

Safety Checklist



Checklist for all activities:

- Detailed emergency action plan (see pages 8-14 of Safety Activity Checkpoints for how to construct one!)
- Completed caregiver permission form for all youth participants
- Health History forms for all youth and adult participants
- Appropriate number of trained volunteers and first aiders (refer to Safety Activity Checkpoints for details!)
- First aid kit(s) and cell phone

Girl Scouts of Colorado contact numbers

These numbers should be used to inform GSCO of an emergency, **only after** emergency services have been contacted!

My Volunteer Support Specialist:

GSCO Urgent Communications: **720-666-6654**

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Emergency Basics



For any emergency:

- 1.) **Engage your First Aider(s)** immediately to provide care appropriate to their level of training to the injured person(s).
- 2.) **Call for emergency help** if needed; contact 9-1-1 or other appropriate emergency services line according to your detailed emergency action plan.
- 3.) Retain a responsible adult at the scene and then **move non-injured people away from the scene** to a safe location. Ensure the victim/surroundings are not disturbed until emergency services assume authority.
- 4.) **Notify Girl Scouts of Colorado** of the incident. During business hours, contact your Volunteer Support Specialist; after hours, contact the GSCO Urgent Communications line. GSCO will arrange for additional assistance at the scene, if needed, and notify parents/guardians, as appropriate.
- 5.) Complete an **Accident-Illness-Injury Form** and submit to GSCO.

Speak only to proper authorities. Do not call the media, give statements, or release any names. Do not place any blame or accept liability. Do not sign any statements or reports, except for the police and your insurance company.

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