

**ATLANTA AREA COUNCIL (AAC), BSA
DISTRICT AND COUNCIL EVENT PLANNING
HEALTH AND SAFETY TEMPLATE**

The Event Program Chair in collaboration with the individual appointed as the Health and Safety Officer for the event must complete the following template. Note that this form does not replace the National Standards Accreditation Checklist, if applicable to the event.

Personnel / Certification Requirements:

Event Location: _____ **Event Date:** _____

Event H&S Officer: _____

___ 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, a BSA certified Lifeguard is responsible for the waterfront. That person's name is: _____.

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

___ 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 To the best of your knowledge, the event complies the Americans With Disabilities Act (consult the professional staff as appropriate).

___ 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).

___ Yes ___ No Contact numbers for these officials are readily 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:

- To assure that permission slips are available for each participant.
- To dispense all medication in accordance with the Council medications policy.
- To notify the Camp Ranger or Event Leader of any unusual event (having potential health or safety implications).
- To utilize the Buddy System in all activities at all times.
- To reinforce good hand-washing, especially before meals and after using the toilet.
- To assure unit compliance with all policies contained in the most recent version of “The Guide to Safe Scouting.”