

Event Safety Checklist for District & Council Events at Tanah Keeta

Event Name _____ Event Date ____/____/____ to ____/____/____

Event Organizer _____ Event Health Officer _____

Event Safety Officer _____ Event Professional _____

The following checklist provides guidance on safety issues that you may encounter at a Scouting events. This is a tool, not a list of mandatory guidelines. The intent of the checklist is to create conversations among event organizers around risks and ways to mitigate or eliminate them. Your completion of this document will be your best effort to make this event a safe one!

Event Risks	Yes	No	N/A	Mitigation / Comments
Planning				
1. Has the event organizer determined all of the buildings, areas, and campsites needed for the event, and made the required reservations through Tentaroo ?				
2. Will the event be utilizing shooting sports?....if so, have the arrangements for certified instructors, equipment, etc. been made with the Shooting Sports Committee ?				
3. Will the event be utilizing water sports?.....if so, have the arrangements for certified instructors/lifeguards, equipment, etc. been made with the Water Sports Committee ?				
4. Will the event be utilizing the COPE and/or the climbing wall?....if so, have arrangements for certified instructors, equipment, etc. been make with the COPE/Climbing Committee ?				
5. Has a Event Health Officer been selected for the weekend, and approved by the Health Lodge Chairman ?				
6. Has an event map been created that shows the locations of key structures, important areas, and equipment (e.g., program areas, carports, first aid station)?				
7. Has a communications plan been established to insure that key individuals (Health Officer, Logistics, Program, Event Organizer, etc.) are linked? Has the number of radios needed been determined and radios secured?				
8. Has the Guide to Safe Scouting been reviewed for any applicable requirements for the event?				
9. Has communications been sent to event attendees outlining event logistics and safety requirements well in advance?				
10. Have trained individuals been recruited (along with a backup plan) to run the other program areas?				
Event Setup / Teardown				
1. Has adequate time and manpower been set aside for event setup and teardown?				
2. Are proper safety equipment and tools available (e.g., ladders, barricade tape)?				
3. Will a safety talk prior to setup and teardown be conducted?				
4. Have the Event Safety Officer and Event Organizer walked the site prior to the event?				
Safety				
1. Will a safety discussion for attendees be conducted before the event (e.g., emergency procedures, rally points, first-aid station, etc.)?				
2. Have slip, trip, and fall hazards been identified and mitigations established?				
3. Do any of the program events require personal protective equipment (PPE) or proper attire been evaluated and communicated (e.g., eye protection, gloves, etc)?				
4. Have grassy areas been treated for pests, including ants?				
5. Do certain areas need to be barricaded off?				
6. Has the buddy system been stressed to all attendees?				
7. Has it been verified that the adult leaders have a current Youth Protection certificate?				

Event Risks	Yes	No	N/A	Mitigation / Comments
Fire				
1. Have campsite fire safety procedures been communicated to attendees?				
2. Will there be a group fire at Ft. Blanchard or the OA Ring, and a Fire Master assigned to manage the fire, and compliance with camp bonfire policies?...and to insure it is properly/completely extinguished at the end?				
Medical				
1. Will water be readily available for all participants for the duration of the event?				
2. Has a golf cart (or similar) been allocated for the sole use of the Health Officer?				
3. Have the attendees been briefed on procedures for first aid emergencies and know the location of the Health Lodge?				
4. Have all attendees been notified they are required to bring a copy of the BSA medical form (and copy of the insurance card) for all the members of their unit (adult & scouts)?				
Hygiene and Sanitation				
1. Will there be portable toilets needed for the event?				
2. Are handwashing stations available, and stocked with soap?				
3. Will janitorial staff be needed to insure all bathrooms/latrines are stocked with papergoods?				
4. Has a trash disposal plan been established for the camp, kitchen area, and campsites?				
Food				
1. Does the individual heading up the food service have the qualifications, and been cleared with the Camp Director ?				
2. Will an outside caterer be utilized for the event?				
3. Will all food be prepared and cooked in the kitchen?				
4. Will there be "Safe Serve" trained preparers and servers?				
5. Will outside food serving lines be covered by a canopy or tent?				
6. Will food be covered until served?				
7. Will food servers wear appropriate attire and gloves?				
8. Will cold food be kept < 40 degrees F until served?				
9. Will hot food be kept > 140 degrees F until served?				
Safety / Traffic / Parking				
1. Have procedures and manpower been established to control the camp entry and parking during the event?				
2. Have plans been discussed and established for possible security incidents (e.g., armed intruder, missing Scout, visitors without a wristband, etc.)?				
3. Are there check in / out procedures needed for Scouts?				
4. Has the parking area been established to insure that emergency vehicles can enter and exit the camp?				
5. Have rules been established to limit or eliminate vehicles in activity or camping areas?				
6. Has the Event Safety Officer reviewed and accepted the event plan and safety checklist?				
Severe Weather				
1. Has an internal emergency muster location (shelter-in-place) been established and placed on the event map?				
2. Has it been communicated that the event might be called off due to inclement weather (e.g., lightning, severe thunderstorms, etc.)?				
attendees on what to do in the event of severe weather situations?				