

	<b>FMCA POLICIES AND PROCEDURES</b>	<b>INDEX NO.</b> <b>2030</b>	<b>APPROVAL LEVEL</b> <b>EB</b>
	SUBJECT <b>FMCA Safety Concept</b>	<b>EFFECTIVE</b> <b>6/18</b>	<b>SUPERSEDES</b> <b>5/12</b>
	<b>SPECIAL DISTRIBUTION</b>		

**POLICY**

This concept puts in place a Crew to evaluate the safety aspects of the International Conventions. The primary objective is to provide a safe environment for the members. The goal is zero incidents without impeding the member's enjoyment of the convention.

**PROCEDURE**

The Safety Coordinator should have a safety specialty background; i.e., police, fire or industrial.

An FMCA Safety Coordinator will be appointed by the FMCA President to head the Safety Crew. Other Safety Crew members may be appointed by the President to provide assistance in surveying unsafe conditions, reporting incidents and taking & completing all reports of accidental injury or property damage at the convention site.

The Safety Coordinator will be responsible to the President, Chairman of the Convention Committee and/or the Director of Events and Commercial Services. It is expected that all officers, staff and volunteers will respond to any request made by the Safety Coordinator or Safety Crew members.

The Safety Coordinator is responsible for organizing the team; establishing liaison with local Fire Marshal, Fire Department, Police and Emergency Medical Services; providing thorough inspection of the facilities; handling associated incident reports; advising members and staff of safety hazards; and, recommending corrective action. The crew would also be expected to immediately inform officers and staff of any eminent danger that cannot be corrected through normal channels.

The Safety Crew will be appointed, based on needed qualifications (Fire, Industrial, law Enforcement), from members attending the convention. The use of Area Organization Safety Officers is encouraged to provide a training platform for safer area rallies.

The Safety Crew may be augmented with members of the Risk Management Committee. Consultation with insurance provider's safety engineer is encouraged.

The Safety Crew shall be recognized as members of the Advance Crew.

The Safety Crew will be provided mustard yellow hats and identified with name badges.

The Safety Crew will be issued golf cart(s) as determined to be needed based on the logistic needs at each event. These carts should be equipped with headlights and outfitted with flashing lights, if practical. Safety Crew members should carry whistles and be provided with radios. Carts should be identified with Safety Officer signs.

A comprehensive report will be filed with the President, Chairman of the Convention Committee, Director of Events and Commercial Services with a copy to the Chairman of the Risk Management Committee at the conclusion of the convention.