

Quinte Regional Science and Technology Fair

Volunteer Safety Protocols — Quick Reference Sheet

Purpose

To ensure a safe, inclusive, and well-organized environment for all students, families, judges, and volunteers participating in the Quinte Regional Science and Technology Fair.

1. Volunteer Identification

- Wear your **volunteer badge or lanyard** at all times.
- Check in at the **Volunteer Desk** upon arrival.
- Remain in your assigned zone unless redirected by an organizer.

2. Student Safety & Interaction

- Do **not** handle student projects without permission.
- Maintain **appropriate boundaries**; avoid unnecessary physical contact.
- Offer guidance only when appropriate; do not interfere with judging.
- Report any **unsafe project** (chemicals, heat sources, sharp tools, unstable structures) to the Floor Manager immediately.

3. Venue Safety

- Review the **Fair Day Guide** for exits, first-aid stations, and restricted areas.
- Keep aisles and pathways **clear** for accessibility and emergency movement.
- Monitor crowd flow and assist families with navigation.
- Report spills, hazards, or obstructions promptly.

4. Emergency Procedures

Medical

- Notify the nearest organizer or first-aid volunteer.
- Do not move an injured person unless absolutely necessary.
- Stay with the individual until help arrives.

Evacuation

- Follow instructions from QRSTF organizers or venue staff.
- Guide participants calmly to designated exits.
- Do not re-enter until officially cleared.

Lost Child

- Contact the Volunteer Coordinator immediately.
- Stay with the child until a guardian or organizer arrives.

5. Project Safety Guidelines

Volunteers should be familiar with basic project safety rules:

- No open flames unless pre-approved.
- No hazardous chemicals beyond safe household materials.
- No pressurized or explosive reactions.
- Electrical projects must be insulated and stable.
- Biology projects must follow proper containment procedures.

Report violations to the Judging Coordinator.

6. Technology & Equipment Safety

- Do not plug in student devices unless instructed.
- Check cords and power bars for tripping hazards.
- Ensure robotics or moving devices operate in safe zones.
- Prevent overcrowding around demonstrations.

7. Inclusivity & Accessibility

- Support students with mobility, sensory, or communication needs.
- Provide clear directions when asked.
- Avoid assumptions about ability or background.
- Ensure all families feel welcome and respected.

8. Communication Protocols

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- Use radios or messaging tools only for official communication.
- Report incidents discreetly.
- Do not share student information.
- Direct media inquiries to the Organizing Committee.

9. End-of-Day Responsibilities

- Assist with project teardown and venue cleanup.
- Return equipment to designated stations.
- Check out with the Volunteer Coordinator.
- Complete the volunteer feedback form.

10. Quick Checklist

- Badge visible
- Know your station
- Keep aisles clear
- Watch for hazards
- Support students respectfully
- Report issues immediately
- Follow emergency instructions
- Uphold inclusivity and professionalism

