

Meeting Place Safety for Troop Leaders

Inspect the proposed meeting place using the following guide prior to deciding on final meeting places. Use this guide prior to each troop meeting to prevent accidents or injuries. Submit to council and retain a copy to review the facility. Return to troopsupport@girlscoutsoaz.org.

Exterior Grounds Around Meeting Place

- The lighting system illuminate entrances, walkways, and parking.
- The facility access points are located in open, well-traversed areas.
- The playground equipment is anchored so it does not tip, slide, or move in an unintended manner.
- There are not pinch, crush, or tearing points on individual pieces of playground equipment that could injure a girl.
- There are surface materials in fall zones under playground equipment to absorb shock (such as rubber-like material, sand, gravel, shredded wood products).
- If the property has a pool, it is access-locked so girls cannot enter the pool area unless swimming activities are to be conducted.
- If the property has a pool, the pool chemicals are stored, secured, and out of reach of children.

Interior of Meeting Place

- There are two or more separate, usable exits available.
- The exits are never blocked.
- The available exits are clearly marked with emergency lighting unless meeting in a home.
- The steps are clear of trip and fall hazards.
- The handrails and railing on stairs present and secure.
- Floors and walking areas are free of trip and fall hazards.
- The floor space is adequate for the desired activities.
- Toilets and sanitary facilities are accessible.
- Girls and adults with special needs require adaptations of facilities for their disabilities.
- Electrical outlets are protected with covers.
- Extension cords are tucked away so they will not be walked on or trip someone.
- Barriers and warnings are provided for hot surfaces like fireplaces, heaters, radiators, wood stoves, and space heaters.
- Fire extinguishers are available.
- First aid equipment is readily available.
- A phone is available and operational.
- Emergency phone numbers are provided for fire, ambulance, police and the poison control center.

Exterior Grounds Around Meeting Place

- Chemical cleaning solutions are kept out of reach and properly stored to prevent access by children.
- Prescription medications are kept out of reach and properly stored to prevent access by children.
- Weapons are kept out of reach and properly stored to prevent access by children.
- Tools and power equipment are kept out of reach and properly stored to prevent access by children..
- The area is free of biting and stinging insects.
- Access is restricted to recreational equipment such as ATVs, archery equipment, trampolines, and other sports equipment unless as part of the planned and supervised activity.

Troop Leader Signature

I have inspected my meeting place and have found it to be safe under the Meeting Place Safety Guide.

name, printed	troop #
e-mail	phone
signature	date

Meetings in the Home for Troop Leaders

If meeting in a home, please complete this form.

Any residents who are not registered Girl Scouts or have not completed a background check should not be interacting with any girls. All parents/guardians should be made aware of any other residents and pets in the home.

Home

name of home owner		name of registered volunteer		
phone		e-mail		
address		city	st	zip

Residents

List names of *all* adults residing in the home

Pets

List types of *all* pets residing in the home
