

## Generic Safety & Risk Management Guide

Effective Date: (Insert Date)

Organization: (Insert Organization Name)

### Foreword

This guide provides general safety, security, and risk-management practices applicable to a wide range of organizations that host programs, events, and activities involving adults and minors. It is intended to serve as a practical reference for leaders, staff, volunteers, and participants.

This document is designed as a customizable template. Organizations should review and adapt the content to align with their specific facilities, operations, insurance requirements, and applicable federal, state, and local laws. Safety practices should be reviewed regularly, and it is recommended that a standing safety or risk-management team conduct an annual review.

This guide does not constitute legal advice. Each organization is responsible for compliance with applicable laws, regulations, and insurance requirements. Use of this guide is at the organization's own discretion and risk.

### Purpose Statement

The purpose of this guide is to provide a single, consolidated resource for basic safety, security, and emergency-response practices. Safety considerations should be incorporated into the planning and execution of all programs, events, and services so that participants of all ages can engage in a secure and supportive environment.

In emergency situations, leaders may have only seconds to respond. Prepared leaders, informed participants, and regularly practiced procedures are essential to effective response and risk reduction.

All staff and volunteers are expected to follow this guide and communicate relevant safety information to participants. Depending on the activity, additional laws, regulations, or safety measures may apply, and it is the responsibility of program leaders to identify and implement those requirements, particularly when partnering with outside organizations.

## Table of Contents

1. Insurance Requirements & Community Laws
2. Facility & Building Safety
3. First Aid Supplies & Emergency Equipment
4. Screening & Conduct for Employees and Volunteers
5. Additional Practices for Programs Involving Minors
6. Transportation Practices
7. Partnering With Other Organizations
8. Data Protection & Security Systems
9. Training & Emergency Drills
10. Forms & Floorplans

## Chapter 1: Insurance Requirements & Community Laws

### Insurance Requirements

Organizations should maintain appropriate liability insurance to protect participants, staff, volunteers, and the organization itself from financial loss. Coverage levels should meet or exceed applicable legal and contractual requirements.

Leadership should periodically review insurance policies with the organization's insurance agent to identify required or recommended safety practices. Common risk areas include transportation, large public events, and programs involving minors. Background checks for employees and volunteers who regularly work with minors may be required by law or by insurance providers.

Failure to follow established safety practices may result in serious consequences, including civil or criminal liability.

### Public Assembly & Community Events

Events open to the public may be subject to local laws governing public assembly. Event planners should confirm requirements related to:

- Venue capacity
- Parking and traffic control
- Permits and licenses
- Alcohol or food service

- Animals or special activities
- Fundraising regulations

Information regarding public-event requirements is typically available through municipal offices or official government websites.

All participants and visitors are expected to follow safety instructions provided by event staff. Any accident, injury, or incident should be reported promptly to the designated event leader or supervisor.

## Chapter 2: Facility & Building Safety

### Floorplans & Emergency Features

Leaders should familiarize themselves with the facility layout, including:

- All exits and evacuation routes
- Secure or sheltered interior locations
- Posted emergency signage
- Locations of first aid kits and emergency equipment
- Utility shutoffs (e.g., electrical panels, water shut-off valves)

A detailed floorplan should be maintained and made accessible to staff and emergency responders.

### Emergency Communication

Evaluate available communication systems, including mobile phones, intercoms, or public-address systems. Instructions for emergency communication equipment should be clearly documented and readily available.

Attendance or sign-in records should be maintained for programs involving groups, particularly minors, to assist with accountability during emergencies.

### Natural and Environmental Hazards

Procedures should be established for common hazards such as fire, severe weather, flooding, earthquakes, and hazardous material incidents. Leaders should communicate clear instructions for evacuation, shelter-in-place, or relocation as appropriate.

Emergency services (911 or local equivalents) should be contacted whenever conditions warrant.

## Threats and Security Incidents

In the event of a bomb threat, violent incident, or other security concern, follow established evacuation or lockdown procedures and comply with law-enforcement instructions. Re-entry into the facility should occur only after authorities declare it safe.

For active threats, staff should follow widely recognized guidance:

- Run if it is safe to do so
- Hide if escape is not possible
- Fight only as a last resort and only to protect life

## Facility Equipment & Technology

Only authorized individuals may use organizational equipment, including computers, audio-visual systems, vehicles, or specialized tools. Equipment use should be approved in advance for programs or events.

## Security Systems

Access control systems, alarms, and cameras should be used in accordance with organizational policy. Doors should remain locked when the facility is not open to the public. Individuals should not open doors for unknown persons if doing so presents a safety concern.

## Chapter 3: First Aid Supplies & Emergency Equipment

### Location of Supplies

First aid kits, automated external defibrillators (AEDs), fire extinguishers, and mobility aids should be clearly marked and accessible. Staff and volunteers should know their locations.

### Medical Emergencies

In the event of a medical emergency:

1. Call emergency services immediately.
2. Provide first aid or CPR within the scope of training.
3. Ensure clear access for emergency responders.

## Chapter 4: Screening & Conduct for Employees and Volunteers

### Screening Procedures

Individuals in positions involving regular contact with minors or vulnerable populations should complete an application, reference checks, and criminal background screening as permitted by law. Screening should be renewed periodically.

Any information indicating a risk to participant safety may result in disqualification from service.

### Supervision Standards

Programs should maintain appropriate adult-to-participant ratios based on age and activity type. At least two responsible adults should be present at organized activities whenever feasible.

Private or one-on-one interactions with minors should be avoided whenever possible. Transparency and visibility are essential.

### Discipline & Conduct

Physical discipline is prohibited. Behavioral issues should be addressed promptly, documented as appropriate, and communicated to supervisors and parents or guardians when minors are involved.

### Injuries, Illness, & Incident Reporting

All injuries or illnesses should receive appropriate care. Serious incidents must be reported immediately to leadership and documented using an incident report form.

### Abuse Reporting

Any suspected abuse or neglect must be reported promptly in accordance with applicable state or local mandatory-reporting laws. The organization will cooperate fully with authorities and insurance providers.

## Chapter 5: Additional Practices for Programs Involving Minors

Programs involving minors should establish clear behavioral expectations, supervision requirements, and participation standards. Prohibited items may include alcohol, tobacco, illegal drugs, weapons, and other dangerous materials, except where lawfully authorized.

Written permission forms are required for off-site activities. Parents or guardians should be notified promptly of any serious behavioral or safety concerns.

#### Chapter 6: Transportation Practices

Transportation presents a significant risk and requires strict safety controls. Drivers must be properly licensed, insured, and authorized. Seat belts are required for all passengers.

Commercial or charter transportation providers should meet recognized safety and insurance standards.

#### Chapter 7: Partnering With Other Organizations

When partnering with or hosting outside organizations, roles and responsibilities for safety, insurance, and supervision must be clearly defined. Certificates of insurance may be required.

Outside organizations should follow facility safety rules and may not use equipment without authorization.

#### Chapter 8: Data Protection & Security Systems

Personal information should be collected and stored only as necessary. Reasonable safeguards must be in place to protect electronic and printed data from unauthorized access.

Photography, video, and media use should respect individual privacy and applicable consent requirements, particularly for minors.

#### Chapter 9: Training & Emergency Drills

Regular training and drills are essential. Staff and volunteers should receive orientation on safety procedures, emergency roles, and facility layouts.

Evacuation and lockdown drills should be conducted at least annually, with participation from all occupants when feasible.

## Chapter 10: Forms & Floorplans

This section may include:

- Permission and consent forms
- Media release or opt-out forms
- Incident report forms
- Facility floorplans

All forms should be reviewed periodically and updated as needed.

*This guide is intended to provide general safety information and does not replace legal, regulatory, or insurance requirements applicable to your organization.*