

**ATLANTA AREA COUNCIL
BOY SCOUTS OF AMERICA
DISTRICT AND COUNCIL EVENT PLANNING
HEALTH AND SAFETY TEMPLATE**

It is the responsibility of the Event Program Chair in collaboration with the individual appointed as the Health and Safety Officer for the event to complete the following items. Note that this checklist does not replace the National Standards Accreditation Checklist if this is applicable to the event.

DATE: June 7, 2003

Personnel / Certification Requirements:

The event H&S officer is: _____

Yes No The H & S officer has reviewed the site, the personnel and all the events for Health and Safety Issues and has found no issues of variance with the BSA requirements (See "Guide to Safe Scouting" and applicable BSA Standards: e.g. accreditation standards for day camps or short term camps.)

Yes No The Event H&S officer has current CPR certification. The date of CPR expiration is: _____.

Yes No The Event H&S has at least American Red Cross First Certification. The First Aid or other professional training includes:

Yes No The nearest Emergency Room has been formally Notified of the dates of the event with notice that a large Boy Scout event will be occurring on that date.

Special Training Required:

Yes No If swimming or boating is involved, there is a BSA certified Lifeguard responsible for the waterfront. That person's name is: _____.

Yes No A float plan (if required) has been filed with the AAC Program Office.

Yes No If shooting or archery is involved, there is a trained leader responsible for these areas: That person's name is: _____

Site and Event Requirements:

Yes No The event complies the Americans With Disabilities Act.

Yes No There are parking plans, which have been distributed to all event and unit leaders, which keeps vehicular traffic to a minimum during the event.

Yes No A mechanism for contacting the Camp Ranger or local Forest Ranger or local Sheriff's office is in place. (e.g. walkie-talkie, mobile phone, etc.)

Yes No Contact numbers for these official agencies are available.

Yes No Emergency Contact Numbers for the nearest Fire, Police and Emergency services (if different than 911) are posted prominently.

There are written Emergency Plans for the following. All the Event Staff and Unit Leaders know these plans

Yes No Severe Weather (including Thunderstorm and Tornado)
 Yes No Lost Scout
 Yes No Sickness or Injury requiring transport of a scout
 Yes No Notification of the Camp Ranger of an Emergency Event
 Yes No Emergency Transport of event participant to a local health care facility.

Yes No There is an obvious, convenient and designated site for the Event Treatment Station. (Note: gear for a Mobile Ambulatory Treatment Station (MATs) is available through the Camp Ranger. This must be reserved in advance.)

Public Health Issues

Yes No An approved water source (for drinking water) is available.
 Yes No There is at least one toilet for every 30 campers
 Yes No There is an event "Garbage and Refuse Disposal Plan".

Participant Requirements

Yes No Each Scout has a permission form for participation and for emergency management in case of injury.

Yes No Each scout has given the Scoutmaster a list of current medical problems and any medication being taken.

Yes No Plans for the following have been made: If swimming or boating is planned, each participating scout or scouter should have passed their swim check within the past year.

ON SITE ISSUES:

Yes No The location of the nearest Fire Department and Emergency Room has been announced to all adult scouts present for the event.

Yes No All emergency and public health plans have been discussed with the Event Staff and Unit Leaders on the day of the event.

Yes No All Unit Leaders are aware of their responsibilities:

- Permission slips are available for each participant
- The Unit Leader is responsible for dispensing all medication to his / her scouts.
- The Unit Leader must notify the Camp Ranger or Event Leader of any untoward event.
- Reinforce the Buddy System
- Reinforce good hand washing
- Compliance with all policies contained in "The Guide to Safe Scouting."

ADDITIONAL THOUGHTS ON HIGH ADVENTURE SAFETY

- During the event, do not deviate from the plan.
- If deviation is, for any reason, thought to be advisable, be certain that
 - All involved adults are aware and concur,
 - Someone at the base area or your off-site contact is aware of the change in plans
 - Under most circumstances the group should NOT split up
 - If splitting the group is felt to be appropriate, communication with the off-site coordinator should be made and communication between the groups (via walkie-talkie, cell phone, etc) is essential
- When in doubt about aborting the event, the expertise, training and ability of the **LEAST EXPERIENCED** person on the trip should be used in determining whether the entire group will proceed or abort the event. Generally, if one person has to “come off the trail (event)” –everyone comes off.
- It would be advisable for the group, at a pre-event planning session, to discuss possible scenerios which would lead to modifying or aborting the event planned.
 - The most common unanticipated events which would lead to modification or aborting a planned event are:
 - Weather
 - Injury
 - Unanticipated geographic or geophysical feature
 - Lack of appropriate equipment
- Be certain to take basic survival and first aid gear—even on day trips.

SCENERIOS FOR DISCUSSION

Let me give some actual sample scenerios which have lead to disaster or near disaster—how would the group approach the event should any of these occur

- You are on a remote backpacking trip. Rain has caused a dramatic rise in a river which must be crossed.
- You are on an overnight canoe camping trip and are still 1 river mile from your planned destination. Rain and lightening have started. The river has risen 6 inches in the past 15 minutes.
- You are on a lake canoe trip. Wind has arisen and is pushing you away from the shore (or away from your destination). You will not be able to get to your tents. (NOTE: The reason that I made this a lake trip was that a shore was accessible, even if not where you wanted. In the ocean or on a very large lake there is no room for error as there may be no accessible shore.)
 - Same scenario: **ADDITIONAL ISSUE** One of the boats capsizes and the scouts are now wet, in the water with no chance of getting to your destination.
- You are on a backpack/hike with boys of multiple ages. The younger scouts are working at near their maximum ability, but the older boys want to challenge themselves. They want to hike on ahead and hike to the top of a nearby mountain and then back to the planned campsite by the time the younger boys arrive.
- You are in a remote camp when one of the scouts/scouters has a catastrophic medical problem. (discuss heart attack, broken leg with compound fracture, broken jaw or possible head injury)
- You have just climbed a peak in Colorado.
 - It took longer to climb than anticipated. It is now 2 pm and clouds indicate a rapidly approaching thunderhead.
 - You “summitted” at noon, but on the way down, there is (what appears to be) a closer descent route than initially planned.