

Health and Safety Checklist

Fun is a focus at VBS, but you also need to be prepared for emergencies. Before VBS begins, use the following list to perform a safety check on the areas you will be using.

Safety Concerns

- ⊕ Are the first-aid kits fully stocked? Are they easily accessible to all adults?
- ⊕ Are the fire extinguishers in good working order?
- ⊕ Are emergency phone numbers clearly displayed near all telephones?
- ⊕ Do all exposed outlets have safety plugs in them?
- ⊕ Are there any electrical wires hanging where someone could pull something off a counter or trip over the wires?
- ⊕ Are all of the furnishings in good working order? Look for jagged edges that need smoothing or loose or wobbly parts that need repair.
- ⊕ Have all broken toys and equipment been removed?
- ⊕ Are hazardous materials locked up and stored away from Voyagers?
- ⊕ Have you surveyed the room from a young child's perspective? Kneel on the floor and look for potential safety hazards.

Health Concerns

- ⊕ Are the restrooms stocked with soap, toilet paper, and paper towels?
- ⊕ Have you documented any food allergies for participants attending To Mars and Beyond VBS?
- ⊕ Do you have a custodial staff to clean the bathrooms and take out the trash after each day's activities?

Security Concerns

- ⊕ Do you have someone watching entryways to be sure strangers do not wander in during VBS?
- ⊕ Have you asked someone to be in charge of checking doors that need to remain locked to be sure they have not been unlocked and opened?
- ⊕ Have all leaders been instructed to release Voyagers only to authorized persons? Post a list of the authorized persons who are responsible for the transportation of the Voyagers.
- ⊕ Do you have adults on hand to patrol hallways and make sure that Voyagers are where they need to be?