

**Orientation Packet for MCC/SWAP Trip
(Mennonite Central Committee)
(Sharing With Appalachian People)**

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Orientation Packet for MCC/SWAP Trip

Timeline Schedule

- **February 10th - First Payment**
 - \$50 per person
 - Non-refundable/non applicable
- **April 10th - Second Payment**
 - \$100 per person
 - Non-refundable/ non-applicable
- **Two and a half months prior to your trip - Date _____**
 - schedule you first group meeting
 - Session I in your Orientation Session packet
- **Two months prior to your trip - Date _____**
 - Mail the following forms to your SWAP location
 - SWAP Medical Information/Consent and Release of Liability
 - SWAP Volunteer Skills
 - SWAP Guidelines
 - SWAP Reflection Page (Found in Session I of SWAP Orientation Sessions Packet)
- **One and a half months prior to your trip schedule your second group meeting - Date _____**
 - Session II in your Orientation Session packet
- **One Month prior to your trip - Date _____**
 - Final Payment
 - Due one month prior to your trip
 - \$175 per person

SWAP Locations

SWAP Elkhorn
130 Houston Hill Road
Elkhorn, WV 24831

Phone 304.862.3437
Fax 304.862.3618

SWAP Harlan
PO Box 1507
Harlan, KY 40831

Phone 606.573.7846
Fax 606.573-7846
(for fax – call first)

SWAP Hindman
PO Box 157
Hindman, KY 41822

Phone 606.785.0552

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Pre-Trip Materials

Send all forms to your SWAP location

Two months prior to your arrival complete and send the following to your SWAP site location:

- **SWAP Medical Information/Consent and Release of Liability: (Send to location.)**
 - *We will not allow any volunteer (adult or youth) to go on-site if this form has not been completed and turned in at the SWAP Location. Please copy this specific form as necessary (no other forms are acceptable substitutes). If the volunteer is a minor (under age 18), this needs to be signed by their parent/legal guardian.*
 - *The original should be mailed to your SWAP location. A copy should be brought with you to SWAP. The copies will be sorted by work group sites to be present for each person in the event of an emergency.*
 - *Please make sure the forms are legible!*
- **SWAP Skills List (Send to location.)**
 - *We cannot stress enough the importance of the Skill Lists in helping the staff determine placement on the job sites. Each volunteer should fill out this list and send it back with the medical forms and the reflection page.*
- **SWAP Guidelines (Send to location)**
 - *We believe these guidelines are important for everyone to read and understand before their arrival in Appalachia. The signed copies can be mailed to your SWAP location or be brought with you and given to the Location Coordinators.*
 - *option: you can have all of the group members sign one copy*
- **SWAP Policy Regarding Children Accompanying Parent/Legal Guardian to SWAP**
 - *Please review if you will have volunteers younger than age fifteen.*
- **SWAP Reflection Page (Found in Session I of SWAP Orientation Sessions Packet)**
 - *We encourage you to complete this exercise as a group to help prepare the heart of each volunteer. Be prepared to share your reflections during your orientation session after your arrival.*

SWAP Locations

SWAP Elkhorn
130 Houston Hill Road
Elkhorn, WV 24831

SWAP Harlan
PO Box 1507
Harlan, KY 40831

SWAP Hindman
PO Box 157
Hindman, KY 41822

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SWAP Medical Information/Consent and Release of Liability – to be mailed to your SWAP location

General Information

Name _____ Home Phone () _____
 Address _____ Cell Phone () _____
 _____ Date of Birth _____
 Home Email Address _____ Age _____ (at time of trip)
 Occupation _____ Male _____ Female _____
 Church/School/Organization _____
 Address _____

This section to be completed only by volunteers 18 years or older

In case of emergency, contact _____
 Relationship _____ Address _____
 Day Phone () _____ Evening Phone () _____

This section to be completed only by volunteers under age 18

Parent/Guardian Name _____ Phone () _____
 Parent/Guardian Name _____ Phone () _____
 Alternate Emergency Contact _____ Phone () _____

Medical Information

Family Physician _____ Phone () _____
 Last Tetanus shot _____
 Insurance Comp. _____ Phone () _____
 Policy Number / ID _____
 Medical concerns _____
 List any Allergies (including food and dietary needs) _____

Medical Consent and Liability Release

This section must be signed by volunteer if 18 years or older or by Parent/Legal Guardian of volunteer under age 18. Volunteers participating with SWAP will be involved in home repair and related construction activities. They may also participate in free time activities such as hiking, swimming, team and other sports. Planned evening activities may also include visits to places of regional interest. Volunteers are not required to engage in any work or other activity in which they feel they are not able to safely participate.

The foregoing statement of activities has been read and understood by either the volunteer, if over age 18, or the parent/guardian of the volunteer if said volunteer is under the age of 18. Consent is hereby given for the volunteer named herein to be treated by competent medical personnel, as a result of any accident or medical emergency while involved in the activities of SWAP. In addition, SWAP and MCC, its agents, employees and all persons connected therewith are hereby discharged from any and all liability, claims and causes of action arising out of participating with SWAP.

Signature _____ Date _____
I certify that I am 18 year of age or older

Signature _____ Date _____
Parent/Legal Guardian of Minor Volunteer

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SWAP Volunteer Skills List – to be mailed to your SWAP location

Name: _____ Occupation: _____

Age: _____ (at time of trip)

Group Name: _____

- * All participants 15 years and older must fill out this form with an accurate assessment of experience.
- ✓ Check all Category Boxes matching your skills & experience, including sub-categories.

No Construction Related Experience

Non-Professional Experience: (For Do-It-Yourselfers & Volunteer Workers)

Skill Category: (Check all that apply)

Level of Experience: (Check one)

Low / Moderate / High

- | | | |
|--|---|-----------------|
| <input type="checkbox"/> Painting | ___ Interior / ___ Exterior | ___ / ___ / ___ |
| <input type="checkbox"/> Drywall | ___ Installing / ___ Finishing | ___ / ___ / ___ |
| <input type="checkbox"/> Carpentry | ___ General / ___ Framing / ___ Finishing | ___ / ___ / ___ |
| <input type="checkbox"/> Roofing | ___ Metal / ___ Shingle | ___ / ___ / ___ |
| <input type="checkbox"/> Windows | ___ Replacement / ___ New Construction | ___ / ___ / ___ |
| <input type="checkbox"/> Flooring | ___ Tile / ___ Vinyl Sheet / ___ Carpet | ___ / ___ / ___ |
| <input type="checkbox"/> Siding | ___ Wood / ___ Vinyl / ___ Aluminum | ___ / ___ / ___ |
| <input type="checkbox"/> Electrical | ___ Repairs / ___ New Installations | ___ / ___ / ___ |
| <input type="checkbox"/> Plumbing | ___ Repairs / ___ New Installations | ___ / ___ / ___ |
| <input type="checkbox"/> Masonry | ___ Concrete / ___ Block / ___ Brick | ___ / ___ / ___ |
| <input type="checkbox"/> Other (Cooking, Custodial, Demolition, Landscaping, Mechanic) | | ___ / ___ / ___ |

Professional Experience: (For Construction Related Contractors & Employees)

Skill Category: (Check all that apply)

Experience Details: (Check/Write-in all that apply)

Employee / Contractor / No. of Years

- | | | |
|--|--|-----------------|
| <input type="checkbox"/> Painting | ___ Interior / ___ Exterior | ___ / ___ / ___ |
| <input type="checkbox"/> Drywall | ___ Installing / ___ Finishing | ___ / ___ / ___ |
| <input type="checkbox"/> Carpentry | ___ General / ___ Framing / ___ Trimming | ___ / ___ / ___ |
| <input type="checkbox"/> Roofing | ___ Metal / ___ Shingle | ___ / ___ / ___ |
| <input type="checkbox"/> Windows | ___ Replacement / ___ New Construction | ___ / ___ / ___ |
| <input type="checkbox"/> Flooring | ___ Tile / ___ Vinyl Sheet / ___ Carpet | ___ / ___ / ___ |
| <input type="checkbox"/> Siding | ___ Wood / ___ Vinyl / ___ Aluminum | ___ / ___ / ___ |
| <input type="checkbox"/> Electrical | ___ Journeyman / ___ Master / ___ Helper | ___ / ___ / ___ |
| <input type="checkbox"/> Plumbing | ___ Journeyman / ___ Master / ___ Helper | ___ / ___ / ___ |
| <input type="checkbox"/> HVAC | ___ Journeyman / ___ Master / ___ Helper | ___ / ___ / ___ |
| <input type="checkbox"/> Auto Mechanic | ___ Journeyman / ___ Master / ___ Helper | ___ / ___ / ___ |
| <input type="checkbox"/> Masonry | ___ Concrete / ___ Block / ___ Brick | ___ / ___ / ___ |
| <input type="checkbox"/> Other (Cooking, Custodial, Demolition, Landscaping) | | ___ / ___ / ___ |

Previous Volunteer Service Work:

- SWAP: ___ Kentucky ___ West Virginia
- Other Service Program: _____

MCC/SWAP Orientation Packet

SWAP Guidelines – to be mailed to your SWAP location

As a program of MCC, SWAP adheres to the MCC program guidelines and policies.

1. *Use of alcoholic beverages and illegal drugs, including marijuana, is strictly prohibited.*
2. *Smoking is discouraged during SWAP and smoking is not allowed in any SWAP facility, or in the home of SWAP homeowners, Adults who smoke need to show consideration and discretion for their group, the facility where they are staying and especially the homeowners with whom they are working.*
3. *Group members are expected to use discretion and modesty regarding dress.*
 - a) *Work: Long pants or knee length shorts, shirts with sleeves, protective closed toe shoes and work gloves.*
 - *No tight pants such as yoga pants, jeggings, etc. are permitted.*
 - b) *Leisure: Long pants or knee length shorts and shirts with sleeves*
 - *No tight pants such as yoga pants, jeggings, etc. are permitted.*
 - c) *Swimming: One piece swimsuits (or tankinis that overlap) and cover ups.*
4. *All SWAP volunteers are expected to participate in scheduled activities.*
5. *In case of rain, snow, or inclement weather, SWAP does not guarantee work; be prepared for alternative activities.*
6. *Medical help is available within reasonable distance of SWAP work sites. Report all injuries to SWAP staff.*
7. *Patience will be needed. Life is slower in Appalachia. People may not always be on time and materials may not be available as quickly as expected. If you temporarily run out of things to do, relax and use the time to get to know each other and the people you are helping. This can be one of the best parts of your experience with SWAP! Remember, we are all here to serve, not to be served. Conduct yourselves as guests and treat everyone you meet with dignity and respect.*
8. *When you make a commitment to a homeowner, such as sending photos, letters, or material goods, be sincere and please follow through.*
9. *Come determined to have fun, both within your group, with other participating groups and with local families. Local culture strongly values laughing, singing, joking and story-telling. Take advantage of this.*

I have read and agree to comply with the SWAP Guidelines.

Signature _____

Date _____

MCC/SWAP Orientation Packet

SWAP Guidelines Regarding Children Under Age 15 – to be mailed to your SWAP location

The SWAP Program has been in existence since 1985. Over the years, we have determined that, most often, young people need to be a minimum of 15 years old in order to participate meaningfully. We have, however, had parents bring their younger children to our SWAP locations, with generally positive results.

The following are guidelines for children participating in SWAP:

1. Any exception to children under age 15 in youth groups must be cleared through our office and all youth under age 15 must be accompanied by a parent or legal guardian.
2. If not accompanied by a parent or grandparent, children must have a signed and notarized consent form making someone on the trip their legal guardian during the week of participation in SWAP. See the “SWAP Parental Consent Form” – page 8
3. Children should be prepared to share accommodations, meals and facilities with the group. This means that the group must also be willing to accept the children as fellow volunteers in the Appalachian experience.
4. Children will normally be expected to travel daily to the job sites with their parents/legal guardian. SWAP staff will try, but not guarantee, to assign families to projects where there will be safe, meaningful activities and/or client children of similar age.
5. SWAP staff will not be responsible for supervision of children.
6. The parent/guardian responsible for their child will not be able to also serve as a team leader and are not counted in the 1:5 ratio of adult to youth required by SWAP.
7. Fees payable:

9 years old and under (including infants)	\$163.00
10 years old and up	\$325.00

*For information regarding family bookings please contact our Whitesburg office at 606.633.5065.

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SWAP Parental Consent Form – to be mailed to your SWAP location

Guardian Accompanying Child Under 15 Years of Age

*I approve of my child, _____, participating in the SWAP
(Sharing With Appalachian People) program.*

*I have appointed _____ to act as legal guardian for
my child during the week he/she will be participating in SWAP. I understand that this person will be responsible to
accompany my child throughout the week and see to his/her safety at all times.*

Parent signature

Date

Notary Public

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SWAP Weekly Schedule

Monday Evening

7:00 p.m. *Each group will receive an orientation session upon arrival. The session will cover introduction of staff, the work-day scheduling and details about the facilities.*

We recommend arriving at your SWAP location ½ hour prior to orientation (approximately 6:30 PM) to facilitate unpacking. Please note that supper is not provided the evening of your arrival.

Tuesday to Friday

6:00 a.m. *Rise and shine*

6:30 a.m. *Make sack lunches*

7:00 a.m. *Breakfast and cleanup*

7:45 a.m. *Morning devotions*

8:00 a.m. *Travel to work site*

12:00 noon *Lunch break*

4:00 p.m. *Leave work site for lodging center*

4:30 p.m. *Shower and free time*

5:00 p.m. *Crew leaders meeting*

6:00 p.m. *Dinner and cleanup*

7:15 p.m. *Evening sessions*

- *Activities to broaden volunteers' awareness of the history and culture of the region, SWAP's role in the community and Christ-like responses to needs.*
- *Afternoon and/or evening activities (Wednesday or Thursday). Time for area tours and sightseeing such as coal mines, coal museum, state parks, Appalachian crafts and local events. Supper options: simple picnic provided by SWAP or eat at a local restaurant at your expense.*

8:30 p.m. *Recreation or free time*

10:00 p.m. *Quiet time*

10:30 p.m. *Lights out*

Saturday Morning

Light breakfast

Clean up

Depart for home

❖ *This is a general SWAP schedule; location schedules may vary.*

MCC/SWAP Orientation Packet

SWAP Packing Checklist

What Each Volunteer Should Bring:

- ✓ **Work clothes**
 - Long pants, knee length shorts, work gloves, closed toe or hard soled shoes, old shirts with sleeves. **Bring enough for your full SWAP visit, laundry not provided.*
- ✓ **Leisure clothes**
 - Mid-thigh shorts and tops with wide straps (which come to the shoulder) or sleeved. **Out of respect for the local community.*
 - One piece swimsuits (or tankinis that overlap) and cover ups (Kentucky sites)
 - Jackets, hats, sunscreen, rain gear
- ✓ **General Items**
 - Towels, washcloths, PJ's, flashlights and shower shoes (i.e. flip flops)
 - Personal toiletry items—toothbrushes, soap, shampoo, deodorant, etc.
 - Sleeping gear – sleeping bags or linens for a single bed and a pillow
 - mattresses are provided, shared sleeping areas
 - Devotional materials – Bible, pen and paper, musical instruments, favorite songs, skits etc.
 - Come prepared to share your gifts with us
 - Hindman location – binoculars for elk watching

What the Group Should Bring:

- ✓ **Medical Release Forms for each person** **Original forms are signed and sent in advance to your SWAP location. The copy must be brought to the first crew meeting Monday evening.*
- ✓ **Tools – US groups** (Canadian groups are encouraged to purchase items after crossing the border)
 - gloves, safety glasses and masks
- ✓ **If your group would like to have special snacks after the evening meal, they are welcome to bring them along.** *Some locations have snacks available for purchase.*
- ✓ **One first aid kit per vehicle**
- ✓ **Envelope and stamp for each volunteer, to be used during the Friday evening session**
- ✓ **One vehicle per 7 volunteers, groups are responsible to provide travel to the job-sites**
- ✓ **Optional: Donations for SWAP from the Ministry Needs lists:**
 - <http://mcc.org/media/resources/1669>
 - <http://mcc.org/media/resources/1796>
 - <http://mcc.org/media/resources/2019>

Do not bring:

- ✓ **IPods, tablets/laptops, CD/DVD players, etc.** (Typically internet access is not available.)
- ✓ **Jewelry, large amounts of money**
- ✓ **Fast-paced, task-oriented lifestyle**

SWAP has a variety of souvenirs that you may want to purchase as reminders of your experience in Appalachia, such as T-shirts, hats, mugs, coal-crafted souvenirs, SWAP insulated lunch bags and more. At the end of the week a DVD with photos of your week and a slide show will be available for a suggested donation. Proceeds will help SWAP continue to make homes safe, warm and dry.

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SWAP Safety in the Workplace

It is important that groups make every effort to maintain personal and group safety at the worksite. Every worksite has its hazards, seen and unseen and so it's important that the following guidelines be understood and followed in order to reduce risk of injury and increase enjoyment of your work experience.

Sleeping and Eating:

- *Be sure to be in bed at "lights out" and to eat well. Without enough sleep and nutritious food, the volunteer's alertness and physical wellbeing can suffer, setting up a potentially unsafe work condition.*

Safe Clothing:

- *Shoes--hard soled or work boots for ground work. Tennis shoes for roofing. Shoes MUST be worn at all times at the worksite.*
- *Shirts--100% cotton tends to be coolest; avoid polyester. Wear long sleeves if working with insulation. Always wear a shirt when working to protect against sunburn and insects.*
- *Long pants are preferred at worksites, but knee length shorts are allowed.*
- *Use work gloves to protect your hands and safety glasses for eye protection.*

Power Tools (for volunteers 18 years old and older):

- *Use power tools only where there are no explosive or flammable materials.*
- *Keep the worksite free from debris as this lessens fire hazards and heightens personal safety.*
- *Inspect all extension cords for damage or exposed wires. Never use any cord in bad condition. Never overload splitters/adapters that allow for several items to be powered at the same time. These can be dangerous fire hazards and may overheat and blow circuits in the home.*
- *Don not use an adapter plug to connect a 3-prong plug to a 2-hole outlet unless it is absolutely necessary, where there are no other options. Never cut off any male ground prongs from any cord or tool. Make sure cords are on dry ground at all times, never on damp ground or in the water. Never carry a power tool by its cord and never jerk the cord to remove it from the outlet. Replace any damaged cords immediately or take cords and/or tools out of service.*
- *If your power tool overheats, shut it off and allow it to cool completely before using. If you have trouble with a power tool and must inspect it or clean it, turn it off and unplug it!*
- *Keep all loose clothing away from every tool such as; open jackets, unbuttoned shirts and sleeves, baggy clothes, etc..*
- *When cutting with saws, cut only on a well-supported flat surface, not balancing the piece being cut. Use a proper support like a saw horse. Always keep the saw's cord away from you and the blade when cutting. Keep your hands and body parts away from blades. Keep your hands away from the path of the saw and always cut away from yourself. Concentrate on the task at hand. Never allow your saw blade to come in contact with foreign objects like stones, metal, or concrete. Keep bystanders far away from the work area.*

Hand Tools:

- *Never toss tools, nails, pencils or anything around the worksite. There are other people working at the worksite and remember that the family you serve may have small children.*
- *Never run with tools in your hand or attached to your belt.*

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SWAP Safety in the Workplace (page 2)

Ladders:

- Place ladders only on firm, flat surfaces.
- Place extension ladders so that the base of the ladder is set at a distance equal to $\frac{1}{4}$ of the height of the ladder from the surface it leans on. Never raise an extension ladder so that it extends the 2nd bottom rung of the upper section beyond the joining brackets. The ladder will move too much when climbing. When climbing to a roof, make sure that extension ladders rest firmly against the roof edge. Ideally, the ladder should be securely strapped to the gutter or edge of the roof somehow and the extended ladder should reach approximately 2 -3 rungs above the roof line so that you can step off onto the roof from a lower rung with the ladder to help balance you.
- Check your ladders for damage or for worn and non-working parts.
- Always wear shoes when climbing a ladder; make sure they are free from dirt and mud. Climb with both hands holding the side rails. Always try to have partners hold the ladder securely from the top and/or bottom and against the structure, insuring additional stability.
- As you stand on a ladder, keep your hips between the rails. Never reach more than an arm's length in any direction. When distances beyond your arm's length are needed (as in painting a wall), move the ladder.
- Do not stand or sit on the shelf of a stepladder or climb on its back section, unless double sided.
- Always face the rungs as you climb or descend.
- Never climb or stand on or beyond the second from the top rung on a stepladder.
- Never use an aluminum ladder when working around electricity and/or poorly grounded power tools.
- When you finish with a ladder, take it down and store out of the way and out of reach of children.

Roofing:

- Before stepping on a roof, visually inspect the rafters for strength. This can be done by looking at the ends of rafters at the overhangs and in the attics.
- Keep the roof cleared of debris and watch out for loose shingles, moss, wet or frozen slippery materials.
- On high pitched roofs, use ropes for support. On very steep roofs, build a form of scaffolding or secure a kick board on the roof for a foothold as an aid for safety.
- Walk at an angle on a roof with a steep pitch, never straight up and down. Be very cautious when nearing the edge of a roof and avoid stepping on eaves, as they can sometimes drop with your weight.
- Use work gloves for handling any tin for roofs. Tin is sharp and gets very hot to the touch.
- Never drop things from the roof without making sure it is clear below first. If you accidentally drop something which will fall from the roof endangering anyone below, call out loudly to warn those below, but don't run after it endangering yourself.
- Wear tool belts or nail aprons to carry tools and supplies while on the roof. This will minimize falling tools and trips up and down the ladder.
- If you are afraid of heights, roofing work is not the time to work on your fears. Let others do the roofing and find a more "grounded" job.
- Never get on any roof whenever it is raining and the roof is wet, or any kind of storm is approaching.
- Pick safe vantage points to view your work.
- When working on a tin roof, "walk on the nail heads". There is better support for your weight and the nail heads help with traction.

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SWAP Safety in the Workplace (page 3)

Heavy Materials and Equipment:

- *Never try to lift overweight objects by yourself. Get help to lift and move.*
- *When picking up heavy objects, squat, then lift with your legs while keeping your back straight.*
- *Don't rush when loading or unloading. Be cautious when carrying oversize items.*
- *Always use proper vehicles when transporting tools and materials to worksites. Keep all doors and tailgates secured on the vehicles. The mountainous terrain can affect the way these items need to be transported with our vehicles. In some cases, doors may be partially closed and tied with strong rope when objects exceed the length of the vehicle. Keep pickup tailgates up, if possible, to keep longer items from dragging, unless there is a balance issue and smaller items inside the bed. Always attach a red flag to materials that extend 3 feet or more beyond the length of the vehicles. Drive with extreme care. No persons are permitted to ride over the road in the back of SWAP trucks.*

Miscellaneous:

- *When removing old boards to be thrown away, either remove all nails or discard the boards properly. Do not leave old boards with nails sticking up lying around the worksite.*
- *If you are unsure of your ability to perform a job, err on the side of caution and speak up! Gaining new skills and attempting new things is part of the experience, but not if it creates any safety hazards.*
- *Snakes, spiders, rodents, ticks, etc. are a reality. When working around a woodpile or in dark, damp areas, use extreme caution. When planning to lift boards or debris from the ground, striking the object may help scare some critters away. But when picking up the object, lift it so it protects you by keeping it between you and the place it was laying. Stacked wood and building materials which have been sitting on the ground for a while are excellent hiding places for black widow spiders and snakes. Avoid them when possible. If you are bitten, always seek medical attention immediately. Copperheads and rattlesnakes also enjoy the refuge of stacked supplies and also watch out for bees and wasps. If you require special medication for stings, please always keep it with you or in your vehicle. Alert other volunteers and SWAP staff to what they should do for you in the event of an accident.*