911!

Fire Extinguishers

Types-A,B,Cs

Fire extinguishers come in three types

- A is for extinguishing wood, trash, & organic material fires, ie a campfire
- B is for extinguishing liquid fires, ie gasoline or grease fires
- C is for extinguishing electrical fires, ie a wire fire

How to Use a Fire Extinguisher-P.A.S.S.

If the fire is small, & it is safe to do so, you can attempt to extinguish it yourself if you have a clear exit path (never let fire box you in)

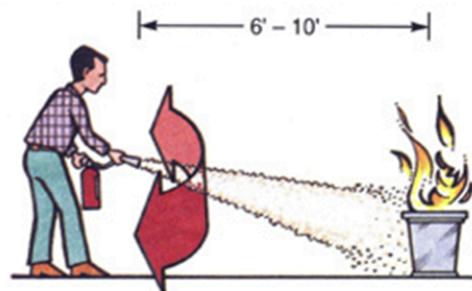
P Pull the pin

A Aim the extinguisher or nozzle at the base of the fire

S Squeeze the handle and release the extinguishing agent

S Sweep the extinguisher from side to side across the base of the fire until it appears to be out

When fighting a fire with a portable extinguisher, remember the word PASS



Plan, Prevent, Prepare

Know the disasters prevalent in your area & prepare a kit for your home, office, car including:

- Non-perishable Food: Pack calorie dense items such as energy bars, canned soup or peanut butter
- One Gallon of Water Per Person Per Day
- First Aid Kit & Medications
- Flashlight, Battery-operated or Crank Radio, Essential Tools & Maps: Include batteries, wrench to shut off the gas in case of a leak, can opener, screwdriver, hammer, pliers, knife, duct tape & garbage bags
- Clothing & Sturdy Shoes
- Personal Items & Sanitary Supplies: Pack important documents, hygiene supplies & comfort items such as books & toys.
- Cash in Small Denominations
- Emergency Contact Information

Seattle is Prone to Earthquakes

If you are INDOORS when an earthquake begins:

- Stay indoors & DROP, COVER & HOLD ON
- DROP to the floor & Take COVER under a piece of heavy furniture
- PROTECT your head with ONE arm or a book
- With the other arm HOLD on to the furniture & MOVE with it
- If you are NOT around any sturdy furniture, CROUCH with your head back against an interior wall & COVER your head & neck.
- If you are in a wheelchair, LOCK the brake & COVER your head & neck.
- If you are in bed, STAY in bed, pull the sheets to protect your body from debris & COVER your head & neck with your PILLOW.
- Trying to leave the building puts you at GREATER risk of injury. Most earthquake injuries are sustained when people try to move during the shaking or from FALLING debris once outside.



What if I Am Outside?

If you are **OUTDOORS** when an earthquake begins:

- Move into the open, away from buildings, streetlights, trees & utility wires.
- Once in the open, **DROP, COVER & HOLD ON** until the shaking stops.
- If you are near a building, get inside quickly & **DROP, COVER & HOLD ON**.
- If you are in your car, safely pull over, put the car in park & cover your head & neck.



After the Earthquake

Check For Injuries: First check yourself for injuries then assist others based on your level of first aid training. Only call emergency services if there is a life-threatening situation.

Listen to the Radio: Follow instructions from local officials. Evacuate if told to do so. Wear protective clothing & sturdy shoes.

Examine Your Space: Check around you for dangerous conditions such as fires, downed power lines & structural damage. Shut off gas only if you suspect a leak or smell gas. Stay out of damaged buildings or leave if you smell gas or fumes from other chemicals. Return home only if authorities say it is safe.

After a Disaster

- Many natural disasters disrupt communications—develop a plan
 - Long distance calls may be easier—establish out of state contact for central check in
- Decide where to meet if you can't return home
 - Pick a place near home & outside the neighborhood
- Disrupted services may include: ATM & Cash Registers, Gas Pump, Utilities & Internet services, Bus Routes & other Transportation Services
- Be prepared to look after yourself & your family for at least 3 days—make a plan, build a kit, learn more:
<http://3days3ways.org/>

Seattle in Winter

Extreme winter weather in Seattle can lead to:

- Fallen trees
- Power outages (including ATM, Fuel Pumps...)
 - Have a 72 hour kit including warm clothes, NOAA radio & cash (see our Emergency Supplies Checklist)
 - Keep fuel in your car above 1/2 tank
- Flooding
 - Do not drive or walk through flood water, seek high ground & wait for rescue
- Icy Roads—Stay off them
- Mudslides & Avalanches—find a detour

Severe Winter Weather

Wind, Snow & Ice Storms can cripple the Pacific Northwest taking out power & transportation routes

- Avoid travel if possible. You may have to stay home for several days so stock up & prepare for power outages
- If you must travel, do so during daylight. Don't travel alone & stay on main roads. Know alternate evacuation routes from home, school, work
- Learn the signs of hypothermia & how to treat it
- Pick a "safe place" in your home where family members can gather during severe wind. This should be a place where there are no windows, skylights, or glass doors, which could be broken by strong winds, flying debris, or hail.
- Keep an eye on the sky. Pay attention to weather clues around you that may warn of imminent danger. Look for darkening skies, flashes of lightning, or increasing wind. Listen for sounds of thunder. If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to a safe shelter immediately.

Learn more at:

http://www.seattle.gov/transportation/winter_prepare.htm

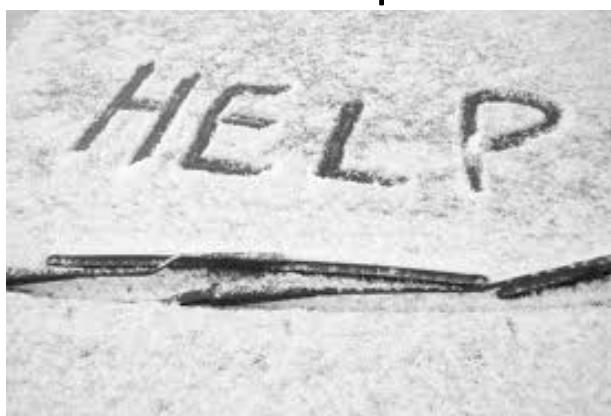
Winterize Your Car

- Check your critical systems are in good repair, you do not want to be stranded in bad weather
 - Battery
 - Antifreeze level
 - Brakes
 - Lights
 - Wiper blades, fluid & spray nozzles
 - Heater/defrost
- Replace worn tires & properly inflate



Winter Trip Tips

- IF YOU DON'T HAVE TO, DON'T DRIVE
- Make sure to have at least 1/2 tank fuel at all times, this reduces condensation making car easier to start
- Always have a cell phone, blanket, water, snacks, walking shoes, warm clothes, 1st aid kit, traction aid [chains and/or sand], flashlight & extra batteries, matches, jack, lug wrench, ice scraper & shovel in car in case you become stranded
- Clear your windows, hood, roof & lights of any snow & ice covering those areas before driving
 - Be sure others know where you are going, your planned route & when to expect you so they can search for you if you don't arrive when expected



Winter Driving Do's

- Check road, traffic, weather conditions before leaving & plan your route and/or trip accordingly
- Slow down on bridges & overpasses—they freeze before the rest of the roadway
- Accelerate gently, turn slowly, brake lightly & early, avoid quick turns which could spin you out; maintain steady momentum to get through heavy snow without getting stuck or backslicing
- Give trucks & other vehicles extra room to stop & avoid tire splatter & flying gravel
- Always drive with lights on to see & be seen
- Don't be overconfident if you have AWD/4WD they don't brake any better & because they are heavier might brake slower



Skids & Accidents

If you skid, steer carefully & avoid overreacting to keep control of the car.

- If you have antilock brakes systems (ABS), the brakes are automatically pumped for you in a skid situation. You should feel the brake pedal pulsating..
- If you don't have ABS, apply easy pressure in a pumping motion to the brakes

If you do have an accident:

- Try to get to the right side of the road as far away from traffic as possible.
- Stay in your car with your seatbelt on. Put the hazard lights on so others on the road can see you.
- If a flare is available, use that to call attention to your vehicle. Tying a bright piece of cloth to the antenna works as well.
- If you get stuck in snow, straighten the wheels & accelerate slowly. Avoid spinning the tires & digging in deeper. Rock the vehicle using its weight & momentum to get unstuck.
- If you can't get going, run the engine only a few minutes at a time to stay warm. Keep the exhaust pipe clear of snow so harmful carbon monoxide fumes fill the car's interior. Periodically crack a window to get fresh air. Do NOT sleep with the engine on.



Tornadoes Can Happen Fast

Be alert to changing weather conditions &
Look for the following danger signs:

- Dark, often greenish sky
- Large hail
- Large, dark, low lying cloud (Particularly if rotating)
- Loud Roar, similar to a freight train
- Be prepared to take shelter immediately



New Surroundings

- Know local rules, customs & hazards
- Always carry identification
- Know the nearest drugstore & emergency room
- Know evacuation routes--Locate the stairwells & alternative exits from your hotel & event venues
- Know where fire extinguishers are
- If the area is earthquake prone note where you would shelter in place when you enter a room
- Plan where to rally after incidents & prepare an out of state central contact for checking in

Situational Awareness

- Don't be distracted by new sights when travelling, stay alert to prevent being victimized
- Present yourself as a "tough target" by:
 - Focus attention on your surroundings
 - Noting potential "safe havens" such as police or fire stations, open stores, or restaurants
 - Being alert to people who appear to be following or paying undue attention to you or just acting "weird"
 - Listening to your inner survival signals such as fear, apprehension, or suspicion
 - Mentally form a plan of action--"If he does that, I'll do this" will help you react faster should the worst happen
- Know where you will regroup if separated & carry emergency phone numbers

Before Travelling

- Learn about the area you will be travelling to & plan for local weather & potential hazards
 - Pack appropriately you might need winter clothes, sunscreen, insect repellent or even vaccinations in advance of your trip (see our Happy Traveler packing list)
- Know what you cannot pack in your carry-on & checked luggage—check www.TSA.gov
- Airport Security is no place for joking around
- Carry valuables with you & keep important papers such as ID & itinerary with you at all times



Learn the local emergency number in the USA it is 911—travelling internationally it may be different. In Australia it is “000”.

HAPPY TRAVELLING! Packing Suggestions

3-1-1 for carry-ons = 3.4 ounce (100ml) bottle or less (by volume) ; 1 quart-sized, clear, plastic, zip-top bag; 1 bag per passenger placed in screening bin. One-quart bag per person limits the total liquid volume each traveler can bring. 3.4 ounce (100ml) container size is a security measure.

Declare larger liquids.

Medications are allowed in reasonable quantities exceeding three ounces & are not required to be in the zip-top bag. Declare these items for inspection at the checkpoint. Officers may need to open these items to conduct additional screening.

These guidelines are subject to change--Check TSA before packing to ensure you have the latest travel rules & restrictions.

ESSENTIALS

PHOTO ID!!!

Boarding pass, confirmation, itinerary
Wallet, watch, keys
Pocket cash
Emergency Contact List

CLOTHING & ACCESSORIES

Accessories such as Belt, Sun hat, Sunglasses, Jewellery
Light Jacket for wind/rain
Sweater or sweatshirt
Closed toe walking shoes or boots
Shirt [1 for each day—including team shirts]
Pants & shorts [1 for each day]
Underwear, Socks [1 each for each day]
Sleepwear
Swimsuit & Sandals or flip flops

HYGIENE SUPPLIES

(Important: Liquids, gels, creams, pastes, waxes such as shampoo, toothpaste, lotions, saline solution etc. must be travel size or transferred to a 3.4 oz or smaller container & packed in an easily accessible quart size ziploc baggie.)

MEDICAL SUPPLIES

PREScriptions (i.e. inhalers, acne meds, allergy meds, ADD, etc.) & Vitamins (1 week supply)
Eyeglasses or Contact kit-saline, cleanser, case, drops

Travel Delays

- Know your contingency plan-where will you meet if separated, who needs to be informed of trip changes, etc.
- Be calm & polite (people will be more eager to help you)
- Assistance by the Airline--Depending on the circumstances, if you are denied boarding or your flight is cancelled or delayed, you may be entitled to receive assistance (catering, communications, & an overnight stay if necessary).

Crime Happens

- Criminals are another “local” hazard to consider
- Know the area
- Practice Situational Awareness
- Buddy System—ALWAYS, even just to the shop parking lot



You've Been Burgled!

- Exit the shop immediately & call 911!!!
 - They might still be there & there may be other hazards
- Missing items from the shop should be reported to your local police station!
- Our local police station's contact details:
14905 6th Ave. SW, Burien, WA 98166
Dispatch: (206) 296-3311
Business: (206) 296-3333
Emergency & After-Hours: 9-1-1
- Burien police office hours are:
8:30 am - 5:00 pm Monday - Friday



Criminals Depend on the Kindness & Ignorance of Strangers

Identity theft is a top priority of organized crime. Be safe, protect the privacy & information of yourself & others:

- Never give out personal information (yours or anyone else's) solicited via phone, chat room or social media site, including but not limited to, last name, address, school name, parent's name, telephone number, photos, etc.
- Disclosing personal information to a stranger can put you or family members in danger of physical harm, burglary, identity theft & financial loss
- Don't sign up for anything without talking to a parent—giving out personal information can have long term consequences & there are no 'take-backs'—**if the 'product' or 'service' is free, YOU are the product!**

Protect Yourself

- Use a nickname (not your real name) for email addresses & screen names
- Use privacy settings to limit who can see your online profiles
- Don't 'friend' people you don't know just to get your numbers up
- If someone you 'met' online asks to meet in person tell your parents--people online (or on the phone) may not be who they say they are

Reputation Matters: Stay Private in Public

- Anything you put online may be cached & searchable forever
- Potential employers, schools & friends will search for you online & make decisions that impact your future based on what they find
- Never put anything online you wouldn't want your grandma to see or the national news to broadcast
- Do not use crude, rude, violent, harassing or bullying language online or anywhere else

Don't Get “Owned”

- Speak no password, write no password, post no password
- Passwords must be easy to remember & hard to guess
 - No words or names forward, backward, foreign or with numbers at end
 - No birthdays, anniversaries, addresses, phone numbers—that stuff can be found online & in public records
 - Longer passwords are harder to crack use at least 8 characters; more is better
 - Use combination of capital & small letters, numbers & special characters
 - Try a pass phrase--like a line from a favorite song or poem , combined with numbers & special characters like “Stopping by woods on a snowy evening” might become \$bW02sE!
 - If you need a written reminder use a hint not the actual password

They want your info

- If you receive SPAM or other unsolicited email delete it don't open it, don't open attachments, don't download, don't click on links—use service provider security & privacy tools, antivirus & junk mail filters to block spam & DELETE, DELETE, DELETE
- Antivirus & firewall won't catch everything
- If your computer acts 'weird', slow, crashes, you get strange messages or popups, programs open or close unexpectedly or broadband is working overtime update your antivirus from a reliable source, scan your system & consider a rebuild

It's Online So it Must Be True—NOT!

Just because it is online, in the news or even in a book does not make it true

- Use critical thinking skills to identify reliable sources of information--teachers & parents can help you with this
- Learn to distinguish between fact, opinion, rumor, gossip, lies & misinformation
- Plagiarism is a crime—cite your sources

Don't be a Martyr— Take Care of Yourself *FIRST*

Tekerz Prioritize Family 1st, School 2nd & Team 3rd, but you can't do any of this if you don't take care of yourself first

- Practice good hygiene, brush & floss
- Get adequate rest
- Make healthy nutritional choices & Stay hydrated
- Exercise every day
- Ask for help when you need it & communicate proactively with your team, mentors, teachers & family
- Stay on top of schoolwork & other commitments to reduce stress & maintain a happy, healthy, balanced lifestyle

Mental health: are you okay?

Safety isn't about just avoiding incidents and keeping your team physically safe, It's also about making sure your teammates are okay. One of the main concerns about the High Tekerz, is ensuring you aren't overexerting yourself. There is a phrase we remind our teammates to follow and it is, Family, school, robotics. We recognize that our teammates have other responsibilities besides robotics and they shouldn't feel obligated to put all their time and energy into this team. Also asking our teammates, are you okay? Check in with them!

Littlest, But Not Least

- FRC Season is Flu Season & hard working teams get run down & can be taken out by influenza
- Flu shots are a good option
- Proper hand washing is critical to preventing spread
- Avoid touching nose, mouth & eyes
- Cover your sneeze with your ELBOW
- Get adequate rest & nutrition to shore up your immune system during stress of build season
- If you are sick stay home & rest; don't come & make the whole team sick

