

Event Safety Management Checklist

This tool is designed to guide the person (s) responsible for conducting service unit events with safety planning. As support for the Event Director, **the completed form must be reviewed with the Activity Consultant or staff Volunteer Support Coordinator prior to the event.** You can attach flyers or other notices to this form and write "see attached" in the appropriate space. The *Activity Planning Checklist* and the *Safety Management Planning for Community Camping Events* handouts from Event Director training are useful tools in your preparation for this checklist.

Event Director _____ Phone day _____ - _____ - _____

E-mail _____ Phone eve _____ - _____ - _____

Event _____ Date(s) _____ Time _____ - _____

Age level of participants B J C S Purpose of the event: _____

Eligibility requirements _____

A budget has been prepared _____ Cost per person _____ After event wrap up plans are in place _____

Type of Activities Planned: _____

- Reviewed the *Safety-Wise* activity checkpoints and assure they will be covered
- Expectations for girl readiness and skill level have been determined and communicated
- Make arrangements for any specialized equipment
- Assure the program leaders have the necessary training/experience/certification
- Notify troop leaders/other adults as to their role in activities planned
- Program leaders (including non-GS adults) have clearly defined expectations as to their responsibilities, arrival and departure time, supplies and equipment you are providing, etc.

Location _____ Phone # at site _____ - _____ - _____

Contact person _____

- Conduct a site visit, does it seem like a safe place for Girl Scouts
- Note any site hazards and have a plan for safety management; share information with participants
- Is there adequate parking and provision for safe arrival and departure of pedestrians
- Are there adequate restrooms and available drinking water
- Location of nearest emergency medical treatment facility and directions on how to get there
- Plans developed for missing person, unfamiliar person, other potential crisis situation
- Evacuation plans in case of fire or natural disaster; share information with participants

girls attending _____ # female adults attending _____ # male adults attending _____ # non-GS adults _____

Other groups/organizations involved _____ Contact person _____

- Review relevant *Safety-Wise* checkpoints with everyone involved
- Ask about their insurance coverage for this type of activity
- If needed, ask for references from other youth groups the organization has helped.

Each troop responsible for its own first aid? _____ **or** Event first aider: _____ Certification expires _____

Troops must be informed well in advance any preparation the girls might need; skills to be leaned, equipment or clothing required, arrival/departure times, cost per participant, safety rules to be reviewed.

Plans for informing troops are _____

Submitted by: _____ Date: _____ Reviewed by _____ Position _____