



SAFETY PERSON INSTRUCTIONS

All the event organizers has the responsibility of safety of the event. There must be named persons in every bigger (+20) event and especially in alcohol oriented events. There should be preferably two named safety persons, however taking account the size of the event.

The named safety persons are, with other event organizers, those who others can tell possible problems and emergency situations and who forward that information to all event organizers. The safety persons takes care of the event participants: they look after the intoxicated, ask unwell and sad looking people how they are, intervene emergency situations and help with first-aid if needed. The safety person is the last one to make sure that no one stays alone.

The safety persons must stand out from the crowd in some way, for example with reflective vest, sash or balloon. In the beginning of the event, the safety persons are introduced to all participants and participants are told how you can recognize and contact the safety persons. The organizers also tell shortly about The ConduS Safety Space Protocols.

The safety persons must not have any other roles during the event because they must be able to be available to reach whole night for the participants and to be able to observe and react to emergency situations. The safety person should be sober or at least in condition which allows him/her to react to different situations if needed. You can inform in the beginning of the event that the safety persons are going to be in their role only till the beginning of the afterparty, in case they (safety persons) want to get intoxicated during the evening.

If you are having an event in Alina-hall, the safety persons must write down the numbers of the järjestyshenkilö (4 people). Also the numbers of security firm (found in the walls of Alina and Gustavus Rex), ER-center (112) and poison control center (09 471 977) should be found in the phones of every organizers.

The safety persons should know first aid or at least know, which organizer knows first aid. The safety person must also know where you can find the first aid kit, fire protection systems and where emergency exits are located. The safety persons must also know the exact address of the event or know where to find that information. Good tip: download the 112-app which shows the exact address when calling the emergency number.

If the safety persons give permission, it would be good to add their number into the event information or put them somewhere in the venue where people can see them, for example to table triangles so the threshold to contact would be lower.

Remember, it is not embarrassing to take care of people! If the situation looks even a bit odd, it is good to go check it out subtly.

POTENTIAL RISK SITUATIONS

Heavily intoxicated person/ passing out/ alcohol poisoning

You must kindly recommend to heavily an intoxicated person to drink water and eat available food. The safety person should also offer water to the heavily intoxicated person. You can refuse to serve alcohol.

If you find a person who has fallen asleep, you must try to wake him/her up and make sure he/she is not suffering from alcohol poisoning. If the person awakes or if you make contact with him/her, you must make sure that he/she is able to go home or you must find a close person for him/her who is able to help him/her to get home. If the person has come alone to the event, you can ask him/her if he/she has enough money to a taxi and call that to him/her. If possible, make sure later that he/she got home safely.

If the person wont wake up: put him/her to recovery position and call emergency number immediately (112).

Discrimination / harassment / bullying

Situations as well as certain types of atmosphere and speech are addressed briskly and kindly, even if no one person is directly bullied or disturbed. It is reminded at the beginning of the event that there is always zero tolerance for discrimination, harassment and bullying.

All cases of discrimination, harassment and bullying are dealt with in a subtle and sensitive manner, without arousing attention and with all parties involved, either locally or later, depending on the situation.

After the incident, the harasser is contacted and told that the organizations have the right and the duty to give ban to their events to persons who are unable to comply with the above-mentioned zero tolerance and the principles of safer space protocols.

Additional help for sensitive and proper investigation of cases of discrimination, harassment and bullying can be obtained from HYY harassment contact persons if necessary, [hairintayhdyshenkilo\(a\)hyy.fi](mailto:hairintayhdyshenkilo(a)hyy.fi).

Physical injury

The safety person instructs the people who helps the injured with the location of the first aid kit and ensures that the injured receives adequate care, for example, by calling the emergency number or by ensuring that the injured person gets to the health center / emergency room with someone or by taxi.

The safety person ensures the care of the injured in a peaceful place and in a safe environment, ie directs the extra pair of eyes or directs the injured to another room wherever possible. If the injured person is able to continue participating in the event, his or her strength will be monitored if necessary.

The safety person will ensure that no additional damage can occur, for example, by drying the floor if someone has slipped, or by shutting off the stove plate if someone has a burn.

Suspected drugging

The victim is directed to a quieter place and water is provided. Call the emergency center, tell the situation, the victim's condition, and the venue.

The situation should be told to other event organizers subtly and without awakening an unnecessary panic, for example through the WhatsApp discussion created for the event, if not all the organizers can't be informed face-to-face because of the size of the event. All organizers should be aware of what is going on and what will happen next. At this point, you coordinate who will do what to stop the event.

When the organizers have received information about the situation, the event is interrupted and people are instructed to leave the room calmly. The reason for the interruption is told and advised not to drink any drinks or foods in the room. There must be no comment on the victim's situation or health. The offense is not made by the organizer, but by the victim when so decided. Instruct participants to see a doctor or first aid seeker if more doubts arise.

It would be a good idea to have a couple of event organizers on the door when the participants leave, instructing people to leave at least in groups of three, so that no one is left alone with a potential druggier. No one is sent home scared, but secure access for all participants is ensured..

The Student Union (when using the HYY and Servi cottages, also AYY) should be contacted during the same evening, at the latest the next morning. The Student Union offers help and support for the situation and for appropriate announcement.

Aggressive behavior

You should not try to negotiate with a person who is behaving really aggressive and dangerously, but can immediately call either Alina's guard or emergency center (112) and Gustavus Rex directly to the emergency center (112).

If the situation seems to be that a person could get calm without outside help, one should go with someone and not alone. If possible, it is good to keep a table or other large piece of furniture between an aggressive person and yourself. Do not encounter a person in a cramped space where you will not be able to quickly get out and do not position yourself in a corner.

A person is told that his behavior disturbs others and is warned that if the behavior does not end, he will be asked to leave the event. If the person refuses to leave, call the Alina guard or emergency center and Gustavus Rex directly to the emergency center (112). At the end of the situation, the causes of the behavior will be sorted out calmly and intelligently, the action is not directly condemned.

Event organizers have no right to remove harassers by force.

Event themes and drinking songs

When planning events, consider the following: Is the theme fun for everyone regardless of age, gender, origin, citizenship, language, religion, belief, opinion, political activity, family relationships, health status, disability, sexual orientation or other person-related cause? Don't choose the theme of the event as a racist or sexually explicit theme (use of common sense is permitted here).

If drinking songs are sung at the party, the wish at the beginning of the festivals is that the songs follow a good taste and that no racist or otherwise discriminatory songs are performed. The organization can also create an anonymous contact form, which is publicly distributed before the event and through which you can hope that a particular singing song will not be sung.

It would be a good idea to incorporate the principles of safety space protocols into the songbook so that they are easily accessible and visible to the participants.