



# SAFETY BRAINSTORMING

## Template for Every Unit Activity

Safety is the number one priority for the Narragansett Council. Being safety-minded is every Scout's, leader's, and parent's responsibility. Prior to every activity, unit leaders with their Scouts and parents, should complete a safety brainstorming session to make sure paperwork needed is in place, equipment is adequate and in good repair, vehicles, trailers, and drivers are checked, needed trainings are reviewed and current, proper leadership will be present at all times, a plan is created for "what-if" scenarios, etc. This template will help begin your safety conversation with your team and conduct a debrief afterwards. Once pages 1 and 2 of the safety plan are completed, send copies to scouts, parents, and leadership so everyone is on the same page for every activity and camping trip. A youth "Safety Officer" to coordinate safety checks is recommended.

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

- ☐ Planned program is an approved activity in the Guide to Safe Scouting.
- ☐ Required trainings for this activity are in place. (YPT, IOLS, Hazardous Weather, Safe Swim Defense, Safety Afloat, Climb on Safely, Belay On, etc.)
- ☐ Communication Plan in Place: Phones, chargers, power source, and radios, if needed. Text Tree established.
- ☐ Unit Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- ☐ Campground/Destination Point of Contact: \_\_\_\_\_ Phone: \_\_\_\_\_
- ☐ Activity Local Emergency Numbers:
  - ☐ Ambulance: \_\_\_\_\_ ☐ Police: \_\_\_\_\_ ☐ Fire: \_\_\_\_\_
  - ☐ Address of Closest Appropriate Hospital: \_\_\_\_\_
  - ☐ Location of the closest shelter if needed while tenting: \_\_\_\_\_
- ☐ Weather Check Forecast- Current : \_\_\_\_\_ ☐ 24 hours prior to departure: \_\_\_\_\_
- ☐ Person responsible for monitoring weather conditions: \_\_\_\_\_
- ☐ Medical Forms are collected from every participant, adults and youth.
- ☐ Adult(s) Responsible for Medications: \_\_\_\_\_
- ☐ Locked box to store medicines is on hand.

Questions should be forwarded to Diane J. Cloutier, Director of Safe Scouting at [diane.cloutier@scouting.org](mailto:diane.cloutier@scouting.org).



# **SAFETY BRAINSTORMING**

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☐ Adequate Adult Leadership in Place for Activity: Remember that all adults participating in any Scouts BSA overnight activity must be registered to the unit and have current Youth Protection Training.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

☐ Driver Check: All drivers have a valid driver's license and car insurance.

☐ Equipment Check: We have all the equipment needed for this activity and it is in great shape.

☐ If not, there are plans in place to replace worn and broken gear and purchase additional needed equipment.

☐ Person responsible for gear purchase/replacement:: \_\_\_\_\_

☐ Items needed: \_\_\_\_\_

☐ Trailer Safety Check– Trailer Safety Checklist completed.

☐ Vehicle Safety Check– Vehicle Safety Checklist completed.

### Planning Ahead- What If....

Someone gets injured or ill: \_\_\_\_\_

\_\_\_\_\_

We encounter severe weather: \_\_\_\_\_

\_\_\_\_\_

A vehicle breaks down: \_\_\_\_\_

\_\_\_\_\_

What other issues could we foresee possibly happening during this activity: \_\_\_\_\_

\_\_\_\_\_

What can we do to mitigate these possibilities? \_\_\_\_\_

\_\_\_\_\_

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SUPERVISION  
ASSESSMENT  
FITNESS AND SKILLS  
EQUIPMENT AND ENVIRONMENT

# **SAFETY DEBRIEF**

## *Template for Every Unit Activity*

After every activity, a quick Safety Debrief should be done with the troop to discuss the positives, negatives, and issues that require follow-up with the goal of making future outings smoother, better, and **safer**. Completed Safety Debrief forms should be kept on file for future reference.

Activity: \_\_\_\_\_ Date: \_\_\_\_\_

How did the activity go? (*general consensus*)

☐

GREAT!

☐

It could have been better.

What could have been done better? \_\_\_\_\_

\_\_\_\_\_

What, if anything, went wrong? \_\_\_\_\_

\_\_\_\_\_

How can we prevent this problem at future activities? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ If someone were injured, was the Injury/Illness Incident Report filed with the Council?

☐ If anyone did not follow Youth Protection Policies on this outing (or at anytime), was a Membership Infraction Incident Report filled out and forwarded to the Council?

☐ If witnesses were present, were witness statements taken ASAP and forwarded to Council with the Incident Report?

☐ If there were an equipment failure that did not cause injury, was a Near Miss Incident Report filed with the Council?

Other thoughts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*All incident reports should be forwarded to Diane J. Cloutier, Director of Safe Scouting at [diane.cloutier@scouting.org](mailto:diane.cloutier@scouting.org).*