



IFGS

SAFETY OFFICERS

HANDBOOK

Volume I

Society, Chapter and Game
Safety

V 3.1

Introduction:

This manual was compiled to help Chapters and personnel better understand the Safety Officer (SO) positions in IFGS. These include the Society Safety Officer (SSO), Chapter Safety Officer (CSO), and Game Safety Officer (GSO).

TSO (Technical Safety Officer) and Technical Safety is covered in Volume II.

This manual was developed from the experiences of many people and from many sources:
Including:

Rev 1 Fred Welch. Margo Toth originally performed editing and layout duties as part of the Internal Publications Committee of the IFGS.

Rev 2 Rick Shelton and Bradley Reeger.

Rev 3 David Ellis. Editing and layout assistance by Susan Helton.

Most of the information in the original manual was written and compiled by Fred Welch. Many Individuals over the years have offered constructive reviews.

The IFGS gives permission to any members of IFGS to make copies of any of the material in this book. Any and all comments on the information in this book are welcome, especially from Provisional Chapters who may need further clarification. This handbook will be reviewed on a yearly basis, and comments accepted for that review on an ongoing basis.

Send comments or questions to:

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List of changes to complete manual dated 15 Apr 2004.

Date	Changes

Chapter 1 – Society Safety Officer (SSO)

MISSION STATEMENT:

The Society Safety Officer (SSO) is responsible to the Society Board of Directors and the membership for the establishment and promulgation of safety rules and guidelines that engender a safe gaming environment, and for transmitting those policies to the Chapter level for implementation.

QUALIFICATIONS:

Membership - The Society Safety Officer must be a member in good standing, and must be at least 21 years of age and have at least one year as a Chapter Safety Officer (CSO).

DUTIES:

To establish and promulgate safety rules, regulations, and training guidelines for IFGS and IFGS events. To include an annual review of the Safety Handbooks.

Responsible for the training and the final approval of CSO's, and determining that CSO's are performing their duties properly.

Responsible for maintaining communication between CSO's.

To assemble data from all chapters and compile a yearly report to the Society board, as well as looking for trends in safety problems.

National Events shall be coordinated through the SSO. For these events each chapter will provide a list of certified Safety Officers (SO's) to the SSO. This list will be reviewed and personnel will be authorized to function as event SO's during that event.

REPORTS & RECORD KEEPING:

The Society Safety Officer will submit an annual report of the previous calendar year activities to the National Board each February. This report will include the number of games run in the previous calendar year, number of participant during the last year, number of injuries reported, number of claims filed, and training done society-wide and by chapters.

The SSO will keep records of all reports, claims, and training conducted. And from these watch for trends in injuries or other problems.

To contact the SSO:

Safety@IFGS.org

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Attn: Safety
PO Box 3577
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Chapter 2 – Chapter Safety Officer (CSO)

This chapter was compiled to help chapters better understand the position of Chapter Safety Officer (CSO). Though it is not a glamorous position, and is often filled with abundant paperwork, the position is one of the most critical in a chapters existence.

Each chapter in the IFGS has its own CSO who is responsible for all safety matters within their chapter. The CSO must answer to his/her own Chapter Board, and to the Society Safety Officer (SSO), mostly however they must answer to their fellow members who rely on them to keep them physically safe during IFGS events.

MISSION STATEMENT:

The CSO is the Society Safety Officer's approved representative at the chapter level and is responsible for the application of IFGS safety rules and guidelines within their chapter, the safe implementation of games in their chapter, and is responsible for the training of Safety Officer (SO) personnel within their chapter.

QUALIFICATIONS:

Membership - The CSO must be a member in good standing of the chapter in which the position is held, and must have attained the age of legal majority as established in the state where the chapter is located (normally 18 years of age).

Medical experience - Candidates will have had some sort of first aid training, such as that offered by Red Cross, Heart Association, U.S. military, or a similar organization or be willing to obtain similar training at their own expense before assuming the position.

Other experience - The candidate should be levelheaded, responsible, and be willing to spend a few hours a week at the job during the gaming season. Experience in theater stagecraft, pyrotechnics, technical climbing, construction, and/or other related skills can be helpful.

Approval - The appointment of the Chapter Safety Officer is made by the Chapter Board.

When the board has determined that a candidate for CSO is acceptable, the name of the applicant and a list of their qualifications shall be sent to the SSO. After an interview process, the SSO will notify the requesting chapter board as to approval or disapproval:

In practice, it is only fair that candidates have an opportunity to study documents relating to the position prior to applying as a candidate, in order to make an informed decision as to whether or not they wish to seek such a position.

DUTIES:

The CSO is responsible for implementation of Society and Chapter policies regarding the establishment of a safe gaming environment. The CSO is also responsible for the training of safety personnel within their chapter. The CSO does not need to be on site for each game, but instead should have trained Safety Officers (SO's) to represent his or her place at a given IFGS event.

Chapter Safety Officer – cont.

Management:

The bulk of the CSO's job is to manage the chapters safety resources and records. The CSO selects individuals to serve as Game Safety Officers (GSO's) and Technical Safety Officers (TSO's) and is involved with their training.

The CSO keeps track of local laws (for example, even inoperative, but realistic, simulations of bows are often prohibited in public parks, and EMS laws may change from county to county within a state). They keep a list of Approved Health Providers near each gaming site, and site information packets for sites that are commonly used and acts as an expert informational resource to Chapter personnel and committees.

The CSO maintains files on games run in the chapter, and spots individual and chapter-wide trends in unsafe practices. On the basis of these trends, the CSO formulates temporary or permanent chapter or local policies, which are reviewed by the SSO.

The CSO will have parental permission/release and sponsor forms available for GD/GPs.

Training:

The CSO is responsible for training GSO's and TSO's in their chapter, as well as keeping track of training levels of FAT personnel.. In a chapters formative stages, trained personnel are at a premium, and the CSO should expect to function as the GSO/TSO for the first few games of the Chapter before devoting attention to purely CSO functions. CSO's are encouraged to start training GSO's and TSO's at the earliest opportunity in order to reduce their own work loads. Because games may initially occur only at the rate of six or fewer per year, it is strongly urged that the CSO retain the position for at least two years. It is recommended that CSO's SO in games/events at least once a year.

The CSO is responsible for providing classes on SO requirements on a yearly basis. These include the training of GSO, TSO, FATL, FAT and others SO personnel as required for the chapter. Also classes on the care and use of chapter equipment including radios, recommended gear, and Society and Chapter Safety Policies. Prospective SO's should work with a qualified GSO during at least 1 major game as an aid to the GSO both before, during and after the game. At the CSO's recommendation the Prospective SO could be asked to do this a second time if they feel the person is in need of more training and experience in some areas. During this "apprenticeship" they would discuss encounter locations, logistic problems, radio procedures, weapons check, game flow, and site hazards.

The CSO is also responsible for the training and verification of Technical Safety Officers (TSO). This includes the determination of Qualified Persons for use as FX encounter specialist/coordinators. More information on TSO's and Qualified Persons is in Vol II Technical Safety.

Complaints:

The CSO is responsible for dealing with complaints regarding unsafe practices, and for reporting those to the SSO and their Chapter Board..(See Chapter 7 – Complaints)

Chapter Safety Officer – cont.

EQUIPMENT:

The CSO is responsible for the issue of chapter equipment, and will use the Equipment Log (IFGS SO Form #04) to track items and use.

Radios - CSO's are responsible for checking radios out to GSO's. For further information on IFGS radios and usage see Chapter 11 – 'Communications, Radios, and Procedures'.

Medical kits – CSO's are responsible for checking out the Medical Kits to GSO's. The CSO is also responsible for assembling, and maintaining medical kits to include insuring materials have not gone beyond their expiration date. These kits are for emergency care on site, and can contain different medical gear, depending on the financial resources of the Chapter, local requirements, and the medical experience of the Safety Teams. The list of recommended items to include in these kits is included in Chapter #10 'Medical Concerns, Training, and Kits.'

Weapons repair kits. - The CSO should have available to issue to GSO's a weapons repair kit. The kit should include pieces of foam, duct tape and other supplies as determined by the CSO.

Forms & Information - The CSO is responsible for providing GSO's with all necessary forms for the game, the Emergency Medical Data notebook, the site information packet for the specific site the game is being run on, and the medical provider/responder list.

REPORTS & RECORD KEEPING:

The Chapter Safety Officer will submit an annual report to the Society Safety Officer each January on the CSO Annual Report (IFGS SO Form 01). This report will include the number of games run during the previous calendar year, number of participants over the last year, number and type of injuries reported, number of claims filed, and training done by the chapter.

The Chapter Safety Officer is responsible for maintaining a file on each game including the Game Safety Officer report, any letters of complaint, injury reports, and post-game conclusions/actions.

Injury reports - In addition to keeping a file of all game reports, the CSO is also responsible for maintaining a list of injuries reported at games. This list will be kept private and is not available to the public. The file is used for liability purposes and for determining whether someone has a chronic injury that is aggravated by participation in IFGS events.

The CSO is responsible for obtaining Medical Histories from GSOs and maintaining a 'Emergency Medical Data Notebook' to be issued with the First aid kits. These files are to be kept confidential and only used in emergency situations. This notebook will list permanent physical injuries, medical problems & medications usually carried by individuals, and food and other allergies.

Chapter Safety Officer – Reports & Record Keeping - Cont.

Training and SO Personnel records:

The CSO will keep a list of all SO personnel in their chapter to include applicants for SO positions, their qualifications, games under instruction in, games SO'd, and training. This includes lists of all medically trained & technically trained or skilled personnel in their chapter who are willing to serve on Safety Teams.

Reference Library:

The CSO will keep a library of reference materials to be available to any chapter member to study. It is recommended that it have any or all of the items listed in Appendix B

Chapter Closing or going Inactive:

In the event of the chapter going inactive or dissolving, all safety related chapter records will be forwarded (sent) to the Society Safety Officer or the IFGS Society Clerk..

Chapter 3 – Game Safety Officer

MISSION STATEMENT:

The Game Safety Officer (GSO) is the primary person on course before, during and immediately after a game who is responsible for the physical safety of all participants. Their goal is to insure all persons involved are gaming in the safest environment which can be provided under the conditions existing at game time. This includes checking weapons for safety; checking encounter sites for hazards; working with Technical Safety Officers (TSO) and or assigning ‘Competent Person’ (s) to technical effects encounter, and working with the First Aid Teams (FAT) to deal with any medical emergencies that might occur on course. They must be ready to adapt the course, game, and participant’s actions to meet safety requirements. They must also act in accordance with Society policies and directives to ensure all chapters are “on the same sheet of music” in regard to actions allowed under what conditions. The primary responsibility is **PHYSICAL SAFETY**. There are no provisions for policing of Emotional Tranquility! It is not your job!

QUALIFICATIONS:

Membership - The GSO must be a member in good standing of the Chapter in which the position is held, and must have attained the age of legal majority as established in the state where the Chapter is located.

Medical experience - Candidates will have had some sort of first aid training, such as that offered by Red Cross, Heart Association, U.S. military, or a similar organization or be willing to obtain similar training at their own expense before assuming the position.

Having completed training as established by the Chapter Safety Officer (CSO) and having been approved by the CSO.

Other experience - The candidate should be levelheaded, responsible, and be willing to spend the necessary time before, during and after the game. Experience in theater stagecraft, pyrotechnics, technical climbing, construction, and/or other related skills can be helpful.

DUTIES:

The GSO exists to provide a service to the participants; to coordinate the establishment and maintenance of a safe gaming environment. The GSO works with the Production Staff, and coordinates specific functions. It is not intended that the GSO harass the Game Designer/Game Producer (GD/GP), Production Staff, or participants. The lowest profile possible while accomplishing these goals is the optimum. Be supportive, rather than an authoritarian adversary. The operative phrase is “REASONABLE AND CAUTIOUS”. Be prepared to offer alternatives to a situation a GD/GP may want to attempt which preserves their intent (this is often the case for Technical Effects such as ropes courses, or mazes).

Game Safety Officer – Duties - cont.

The GSO must therefore remain emotionally divorced from the game and in multi-team games may not act as GD/GP, WD, GM, NPC Coordinator, critical-role NPC, or PC, otherwise the GSO can do any job that does not interfere with their primary job of safety. In minor, bar, one team, or special games, the GSO can do any job that does not interfere with their primary job of safety, but they may not be GD/GP, PC or WD.

The primary role of the GSO is SAFETY, everything else is secondary to that. While the overwhelming majority of problems occur either before the game or during an encounter; the GSO has a responsibility to everyone on course.

When a Chapter is in its formative stages, manpower is often hard to come by, and the GSO may find it necessary to be the First Aid Team Leader, the First Aid Team, the Check-In Team, the weapon and melee check team, the Technical Safety Officer (TSO), and several other positions. But the GSO must be free to deal with their primary job of ensuring a safe game environment and be able to handle any unexpected situations that might arise.

Additionally, the GSO has the responsibility and authority, in order to assure the welfare of all the participants, to move, abort, or cancel encounters, remove people from an encounter or the game or game site, or cancel the game itself

The GSO has the right to inspect any weapons at anytime during a game if they feel that there is a safety related problem with those weapons.

THE GSO HAS THE ABSOLUTE AUTHORITY TO MODIFY OR CANCEL ANY ENCOUNTER OR GAME IF THEY FEEL THAT IT IS NECESSARY FOR SAFETY REASONS.

REPORTS:

Game Safety Report - After each day of a game, the GSO will fill out the Game Report (IFGS SO Form 02), summarizing the safety aspects of the game for that day. The form is included in the appendices of this document, and is self-explanatory. It is best if the GSO fills this form out immediately after the game, while most of the information is fresh in his or her mind. The game report form should be turned over to the CSO for filing with other Game Reports.

Game Safety Officer – reports - cont.

Game Injury Reports (IFGS SO Form 03) are to be filled out at the time of injury if possible or as soon as possible after. A separate report is required for each injury. The injury report is attached to the Game Report.

What is a recordable accident/incident? (as recorded on IFGS SO Form 03)

Any injury requiring off-site treatment.

Any injury that the FAT or GSO feels requires a limit on the activity or actions of the injured person during the remainder of the game.

Any heat based (heat stress/stroke or heat exhaustion) or cold based (frostbite, or hyperthermia).

Any injury resulting in loss of consciousness or loss of control or feeling to a limb.

Any serious abrasion or puncture wound (including cactus). Minor ones are to be noted on the game report SO Form 02.

General Notes

Although this paper work may seem somewhat tedious and unnecessary, it is important to the Chapter and the IFGS as a whole to maintain these records. With a little experience, it should take you very few minutes to fill out the required paperwork. For insurance and other purposes, the time, location, and details of any injuries need to be recorded. In some cases individuals could have an injury during a game which will become aggravated at a later date, and these records will prove invaluable. Note, however, that each individual in an IFGS game is entitled to privacy concerning medical records. Game Reports are available to any interested public members. Any reports concerning injuries should therefore be attached to the Game Report, so that the CSO can remove the injury report and file it in a protected file.

GAME DUTIES - BEFORE GAME DAY

1. Meet with the Game Production staff and Watchdog before the game and discuss the GSO's role. This should include discussion of all Technical Effects (including electrical power requirements, obstacle/rope courses, structures, or other labor intensive encounters), water, ice, equipment requirements, weather considerations, site accessibility for both logistical and emergency access, etc.
2. Recruit Safety Teams - First Aid Teams and Leader, weapon safety team leader, and melee technique team leader, TSO and Technical Safety personnel as necessary, these may by necessity be the same person, or yourself.
3. Read and become familiar with the game design.
4. Attend the player draft and remind everyone of the "existing injuries rule" as described in Chapter 10. The GSO needs to be made aware of preexisting injuries and health problems. Ensure medical information is current on all players and NPC's. Also provide copies of the recommended gear list to interested individuals and ensure the novices know how to fight safely.
5. Obtain a roster of PC's/NPC's, and make sure all minors will have an adult on course who will accept responsibility for the minor; notify the GD or producer of any minors who are not sponsored or do not have a waiver signed by parent or guardian.

No minor will be allowed on course without a valid waiver and sponsor.

6. Attend walk-through of the gaming site, preferably with the First Aid Team Leader.
THIS IS CRITICAL.
 - a. Refer constantly to the Hazards check list included in this handbook.
 - b. Confirm a suitable location for emergency response staging area (such as a parking lot or field).
 - c. Confirm that proposed emergency notification and communication system is adequate.
 - d. Confirm suitable emergency access to ALL encounter sites.
 - e. Confirm availability of vehicle for sole use of First Aid Team
 - f. Establish an emergency evacuation plan, in conjunction with the First Aid Team Leader (FATL). This is important in areas where weather conditions can change rapidly (blizzards, tornadoes, thunderstorms with hail), where fire danger is high (forest or grass fires), or areas that are subject to flooding or flash floods.
 - g. Confer with GD/GP regarding anything that needs to be changed before the game day.
7. Obtain or construct a map of the game site, showing: all encounter sites, all roads, facilities, PC's route, NPC's access routes, PC camps, NPC camps, available shelters, available water, fixed radio sites and wandering radio routes, emergency response staging area, emergency evacuation routes and assembly areas, check-in and check-out sites, parking areas, and gear dumps (as appropriate).

Game Safety Officer – before game day - cont.

8. Obtain all documents, kits and equipment from the CSO. (sample forms to use are included in Appendix C).
9. Coordinate check-in with the Bank and Treasury Representatives.

GAME DUTIES - GAME DAY

1. Conduct check in. Record the time ALL people arrived on course, including yourself. Use IFGS SO Form 05 for check in. You may have people who have camped out on site. For these people log them in when you set up and log yourself in.

PLEASE NOTE: That ALL MINORS MUST HAVE A SPONSOR. The sponsor is an on-course adult who accepts responsibility for the minor's conduct and well being at the event. This is in ADDITION to the parental permission signature on the responsibility waiver. Legally emancipated individuals under the legal age of majority need not have sponsors, but must document their status. Minor Waiver and sponsor form are IFGS SO Form 08).

No minor will be allowed on course without a valid waiver and sponsor.

2. At check in, ensure everyone has signed a Waiver (IFGS SO Form 06), and record any medical problems/pre-existing conditions or changes.
3. Examine ALL game weapons for safety, including those used by players AND NPC's. In the case of new PC's or NPC's, check their melee-technique by having them spar with you and/or another person.
4. Conduct safety briefing. If there are special conditions or situations (animals, insects, specific plants, mud, or other natural safety concerns) prevalent, it is the responsibility of the GSO to ensure that participants are notified of the condition and how to deal with them. Also included in the briefing is the emergency evacuation routes and assembly areas if needed.
5. Coordinate with First Aid Team Leader on EMS set-up, including the location of the staging area, vehicle for emergency use, and how injuries will be communicated (especially important if there are no radios), and emergency evacuation plan..
6. Confirm that any shelters are up and ready for use.
7. Confirm that any lights for night time encounters are ready for use and operational.
8. Make sure enough drinking water is placed on course. (particularly critical in dry and hot climates) This is a VERY important concern and should be coordinated with the Game Producer in advance of the game starting.

Game Safety Officer – cont.

After the Game

- A. Conduct check out, including what time every individual left the game site. You should be the last to leave. Direct a sweep of the game site if any participants are not accounted for. Contact local authorities for professional Search and Rescue if the sweep is inconclusive, and it is believed that the missing person(s) are still on game site and there is no evidence that the missing person(s) have left the game-site. There may be individuals who will camp-out on-site after the game. For these individuals, log them out as they leave the game site for their camp-site. Once these people check out, they are no longer your responsibility.

GAME DUTIES - AFTER GAME DAY

1. Fill out the Game Safety Report (IFGS SO Form #02) and forward it to the CSO. Note that any reported injuries will also need to be described on the Injury Report (IFGS SO Form #03) and appended to the Game Safety Report.
2. Inspect and clean all equipment and note deficiencies, wear or damage on Equipment Log (IFGS SO Form #04). Return all chapter materials and equipment to the CSO.
3. Work with the GD/GP and CSO to correct any deficiencies before the next running of a/the game.

Chapter 4 – First Aid Teams (FAT) and Team Leaders (FATL)

MISSION STATEMENT:

The First Aid Team Leader (FATL) is the lead medical person on course during a game. The FATL will lead/direct the First Aid Team (FAT) personnel in their response to a medical event/emergency.

QUALIFICATIONS:

FATL and FAT members should be trained / knowledgeable in First aid and Advanced First aid.

DUTIES

The First aid team should be the first to respond to a medical event/emergency, and will under the guidance of the FATL or GSO to make decisions as to the level of care of the injured individual.

The FATL will be the individual (or designate the individual) to accompany any injured personnel to medical treatment facilities.

The FATL will coordinate with the GSO on emergency evacuation procedures, routes and assembly areas, EMS setup, staging areas, access and vehicles.

The FATL will verify pre-existing medical conditions of personnel on course and verify that they have their proper medications if needed.

The FAT personnel can do any job/position in a game/event that does not interfere with their primary job of First Aid response.

The FATL or GSO have the Absolute Authority to restrict or limit the activities of anyone on course during a game due to medical concerns.

TRAINING:

See Chapter 10 ‘Medical Concerns, Training, and Kits.’

See Chapter 11 – ‘Communications, Radios, and Procedures’.

See Chapter 12 – ‘Helicopter Operations and Safety.’

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Chapter 5 – Requirements for Provisional Chapters

MISSION STATEMENT:

To ensure that provisional chapters are fully aware of the safety requirements, and train the necessary safety personnel to be able to safely run IFGS games and activities in accordance to IFGS regulations.

The following conditions should be met before a Chapter receives advancement or full Chapter status. This list is intended to give Provisional Chapters an idea of what they need to accomplish for Chapter advancement.

To achieve Provisional I:

1. The provisional chapter will appointed a Chapter Safety Officer. Who will:
 - a.. Become familiar with all documents obtained from the Society Safety Officer (SSO).
 - b. Consult with the SSO regarding implementation of Society and Chapter policies;
 - c. Will understudy and act as an ASO under a GSO in at least one game, or provide to the sponsoring SSO documentation of such activity while a member of another Chapter;
 - d. Recruit and begin training of SO personnel.

To achieve Provisional II:

The CSO will:

1. Complete training of at least 2 GSO's, and 5 other SO's.
2. Act as GSO in at least one game, with a newly-trained GSO as understudy;
3. Prepare and submit to the Chapter Board a budget, and abide by it;
4. Demonstrate to EC & SSO that safety files (including game reports) are maintained.

To achieve Provisional III:

The CSO will:

1. Document that at least five GSOs have complete training;
2. Review with SSO the performance of a GSO & understudy in an event in which the CSO did not act as GSO;
3. File with the SSO the Annual Report (IFGS SO Form 01) on all activities to date, and continue to do so.

Requirements for Provisional Chapters – cont.

To achieve Full Chapter Status:

The CSO will continue to train SO personnel, maintain files and submit required reports.

Additionally, at every stage the in-game compliance with Society's safety standards will be evaluated. Even if the CSO has accomplished all of the goals listed above, if the Provisional Chapters participants fail to abide by Society's standards in regards site selection, weapon construction, melee techniques, and other safety issues, then the Chapter as a whole is not ready to advance to the next stage. The SSO will arrange for periodic neutral evaluation.

Chapter 6 – Insurance

The IFGS has two insurance policies with which you, as Chapter Safety Officer, should be familiar.

The "Commercial General Liability" policy covers damage to property that is used for IFGS games. It is good for up to \$1,000,000 each occurrence, but only \$50,000 for fire damage. Unlike previous years, insurance companies are not issuing general "proof of insurance" forms. Instead, if a landowner requires a proof of insurance for a Chapter to run a game, contact the Clerk with the property owner's name and address and a "Certificate of Liability Insurance" will be sent directly to the landowner. It can be faxed to them if that is more convenient. The change in procedure is a result of a federal policy that the insurance company must be able to notify anyone with a copy of the insurance policy, in case it is cancelled.

The "Activities Accident" policy covers injuries that happen during games. The Clerk has to sign each claim sent in, to "verify" it. So call the Clerk immediately if there is a claim. The claim forms cannot be reproduced, so an original will have to be sent to the injured party. There is a section that the GSO (or the GSO and the Clerk, over the phone) has to fill out about the injury, a section for the patient to fill out, and a third for the attending physician. All of this has to be done and the claim filed within 90 days to be valid. The first \$500 of each claim is paid by our insurance, then if the patient has their own insurance (and the bill is over \$500), it will kick over to that. If they have no insurance, or their insurance is exhausted, this policy will cover them in entirety. Accidents should also be reported to the Society Safety Officer, as a matter of courtesy, so they are aware of safety-related matters around the country.

Society Clerk can be contacted at:

Clerk@IFGS.org

Or 303-443-1012

Or IFGS
Attn: Clerk
PO Box 3577
Boulder, CO 80307-3577

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Chapter 7 – Complaints and Safety Suspension Policy

Safety Suspension Policy: In the instance that a person continually violates safety procedures then the following steps shall be carried out. It is important to note that this is a last resort and needs to be fully documented and forwarded to the SSO. Remember that a flagrant violation can be cause for immediate removal from game site.

Most safety infractions requiring this policy to be placed into use involve fighting techniques, excessive physical contact, threatening physical actions vs. another participant or improper actions around a minor.

- A. If a person is involved in any violation of safety procedures they will first be given a warning by the GSO and the reason explained along with what needs to be done to correct the problem. They will be informed that continued violations will result in temporary or permanent suspension. This needs to be documented in the Game Safety report.
- B. If the same or similar problem happens again ,the person shall be removed from the encounter site and counseled regarding the problem. They shall not be allowed beck into the game in any capacity until a conference between the WD, GSO and GD/GP resolves the matter. They will not be placed back into the same encounter site if a NPC. This needs to be documented in the Game Safety report.
- C. If the same or similar problem happens again ,the person shall be removed from the encounter site, counseled regarding the problem then suspended from the current game. This needs to be documented in the Game Safety report. They will need to undergo a review of the problem outside of the game with the CSO, involved GSO, and preferably members of the local board. If it is decided that additional training can take care of the problem then this must be conducted, documented and forwarded to the SSO PRIOR to their participation in any other IFGS event.
- D. If the same or similar problem happens again ,the person shall be removed from the encounter site, counseled regarding the problem then suspended from participating INDEFINITELY. The suspension will be forwarded to the SSO and all CSO's. They will need to undergo a review of the problem outside of the game with the CSO, involved GSO, and all members of the local board and the SSO. They will not be allowed to participate in any IFGS event in any chapter until the suspension is lifted and this can only be lifted by the SS0. The SSO will review all incident reports, conduct interviews with the involved parties, and local board members prior to lifting of this suspension. In any case this suspension shall be in effect for a minimum of 3 months.
- E. The GSO has ABSOLUTE AUTHORITY to remove a person from an encounter or Game or Game Site.

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Chapter 8 – Society Policies

The policies below were developed by Society Safety Officer and have been approved and are enforced by the Society Board. These are policies that may not otherwise listed elsewhere in this document.

1. The Game Safety Officer is authorized to disallow or abort any site, encounter, or game, in the interests of safety, and can restrict or bar any individuals participation in the interest of safety. (This rule does not contradict #6)
2. In the event that the designated Game Safety Officer does not appear at the game site, any approved and fully-qualified GSO of any Chapter may act as GSO (If approval is obtained from the CSO of the sanctioning Chapter before the event is begun).
3. In the event that no approved Safety Officer is at the site of a sanctioned IFGS activity, then that activity shall be postponed or canceled.
4. No agent of the Safety organization may receive remuneration for his/her services. All fees required of other participants, such as membership, insurance, land-use, etc. must be paid.
5. All Technical Effects (especially pyrotechnic displays) at IFGS events must be reviewed and pronounced safe and legal by a Technical Safety Officer (TSO). All such effects are considered dangerous and are prohibited, except when approved by said TSO. See Vol. II Technical Effects for further explanations.
6. The use of physical Technical Effects (such as obstacle and ropes courses, and structures) are permitted by game designers as long as “alternative methods” (i.e. a bypass) are allowed for participants who are not able to perform them or who do not wish to attempt them are available.
7. Outdoor events that take place in extreme conditions or terrains MUST be pre-approved by the CSO, and supervised by a GSO/TSO expert or specially-qualified in the conditions or terrain. Additionally ALL participants MUST be informed that this is an extreme environment game due to the fact that there may not be an alternate path to bypass the encounter. (i.e The player must do the course) Also the game flier and game briefing MUST indicate the out-of-norm environments or conditions that may be encountered in the game.
8. No alcohol is permitted on-course. “in game” down-time is NOT exempted.
Any intoxicated person shall not be permitted on course, at a convention an intoxicated person will not be allow to participate.
I.E. Once a game has started no alcohol use is permitted by participants until they are out of game for the day. In the case of overnight events once game has “gone down” for the night these restrictions are relaxed.

Society Safety Policies – cont.

9. Each participant in an IFGS outdoor event is required to have on his or her person a whistle, to be used for summoning attention to emergencies while on course.
10. Combat after dark must be supervised by a “fresh” SO. As combat in darkness, near darkness, or under limited light conditions is dangerous, a GD/GP must take extra care when planning such encounters. Games running long, or that are designed to run combats in these conditions are subject to direct supervision of an SO. Fresh relates to the total number of hours an SO has been on duty. SO’s should not supervise night/dark combats after a continual period on duty of 8 hours. SO’s may perform other duties after this 8 hour shift but they may not supervise night/dark combats. In the event that a game is running a little overtime and afresh SO can not be found the WD and GSO must confer and find a solution. A “combat supervisor” who is not a SO may be used if they are approved by the GSO, WD, and GD/GP and meet the 8 hour limitation. Extremely rigid site inspections and requirements are required for night combat encounters.

11. Weapons:

All real and realistic weapons are prohibited for PCs and NPCs. This includes firearms and replica firearms that can fire a projectile.

Real knives are only allowed to be carried by PCs and NPC’s in a bag or backpack.

Real bows are allowed only in games that are specifically designed for the use of real archery equipment.

Articulated weapons such as flails, nun-chuks, chains, morning stars, etc. are not allowed in IFGS games due to the inability to produce a safe, usable version.

The Game Safety Officers decision is Final concerning ALL weapons to be permitted on course.

12. The NO PHYSICAL CONTACT rule refers to violent contact and not casual physical interaction. I.E.. you can not hit, tackle, trip, throw, or violently grab a person. You can still touch someone in a non offensive manner in the course of role-playing. This can be modified by game design if ALL participants are warned in advance and agree.
13. Emotional Security: If a person is uncomfortable being around another person then it is their responsibility to bring it up with the producer or NPC Coordinator, not you. They may choose to ask for another assignment or they may choose not to participate. This is not a safety issue unless a person PHYSICALLY THREATENS another. In this case they will fall under the Safety Suspension Policy.
14. In multi-day games there MUST be a mid-day break for rest and food of at least one half hour, and a evening break of at least one hour especially if there will be night encounters, on the second and following days.

Chapter 9 – Hazard Checklist

ENVIRONMENTAL CONCERNS:

Weather:

Sun – Intensity, shade. Sunburn.

Wind – effects on encounters/structures, dust, dehydration, chilling (hypothermia).

Temperature – heat injuries, cold injuries, dehydration, effects on equipment.

Rain/Snow – change in footing, loads on structures, effects on equipment, freestanding water (creating mud), running water (washouts), snow obscuring ground conditions.

Animal Interference:

Animals may respond to games in various ways. They may ignore us, attack us, just get in the way (indifferent or be curious).

Insects – bees, mosquitoes, flies, other insects.

Livestock – cows, horses, sheep, goats, other types of livestock.

Wild animals – Most are territorial. Can run from an annoyed squirrel to skunks or snakes to bears. Animals can also be rabid. In some areas prairie dog and rabbit holes can be a problem.

Terrain Safety:

Total Course:

Paths / routes to encounters – steepness, sandy (cause undue tiring), rocky, overgrown by plants, marshy/bog (cause undue tiring and wet feet), streams, other conditions that could injure or excessively tire PC's / NPC's.

Melee Encounter Sites:

Too enclosed, too many obstacles, not level, drop-off on one or more edges, structures solid enough to hold up under contact by players.

Obstacles, including plants, deadfall, rocks, insects? Entrance/exit paths sufficiently wide and level?

Non-Combat Encounter Sites –

Non-Combat Encounter Sites causing exhaustion (primarily PCs getting to site), isolation (primarily NPCs). Factors that can affect - altitude, night, adverse weather, lack of shade, wind, dust.

Ropes or Obstacle Courses will have an alternate means to bypass the encounter for those who will not/cannot negotiate the encounter. Ensure that fall areas under the course are free of obstacles that could cause injury. That the course itself is secure and stable. Clear of obstructions, ropes in good condition, obstacles in good condition with no nails or sharp/ragged edges?

Site Logistics.

Access by PC's, NPC's, Staff.

Emergency Access and extraction routes.

Accessibility to staging areas, shelter sites, water and rest areas .

Site map with encounters, material and personnel staging areas, shelter water and rest break areas, evacuation routes, communication points and routes.

Hazard Checklist – cont.

Communications:

Check for null points – areas where there is no reception. Check on frequencies to be used. Check on cell phone reception and service availability. If hard wired systems are used ensure continuity for use. Determine location of nearest public phones.

Temporal factors.

Time away from Gear/Camp/Shelter/Restrooms, for both PC's and NPC's.

Breaks. Both rest, water and food.

Meals. Both snacks and full/hot meals.

Sleep and rest time.

Set up and Strike/Break-down vs. Dusk/Dark or weather.

Check-in facility

Time arrived/departed and forms.

Equipment and equipment forms.

Minors and sponsors with proper forms.

Medical and medical form check.

Gear Check, to include water, whistle, and sunscreen/insect repellent.

Weapons check and Melee technique check.

EMS (Emergency Medical Services) Factors

Emergency evacuation assembly area.

Centralized Staging point for emergency response and medical equipment storage.

Proximity of staging area to First Aid Team members.

Accessibility of encounter sites to EMS vehicle.

Determine extraction routes from each encounter site.

Contact point for in-coming Up-line EMS responders (Police, Fire-Rescue, or Paramedic).

Staging point for ambulance.

LZ for helicopters operations - if needed. (See Helicopter operations – Chapter 12)

Nearest medical facility. Including map and travel time in normal conditions. CSO should have site packets for commonly used sites.

Chapter 10 – Medical Concerns, Training, and Kits.

MISSION STATEMENT.

This chapter is designed to give Safety Personnel the guidelines to conduct effective and legal medical response to and at IFGS safety related activities and operations.

Training.

All SO personnel must have ARC basic first aid and CPR training or equivalent.

First aid team members and leaders should have at a minimum ARC advanced first aid or First Responder training or its equivalent.

Areas of training to be emphasized are:

Hyperthermia - Heat Stress, Heat Stroke, Heat Exhaustion, dehydration – symptoms and treatment.

Hypothermia – Hypothermia Stage I & II, frostbite, - symptoms and treatment.

Sprains and strains vs broken – symptoms and treatment.

Recognition and initial/emergency treatment of anaphylactic shock (bee sting or food allergy, etc)

Recognition and initial/emergency treatment for Hyper and Hypo glycemia (Diabetic shock and hypoglycemic Shock).

Wound treatment – primarily abrasions or minor puncture wounds.

Universal precautions / Body Substance Isolation – see following page.

Existing Injury Rule.

The Game Safety Officer is responsible for the enforcement of the “Existing injury Rule”. This rule states the following: “Any individual with a medical condition that is either under the care of a health-care professional, or which may affect their ability to perform activities associated with IFGS events, must either:

- A. Before the next event, present a note from a recognized health-care professional, stating either that the activities planned will not exacerbate the condition, nor will the condition effect the individual’s ability to perform those activities; or that only specific activities are permissible; or
- B. At least ten days in advance of the scheduled date of the event arrange to confer, prior to the event, with the GSO, who shall then determine the levels of activity that shall be permissible.

If the illness or injury had an origin at a previous IFGS event, or the individual sought attention for the condition at a previous IFGS event, and a recognized health-care professional was subsequently consulted regarding it’s condition, then only option #A is acceptable.

Basically, anyone injured or ill at game-time is a liability that IFGS declines to accept. The individual must demonstrate that he or she is cognizant of his/her limitations, and that the decision to participate is an informed decision. People with static conditions such as amputations, prostheses, non-correctable visual impairment, etc. need only go through the process once.

Medical - cont

Medical Kits:

First Aid kits will vary from chapter to chapter. There are two types of first aid kits needed.

One for the GMs to carry for limited problems and one for the GSO or FAT to utilize in more serious emergencies.

This list will include many common required items and recommended. Also general supplies are covered here which might be useful on site depending on the conditions. I realize many of our chapters are reluctant to have medications however if you have them and someone needs them you can offer it without recommending it. Let the person decide if they want to take it.

The list might need to be tweaked a little, based upon your local areas needs and state regulations. State laws regarding EMS and rescue equipment vary from state to state. Many things designated EMS or Rescue equipment may require you to be affiliated with a Fire, Rescue, EMS or Public Safety service.

Recommended GM kits: usually installed in a fanny pack.

Band-Aids, assorted.

2" & 3" Ace Bandage.

Space Blanket.

Tweezers or hemostats (especially for cactus-rich environments :)

Duct tape.

1" medical tape.

Extra whistle.

Cold Pack.

Hot Pack.

Radio and spare good batteries.

Small flashlight w/ spare good batteries.

Medical - Medical Kit – FAT kit - cont

FAT KITS

Immobilization items:

Ace bandages. Various sizes. At least 2 of each size.

Arm sling, 1-2.

- # Splints – Boars splints, or if the chapter can afford them frac packs. No need for half splints. Whole arms and legs would be better. You may also need sizes to fit adults and children. Airsplints are no longer recommended.
- # Spine Boards: OSHA regulations have mandated a move away from wooden boards to plastic. This might be a bit of a hit for the fiscally poorer chapters. Also, it is very important that the FAT know how to use this equipment. Someone who truly has a spinal cord injury can sustain further injury, if a spine board is not properly applied.
- # Hard Cervical collars - Small, Medium, Large, 1 ea. Also children's size. This is another item that requires proper training.

Stretcher: folding or litter type. If you already have a spinal board in your kit, it can double as a stretcher or litter. An "E" style stretcher can double as a spine board.

Medications: (dated items)

Ensure that items are within expiration date. Try to rotate items so that oldest is used first.

Keep a list of meds to include date acquired, date opened, expiration date, and date disposed of.

.I realize many of our chapters are reluctant to have medications however if you have them and someone needs them you can offer it without recommending it. Let the person decide if they want to take it.

Glucose tablets.

Aspirin, Tylenol, Ibuprofen.

Aspercream.

- # Benadryl or equivalent for severe allergic reactions.
- # Antihistamine - both oral and topical.
- Antibiotic cream , triple antibiotic ointment.
- Saline solution & 2% Peroxide solution.
- Burn/anesthetic cream or spray.
- # An over the counter bronchial inhaler. The epinephrine in these in inhalers combined with antihistamine may give a person who is in the middle of an anaphylactic reaction enough time to reach definitive care.

Indicated items that REQUIRE extra training for proper use.

Medical - Medical Kit - cont

Wound Treatment:

Eye injury kit. Including Eye Wash Kit, eye patch, .
Band-Aids / Adhesive bandages, various sizes.
Peroxide. Always mix 50-50 with saline for use.
Tweezers or hemostats (especially for cactus-rich environments :) or even duct tape.
Sterile 2x2 & 4x4 dressings.
Sterile surgical dressing.
Roller bandages 3".
Tape – cloth, paper or durapore 1".
Bandage scissors.

Misc Medical Items

- # AED – Automatic Electronic Defibrillator. This can be a considerable financial hit for a chapter but prices and availability are getting better. This is a recommended item for those chapters with older players.
- Gloves. (Nitrile or Vinyl) With the rise of latex allergies, it is best to use these to protect the care giver and the patient.
- Alcohol gel or disinfecting wipes to clean your hands before and after patient care. Wet wipes to help remove any dirt from small areas that might need treatment, especially in those areas where water might be scarce.
- Cold Packs.
- Hot Packs.
- Penlight / Flashlight. With GOOD spare batteries.
- Moleskin or Nu-Skin for blisters and scrapes.
- Blankets, wool and thermal emergency.
- sterile non-sting cleaning wipes.
- Sunblock and Insect repellent.
- Whistles – extras to sell to persons without.
- Disposable rain ponchos. (to sell to those without).
- Insect bite / snakebite kit. - Snake bite kits are one of those things that remain controversial in and out of a hospital setting. They are available every where, in multiple variations and the evidence as to whether or not they work effectively is contradictory and sparse. Best treatment is to apply something to constrict the area if it is a limb and transport. As for insect bites, these kits can work.
- Compass. Used for determining wind/smoke direction, and determining direction for other needs.
- Resuscitation masks.
- Small plastic waste bags (3-5 gal)

Universal Precautions / Body Substance Isolation (BSI)

For IFGS: All SO personnel will observe universal precautions when dealing with any injury that may require it.

Definition of Universal Precautions -- The concept of universal precautions implies that all victims should be treated as though they have a communicable disease. This philosophy recommends that all body substances (oral and body secretions, blood, feces, urine, tissues, vomitus, wound or other drainage) are to be treated as a potential source of infection regardless of whether or not the victim is diagnosed as having a disease.

The Risk of Exposure — Infectious diseases exist in many forms in the community. Although vaccines and increased public awareness of cause and treatment in infectious disease have drastically reduced rates of transmission and incidence of infection for many communicable diseases, cases continue to be reported. Blood borne diseases such as AIDS and hepatitis B infections in particular are being reported in ever increasing numbers, and both are associated with high mortality rates. Emergency personnel frequently are called upon to provide assistance during disasters or at accident scenes where many may be bleeding or require artificial respiration under less than ideal clinical situations. The very nature of this work requires emergency personnel to have a very good understanding of the personal risk involved in rendering assistance and to be well educated in means to assure their safety.

Understanding how communicable disease is transmitted is an important step in the implementation and management of infection control. First an infectious agent must exist. These agents may include bacteria, viruses, as well as a variety of microbial, plant, and parasitic sources. Second, the infectious agent must have a reservoir within which it can live and multiply in such a manner that it can be transmitted to a host, namely you. Finally, what is needed for infection to occur is a mode of transmission and a susceptible host. Mechanisms of transmission vary, but may include:

- A. *Direct contact* between persons, (as by sexual intercourse, touching, or biting), contact with contaminated soil or exposure to contaminated dust.
- B. *Indirect contact* when an infectious agent is introduced into a host via food, water, blood products, medical equipment, dressings, or anything that serves as an intermediate source.
- C. *Vector-borne* transmission when an infectious agent is passed from an insect to a person, i.e. mosquitoes, fleas, or ticks.
- D. *Airborne* transmission by entry of microorganisms carried through the air by droplets into the respiratory tract of a host.

Universal Precautions – cont.

Methods to Safeguard Against Infection —

- A. Limit exposure to essential personnel required to accomplish the task.
- B. Wear protective equipment such as gloves, gowns, masks, eye protection.
- C. Immediately after contact with blood or body fluids all contaminated skin surfaces should be washed completely.
- D. Personal inspection for and removal of insects such as ticks after operation in wooded areas.
- E. Disinfect all equipment thoroughly with soap and water, approved disinfectants, or a solution of household bleach diluted with 1 part bleach to 10 parts of water.
- F. Discard contaminated articles in plastic bags within plastic bags.

Member Education - The safety officers of IFGS recommend that all members receive education in the risk of exposure to disease and methods to limit same. This education may be acquired by attending safety training meetings as presented by appropriately trained safety officers or medical personnel and documented in the CSO's training files. In addition, any member must report exposure incidents to body fluids or potential infection carrying agents to the GSO or CSO immediately for review and should seek treatment by their chosen medical provider or workman's comp provider.

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Chapter 11 – Communications, Radios, and Procedures

MISSION STATEMENT:

This chapter is designed to give Safety Personnel the information to conduct effective and legal radio operation in support of IFGS safety related activities and operations.

INTRODUCTION

Radios and communications nets are deployed to satisfy safety requirements. Primary use is for contact to and with the FAT. Use of the radios by the production crew IS secondary.

CHAPTER COMMUNICATION EQUIPMENT:

Chapter Safety Officers are responsible for the purchase, maintenance, repair and issue of radios within the chapter. CSO's will keep an issue log (Equipment log - IFGS SO Form #04) to determine who has a radio and when they were issued and returned, as well as being able to determine usage levels as well as usage patterns.

Chapter Safety Officers will issue an operating instructions guide for chapter specific equipment such as radios. These instructions will include but not be limited to: Inserting or changing batteries, setting frequencies, setting volume and squelch, attaching antenna or other external components, and any requirements specific to their operating area.

GAME DUTIES - BEFORE GAME DAY

1. GSO will obtain or construct a map of the game site, showing all fixed radio sites and wandering radio routes, and determine who will be issued a radio.
2. GSO will ensure all communication equipment is charged or has fresh batteries, is tested, and all components are together ready to issue.

GAME DUTIES - GAME DAY

1. GSO will check and issue radios and support equipment and log on IFGS SO Form 04. .
2. GSO will check on equipment during the day for problems or failures. Carry spare batteries since that is the usual problem that occurs.
3. GSO will ensure that all radio equipment has been returned by checking IFGS SO Form 04 to verify all issued items have been returned. .

GAME DUTIES - AFTER GAME DAY

1. Inspect and clean all equipment and note deficiencies or damage on equipment log (IFGS SO Form #04). Return all chapter materials and equipment, with the log, to the CSO.

Communications – cont.

TERMINOLOGY:

- AM – Amplitude Modulation. Mode of radio transmission/reception.
- Ham – A nickname used for radio hobbyists.
- FM – Frequency Modulation. Mode of radio transmission/reception.
- FRS type radios – FRS (Family Radio System) is a set of frequencies that do not require a license to use. Radios are designed to use up to 22 channels available in this system. Range is line of sight, usually up to 1 mile.
- Squelch – Squelch controls reception sensitivity.
- Volume – is the output, whether to a speaker or earpiece/headset.

CONVENTIONS and PROTOCOLS of USE:

Report of Signal Explanation:

Loud	Your signal is very good.
Good	Your signal strength is good.
Weak	Your signal strength is weak.
Very Weak	Your signal strength is very weak.
Fading	At times your signal strength fades to such an extent that continuous reception cannot be relied on.

Report of Readability Explanation:

Clear	The quality of your transmission is excellent.
Readable	The quality of your transmission is satisfactory.
Unreadable	The quality of your transmission is so bad that I cannot understand you.
Distorted	Having trouble understanding you because your signal is distorted.
With Interference	Having trouble understanding you because you due to interference.
Intermittent	Having trouble understanding you because your signal is intermittent.

ALL GAME-PRODUCTION TRANSMISSIONS CEASE WHEN A TRUE EMERGENCY IS IN PROGRESS, AND UNITS NOT INVOLVED THE EMERGENCY WILL REMAIN SILENT UNTIL THE GAME SAFETY OFFICER ANNOUNCES THAT PRODUCTION-RELATED TRAFFIC MAY RESUME.

Identification:

EXCEPT IN TRUE EMERGENCIES, DO NOT BROADCAST NAMES! Use “GD”, GM team-one, coordinator, encounter three, Tree encounter, blue MU, team one, etc.

Communications – cont.

PROWORDS or other Conventions in use:

<u>Proword</u>	<u>Explanation</u>
Affirmative	You are correct, What you have transmitted is correct, Yes.
CODE BLACK	(dead)
CODE RED	(Life-threatening illness or injury: head/chest/belly)
CODE YELLOW	(urgent, but not Life-threatening: fractures, etc.)
CODE GREEN	(not urgent, patient ambulatory: cactus, abrasions, etc.)
CODE WHITE	(no problem or problem resolved - no further/immediate action required)
Correct	You are correct, That is correct.
Correction	An error has been made in this transmission. Will transmit correct message. Is used during a transmission. If you have completed you message and other have communicated since, you will use a new message.
Negative	Not received, No,
Out	Means I am done talking and am not expecting a reply.
Over	Means I am done talking and am waiting for a reply.
Say Again	Repeat the portions of your last transmission I am indicating.
Speak Slower	Your transmission is too fast. Reduce speed.
This is	This transmission is from the station whose call sign immediately follows.

Other terms that may be used:

ETA – Estimated Time of Arrival.

En route, in contact with, unable to copy, transmission broken, two units, multiple units.

Transmitting:

1. BEFORE transmitting:

- a. Think. Arrange your material in concise, logical order.
- b. Visualize the person you are contacting. If you worry about ALL the people that receive you, you'll mumble or go blank. Since no one pays attention to transmissions that do not concern him/her, UNLESS the transmitting parties call attention to themselves by floundering, you really are talking to just one person.
- c. Listen to ongoing traffic. Do not step" on other transmissions by transmitting when there is ongoing traffic - *nobody's* transmission is clearly received. If you have a True Emergency, wait for a momentary break, key your mic, & say "Break for emergency transmission", release the key, & listen to make sure channel is clear. If you hear that, cease transmitting immediately.

2. DURING transmission:

- a. Keep your transmissions short & concise. If your contact wants more info, he'll ask for it. This saves batteries & makes it sound as though you know what you are doing.
- b. Give your contact a chance to reply. If your transmission is longer than 15 sec, at about that point say Break!, release the key, & listen for reply/questions/other users. If there is no interruption after 3-5 sec, key the mic again, say <your designation> continuing", and proceed with your message.

Communications - cont.

3. DO NOT USE

- a. Profanity or threats - our license could be yanked, & your privilege to use the radio certainly **will be**.
- b. Words or phrases that, when overheard by other licensees on our channel, could be construed as relating to a True Emergency or a crime. Try to avoid words such as 'died', 'killed', their euphemisms, 'injured', 'picked a lock', 'stole', 'thief', 'combat', etc. If you cannot avoid such, be sure that you clearly state that the situation is a **SIMULATION ONLY!**
- c. Real names, addresses, or phone numbers, except in a True Emergency.

4. When Finished with Use.

- A. When you turn off or leave your radio, notify other units that you'll be off the air. Notify them when you come back on.

Reception:

- 1 Visualize transmitting individual. This will help you decipher partially-garbled transmissions, and will help you keep your thoughts organized for a concise reply.
- 2 Keep your volume as low as practicable. High volume merely overmodulates the speaker elements, making hash out of even un-garbled transmissions. It also detracts from game atmosphere.
- 3 If you could not decipher who was calling, or could not tell who the transmission was intended for, wait & listen a moment, then key the mic & say 'Unit calling, say again - you were broken., release the key, and wait for a reply. If you cannot copy the 2nd time, say "Unit calling, you are still broken. Change location & try again.' Change *your* location by a few feet, too.
- 4 If you hear a conversation as above, and are receiving both units clearly, relay.
- 5 If you hear 2 units transmit at the same time, garbling each other, let 'em know. Wait a moment, key the mic, say 'Two units covered each other. Repeat.', release key. If they cover each other again, sort it out for them.

CONTROLS

Squelch (sometimes shown as SQ)

- a Squelch Control wheel adjusts reception sensitivity.
- b When sensitivity is very high, ambient static will be audible *even if there is NO incoming* signal.
- c Best reception is obtained at point where static is first eliminated.
- d Speaker volume & reception sensitivity can be checked by rotating SQ until static is audible, after which SQ must be backed-off until static is again eliminated.
- e If, over a period of time, SQ must be repeatedly adjusted to eliminate static, then the battery is low & requires re-charging or replacing.
- f Any time that there is no incoming signal, but static cannot be eliminated, then the battery is too weak to operate the unit, and it must be immediately re-charged or replaced.

Chapter 12 – Helicopter Operations and Safety.

Mission Statement:

This chapter is intended for the use of safety personnel to prepare for the use of a helicopter to transport a critically injured or ill person for immediate medical treatment when conventional transportation is not usable, acceptable or available.

NOTE: This chapter is designed to keep the GSO thinking about emergency procedures concerning patient emergency transport.

The decision to call a helicopter is usually made by the emergency medical responders but may end up being your decision. It provides specific operating rules, and restrictions applicable to helicopter operations. This chapter does not replace applicable Federal Aviation Regulations (FARs) or individual state aviation directives.

Helicopter operations are inherently dangerous and should use the absolute minimum number of people to safely perform the operation.

General Operating Rules:

When helicopter operations are anticipated, the GSO will brief all personnel needed on helicopter hazards.

Only mission essential ground personnel familiarized with the hazards of helicopter ground operations will be allowed to assist around operating helicopters.

Unauthorized and nonessential personnel should be kept away from flight operations. All personnel should stay at least 100 feet from the rotor tip path on small helicopters (2 or 3 place models) and 200 feet from larger models.

Proper clothing is essential in case of an accident. Eye protection will be worn when working around operating helicopters. Helmets and fire-retardant clothing should be worn when available. (for IFGS this is usually not available)

Whenever possible have a person experienced in helicopter operations in charge of the LZ.

No smoking in the vicinity of, or in the LZ, or around the helicopter.

The actual loading of the patient on the helicopter will be done the flight crew of the helicopter.

Helicopter Operations – cont.

Helicopter Terminology:

It is important that anyone working with helicopters be familiar with the following terms and conditions.

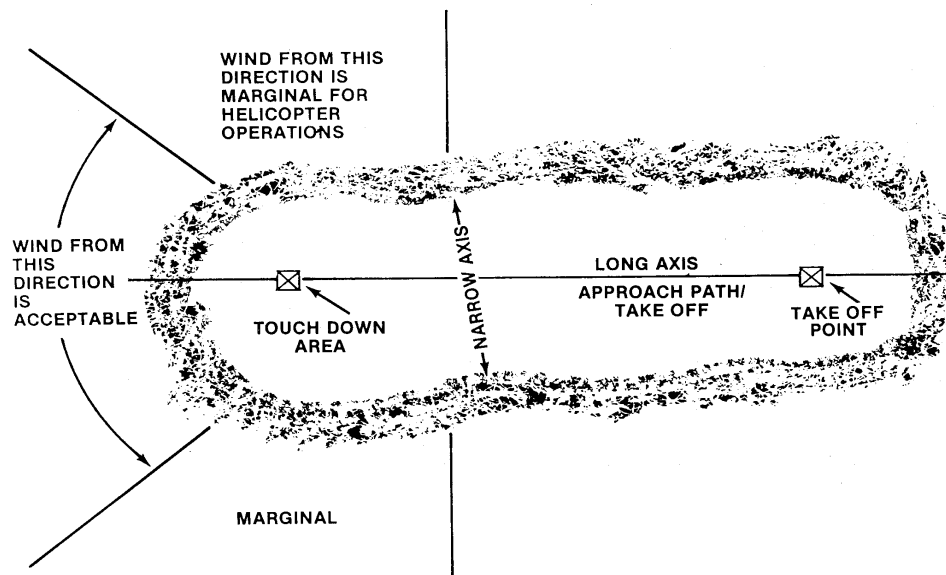
- a. Rotor disc area - The area swept by the rotor blades.
- b. Ground effect - A beneficial gain in lifting power when operating near the surface, caused by air being compressed beneath the helicopter.
- c. Tip-path plane - The plane in which the rotor blade tips travel when rotating. On some Helicopters this can get to within 2 feet of the ground on a level surface.
- d. Translational lift - Lift that is obtained when translating from a hover to forward flight. This is developed by the additional volume of air passing through the rotor system as the helicopter moves forward.
- e. Tail Rotor – is usually at the rear of the helicopter and controls the stability of the helicopter.
- f. LZ – Landing Zone. The location that the helicopter will land at.
- g. FOD – Foreign Object Damage – any object (such as clothing, hats, loose items, etc) that can be picked up by the winds produced by a helicopter and ingested by an engine thereby causing damage or failure to that engine.

Helicopter Operations – cont.

PREPARING A LANDING ZONE (LZ)

HELICOPTER LANDING AREA SELECTION

1. **Wind.** Note the wind direction at the LZ site. Helicopters usually take off and land into the wind. Check for obstructions that might affect their ability to make into the wind maneuvers (wires, poles, buildings, trees, etc.). Wind direction and velocity in relation to the long axis of the landing zone must be considered when selecting a helicopter landing area. Select an open area with the wind blowing parallel to the long axis, or as nearly parallel as possible. Always have a means of determining the wind direction, a streamer, wind sock or smoke.



(Figure 1) Landing Zone

2. **Landing Zone.** Contrary to popular belief, lengthy, vertical descents or ascents are unsafe helicopter maneuvers. Select an LZ based on the size of the chopper. Most Medi-Vac choppers are Bell Long Rangers. You'll need a clear area of approximately 75 feet per side for day landings and at least 125 feet sides for night landings. Take-off and landing approach angles must be considered when selecting a landing zone. As a rule of thumb, approach and takeoff angles will not exceed 20 degrees from the horizontal. The 20-degree angle must be clear of all obstacles by at least ten feet. The higher the barriers around the landing zone the steeper the approach angle may be and the longer the landing zone should be. (see figure 1)

Landing areas must not contain loose brush or other debris. These areas should also be free of hazards such as rocks, poles, logs, or the like that will damage the helicopter on landing. Snow, loose dirt, and other fine particles may cause a "white-out" condition where the pilot may lose all outside flight references. Dry grass may be a fire hazard. Ice may cause the helicopter to spread its skids, or slide after power is reduced.

Mark the LZ in a way that's easily visible from the air. Tape or flags are great during daylight.

If using old roads or parking lots, beware of power or telephone lines. Always choose a landing zone with sufficient room for the rotor blades, to include the space to turn the helicopter around if needed.

Helicopter Operations – cont.

- Night Landing Sites.** In case of an emergency requirement to make a night helicopter landing in an area without lights, figure 2 is provided to show placement of automobile/truck light placement to assist the helicopter pilot to see the landing area without being blinded. Park vehicles with low beams on approximately 40 to 50 feet from helicopter landing area, offset from helicopter approach route, aimed towards the center of the pad.

Lights are very helpful at night. Don't use any bright lights that will shine up into the pilot's eyes, you'll blind the pilot. Flares will work as long as there's no danger that something will ignite.

Other lights in the area that could confuse the pilot should be doused prior to the arrival of the chopper.

Add another light to designate wind direction if possible. Put it on the upwind side of the LZ right along the invisible line that forms that side of the square.

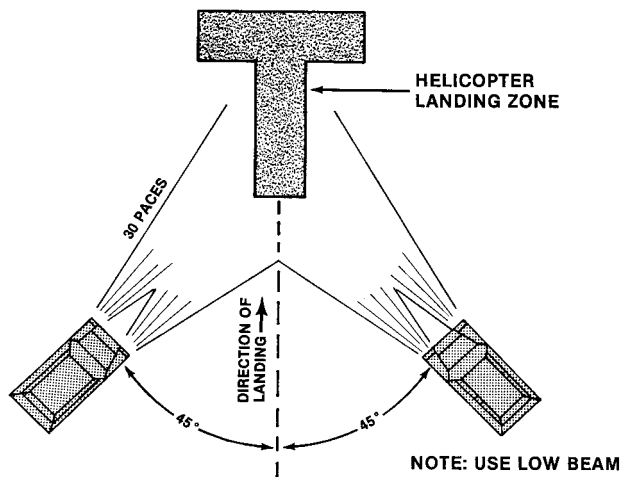


Figure 2 Night LZ Lighting

Other LZ Notes:

Your LZ should be no closer than 50 yards from the primary scene so that rotor wash won't affect the scene or the rescuers.

All loose articles on or near the LZ must be removed prior to the helicopter's approach. This includes hats, loose papers, trash, and crash debris that may have found it's way into the area. A FOD (Foreign Object Damage) Walkdown should be performed before the helicopters arrival. This consists of a line of people walking across the LZ picking anything that is loose, that could be lifted by the helicopters downdraft.

Assign one person who knows the proper hand signals for chopper guidance to the LZ for pilot guidance. This should be a former or current military person or emergency response personnel trained in helicopter operations.

Spectators, news media, etc. need to be kept at least 200 feet away from your LZ.

Rescuers not directly involved in the landing crew need to be kept at least 100 feet away. Station personnel around the LZ to keep spectators clear.

Included in this chapter are some general guidelines for site selection and a few "do's" and don'ts in selecting a LZ.

Helicopter Operations – cont.

SUMMARY OF SOME “DOS” AND “DON'TS” IN SELECTING HELICOPTER LANDING AREAS

1. The landing zone must be large enough to allow for the helicopters approach, landing and turning around.
2. Attempt to find a large area that will permit a 15-degree approach angle and a 15-degree takeoff angle.
3. Remember, the higher the barriers, the longer the landing zone must be.
4. Attempt to find a landing zone that is oriented with the long axis generally into the wind.
5. Remember that wires are extremely difficult for the pilot to see when approaching the landing zone.
6. The touchdown zone must be free of obstacles that might damage the bottom of the helicopter, that is, tree stumps, large rocks, etc.
7. Remove all loose brush and debris from areas that the helicopter may be landing in, hovering around, or taking-off from.
8. Mark landing zones, if needed! Indicate wind direction via streamers, smoke, etc.
9. Keep unauthorized and unnecessary personnel away!

SAFETY CONSIDERATIONS WHEN BOARDING OR EXITING HELICOPTERS

Do not board or exit from a helicopter without the permission of the pilot. If waiting to board, wait outside the rotor blade operating area in front where the pilot can see you.

The pilot must give a thumbs-up signal to indicate it is okay for boarding or exiting. If getting into the cockpit, do not touch any flight controls.

All personnel on board a helicopter will occupy a seat position and wear a seat belt during all operations when the engine is running.

Safe approach zones differ from helicopter to helicopter. For some the front is safe, for others the sides, and still others the rear. The flight crewman will direct you as to where to approach from. Approach or leave the helicopter from the hatchway and move in the direction indicated by the crewman. Always wait for pilot permission.

Hats and other loose items should be secured to protect against rotor winds.

Keep long-handled tools, litters, radio antenna, and similar items away from rotor blades.

Keep your head down and body low at all times. The slower the rotor blades are turning, the lower they will dip towards the ground.

Never approach or leave a helicopter from any side where the ground is higher than where the helicopter is standing, you may walk into a rotor blade.

Equipment, supplies, or personnel will not be on-loaded or off-loaded from a helicopter that has begun shutting down until the rotor blades have come to a complete stop. All loose equipment will be fastened down or secured.

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Helicopter Operations – cont.

General Helicopter Operation Safety Notes:

Do not allow anyone to approach the aircraft, whether running or not, from any direction other than those shown as safe. The tail rotor area is especially dangerous because the spinning rotor is invisible.

Always approach the aircraft in a low crouch. Wind gusts can cause the top rotor to dip to as little as 2 feet off the ground.

Anyone needing to move from one side of the aircraft to the other must do so by going around the front. Never allow yourself or anyone else (other than the flight crew) to shortcut under the body, boom, or tail of the aircraft.

Do not allow anyone to smoke near the aircraft. In general, smoking on any scene is considered unsafe until all conditions are known. Don't be fooled by firefighters with cigarettes. Just because they're smoking doesn't mean it's safe.

Do not allow anyone near the aircraft during loading unless the aircrew specifically requests their assistance. People get excited when helicopters are around and will try to get involved just to be close to the action. Try to keep the number of people in the LZ to a bare minimum.

Re-check wind direction just before take-off. The pilot will do the same. Move your upwind indicator light/marker if necessary.

Prior to take-off, clear the LZ completely except for your markers and guidance person. The helicopter will likely turn and rock during take-off and people in the way are likely to be hurt by flying debris or by the helicopter itself.

Be alert for obstacles during landing, including small branches and bushes that flatten with rotor wash, which could spring back into the rotor blades.

Consider down slope takeoff when wind and obstacles permit.

Helicopter Operations – cont.

Twelve Standard Aviation Questions That Could Save Your Life

These are from the pilots point of view, but should be thought of prior to the activity.

1. Is this flight necessary?
2. Who is in charge?
3. Are all hazards identified and have you made them known?
4. Should you stop the operation or flight due to:
 - Communications?
 - Weather?
 - Turbulence?
 - A lack of personnel or training?
5. Is there a better way to do it?
6. Are you driven by an overwhelming sense of urgency?
7. Can you justify your actions?
8. Are there other aircraft in the area?
9. Do you have an escape route?
10. Are any rules being broken?
11. Are communications getting tense?
12. Are you deviating from the assigned operation or flight?

WHEN IN DOUBT- DON'T!

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APPENDIX A
ACRONYMS, ABBREVIATIONS and GLOSSARY

There are many acronyms, abbreviations and terms that are used in the IFGS Gaming system and Safety applications. It is important that everyone understand the difference between these terms. This appendix is an attempt to clarify and standardize these terms. Most of these definitions can be found in the IFGS Fantasy Rules or are from the safety reference materials, and are only included here for the convenience of those new to IFGS or the safety field.. Information between brackets [] is the source or use of the term.

- AHJ Authority Having Jurisdiction. [Legal] The authorities (police, fire, forest rangers, etc.) having jurisdiction over an area or activities within an area.
- ARC American Red Cross.
- BR: Bank Representative [IFGS]: The BR is the individual who passes out gold piece representations and collects all evaluation forms for the game.
- CAP Character Applicable Points [IFGS]: Points that are earned that can be applied to characters. (existing or new)
- CFR Code of Federal Regulations. [Federal Law]
- Competent Person – [OSHA Definition] – “One who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous to employees, and who has authorization to take prompt corrective measures to eliminate them.”
- Cryogenics - any solid or liquid under -25°C. Includes Dry Ice, liquid nitrogen (LN), or related supercooled gases.
- CSO Chapter Safety Officer. [IFGS]: The CSO is the individual responsible for safety within a chapter. They also train safety officers, and keep safety. records of all sanctioned events in the Chapter.
- DOD Department of Defense. [US Government]. Reference.
- DOT Department of Transportation. [U.S. Government]. Regulations.
- E&O Errors & Omissions. [insurance policy].
- EC: Encounter Coordinator [IFGS]: The Encounter Coordinator is the individual assigned by the GD/GP to coordinate the people and events of a particular encounter in a game.
- Encounter Area - The area surrounding and including the encounter site where PC's/NPC's can enter.
- FAT First Aid Team [IFGS] are the first aid personnel who will respond within a game to an injury.
- FATL First Aid Team Leader [IFGS] is responsible for managing the events first aid team, medical supplies, medical emergencies and transportation of injured participants.
- FCC Federal Communications Commission. [U.S. Government]. Regulations.
- Fx Special Effects: (see Technical Effects)
- Fx Encounter - Any encounter where Technical Effects are a part of the encounter.
- GA: Game Aids [IFGS]: In order for a game to run successfully the GD must rely on the assistance of many people, called Game Aides (GA). GAs have a variety of roles in a game, from helping the GD write and design to helping with production on the actual day of the game.
- GD Game Designer. [IFGS]: The Game Designer (GD) is the brave individual who puts together an adventure. A GD actually writes and may produce the game.
- GM Gamemasters [IFGS]: GMs are an essential part of every team. GMs are the judges who accompany each party of adventurers, and they score role playing and other things which are an indication of the team's performance.

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- GP Game Producer. [IFGS]: The Game Producer is an individual that does not write the adventure but produces what someone else has written.
- GSO Game Safety Officer. [IFGS]: The Game Safety Officer (GSO) is the individual who is responsible for safety in the production of an individual game. This person is responsible for game check-in/check-out, for safety checking weapons, and for directing response to any medical emergencies.
- GW Game Writer [IFGS]: The Game Writer is an individual who writes an adventure but does not produce the game itself.
- LM: Loremaster [IFGS]: The Loremaster is an individual that has been challenged by the GD/GP to lead and/or assemble a team of adventurers and play in the game.
- May – represents an option to do the indicated action/requirement.
- Must – Represents official IFGS policy that must be followed in order for the activity to continue or take place.
- NEC National Electric Code. [codes]
- NFPA National Fire Protection Association. [organization] Codes.
- NPC Non-Player Character. [IFGS]: Non-Player Characters (NPCs) are all of the other characters and creatures that a player will meet and deal with during the game.
- NSC National Safety Council. [Government]. Reference material.
- Operator (Fx) - A qualified individual who only operates an Effects Encounter. Often a Technician in training.
- OSHA Occupational Health and Safety Administration. [Government] Codes.
- PC Player Character. [IFGS]: A Player Character (PC) is one of the adventurers playing in the game.
- PGI Pyrotechnicians Guild International. [organization] Guidelines & Certifications.
- Pyrotechnics - Effects based on the burning of a substance to produce smoke, light, heat, or sound.
- Qualified Person - [OSHA Definition] – “One who – by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience – has successfully demonstrated his/her ability to solve or resolve problems related to the subject matter, the work, or the project.”
- RFI Radio Frequency Interference.
- Safety Team – Is all of the safety personnel at a game/event.
- Shall – Represents official IFGS policy that must be followed in order for the activity to continue or take place.
- Should – represents a strong recommendation to follow the directives or suggestion indicated in this safety handbook.
- SK Scorekeeper [IFGS] assist the GM with all of the GM’s responsibilities. They are responsible for scoring the actions of some players. They serve as the GM’s extra eyes and ears.
- Smoke - Airborne suspended Aerosol particles produced by pyrotechnic, supercooling, or heating means.
- SO Safety Officer. [IFGS] Any safety personnel. Includes First Aid team members, weapons and melee check personnel, TSO’s, GSO’s, and any other persons working for the GSO in a game.
- SSO Society Safety Officer. [IFGS] The individual who is responsible for the Safety Handbook and promulgating safety information to the chapters.

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Technician - A Competent or Qualified Person who will design, set up, and operate any special effects being employed by a sanctioned event. This person must have the approval of both the TSO and GSO to function in this capacity. Often is also the Encounter Coordinator.

TR The Treasurer Representative [IFGS] for a game Is the person that is responsible for handling all real world money involved with a game. The TR's responsibilities are defined in Description of Treasurer Position for Provisional and Full Chapters, available from the Society or Chapter Treasurers.

TSO Technical Safety Officer. [IFGS]: The Technical Safety Officer (TSO) is responsible for the safe operation of any special effects or technical props and the selection of appropriate technicians for the operation of these effects.

UN United Nations. [Codes & Regulations]

USC United States Code. [Federal Law]

WD Watchdog: [IFGS] When a GD has his or her game proposal sanctioned by a governing sanctioning committee, a Watchdog (WD) is selected for the game. Before a game, the WD relays communication between the sanctioning committee and the GD. During a game the WD is responsible for seeing that the execution of the game is as it was sanctioned. The WD is also responsible for the approval of any changes in the game requested by the GD, or that the production staff should find necessary, after the game has been sanctioned.

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APPENDIX B REFERENCES

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APPENDIX C FORMS and LETTERS

<u>Form</u>	<u>Usage</u>	<u>Effective Date</u>
SO Form 01	CSO Annual report.	15 Apr 04
SO Form 02	Game Report.	15 Apr 04
SO Form 03	Injury Report.	15 Apr 04
SO Form 04	Equipment Log.	<i>Use Existing.</i>
SO Form 05	Check-in/out log.	<i>Use Existing.</i>
SO Form 06	Release form. (2 Sided)	<i>Use Existing</i>
SO Form 07	TSO Report.	15 Apr 04
SO Form 08	Guardian Contact Form / Authorization of Treatment of Minor Form. (2 sided)	<i>Use Existing</i>
SO Form 09	Medical Questionnaire.	<i>Use Existing</i>

<u>Letter</u>	<u>Usage</u>	<u>Effective Date</u>
SO Letter 01	Parent/Guardian Letter.	<i>Use Existing</i>

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