

Safety Checklist for Scouting America Unit Leaders

This checklist is intended to guide Scouting America unit leaders when utilizing properties not associated with Scouting America, based on the National Camp Accreditation Program (NCAP) standards. This is not intended to be an all-inclusive list.

1. Property & Facility Safety

- **Site Inspection:** Verify the property is free from hazards (e.g., unstable structures, unsafe terrain, exposed wires).
- **Emergency Access:** Ensure emergency vehicles can access the site.
- **Waterfront Safety:** If water activities are planned, confirm safe swimming areas, lifeguard availability, and compliance with Safe Swim Defense/Safety Afloat.
- **Fire Safety:** Check for fire extinguishers, clear fire lanes, and designated fire pits.
- **Sanitation:** Confirm adequate restrooms, handwashing stations, and waste disposal.
- **Bunk Beds:** Railings on both sides of upper bunk beds

2. Health & Medical Preparedness

- **First Aid & Emergency Plan:** Ensure a written emergency action plan is in place.
- **Medical Screening:** Collect health forms for all participants.
- **First Aid Supplies:** Verify availability of a stocked first aid kit.
- **Emergency Contacts:** Post local emergency numbers and directions to nearest hospital.

3. Program Safety

- **Activity Risk Assessment:** Review all planned activities for compliance with Scouting America's Guide to Safe Scouting.
- **Qualified Supervision:** Confirm trained leaders for high-risk activities (e.g., climbing, shooting sports).
- **Equipment Inspection:** Ensure all gear meets safety standards and is in good condition.

4. Environmental & Weather Safety

- **Hazard Identification:** Check for poisonous plants, wildlife risks, and unstable terrain.
- **Weather Plan:** Have a plan for severe weather (lightning, flooding, heat).
- **Shelter Availability:** Ensure adequate shelter for all participants.

5. Transportation & Parking

- **Vehicle Safety:** Confirm safe parking areas and traffic control.
- **Transportation Plan:** Ensure compliance with Scouting America transportation guidelines.
- **Trailer Safety:** <https://www.minsitrails.org/trailer-safety>

6. Compliance & Documentation

- **Insurance Coverage:** Verify property liability insurance and Scouting America coverage.
- **Permits & Permissions:** Ensure proper permissions for property use.
- **NCAP Alignment:** Document how the site meets NCAP standards for safety.

Reference Materials

- Guide to Safe Scouting <https://www.scouting.org/health-and-safety/gss/>
- Campout Safety Checklist <https://www.scouting.org/health-and-safety/safety-moments/campout-safety-checklist/>
- NCAP Camp Standards 2026 <https://www.scouting.org/outdoor-programs/camp-accreditation/>

Safety Checklist for Non-Scouting America Properties

Based on NCAP Guidelines

Category	Item	Status (Yes/No)	Notes	NCAP Standard Reference
Property & Facility Safety	Site inspection for hazards			FA-701
Property & Facility Safety	Emergency vehicle access			FA-702
Property & Facility Safety	Waterfront safety measures			HS-501
Property & Facility Safety	Fire safety equipment and clear fire lanes			FA-703
Property & Facility Safety	Adequate sanitation facilities			HS-502
Property & Facility Safety	Railings on upper bunk beds			FA-709
Health & Medical Preparedness	Written emergency action plan			HS-503
Health & Medical Preparedness	Medical forms collected for all participants			HS-504
Health & Medical Preparedness	Stocked first aid kit available			HS-505
Health & Medical Preparedness	Emergency contacts posted			HS-506
Health & Medical Preparedness	Directions to nearest hospital			HS-507
Program Safety	Activity risk assessment completed			PD-108
Program Safety	Qualified supervision for high-risk activities			PD-109
Program Safety	Equipment inspected and safe			PD-110
Environmental & Weather Safety	Identify environmental hazards (plants, wildlife)			FA-704

Environmental & Weather Safety	Severe weather plan in place			FA-705
Environmental & Weather Safety	Adequate shelter available			FA-706
Transportation & Parking	Safe parking areas designated			FA-707
Transportation & Parking	Transportation plan compliant with guidelines			FA-708
Compliance & Documentation	Verify property liability insurance			AD-301
Compliance & Documentation	Ensure permits and permissions obtained			AD-302
Compliance & Documentation	Document NCAP alignment			AD-303

Appendix: NCAP Code Descriptions with Examples

- FA-701: Facility inspection for hazards to ensure safety of participants. Example: Inspect for loose wires, broken steps, or unstable structures.
- FA-702: Emergency vehicle access routes must be clear and accessible. Example: Ensure gates are unlocked and roads are wide enough for emergency vehicles.
- HS-501: Waterfront safety measures including lifeguards and barriers. Example: Confirm lifeguards are present and swimming areas are clearly marked.
- FA-703: Fire safety equipment and designated fire lanes maintained. Example: Check fire extinguishers are charged and fire lanes are unobstructed.
- HS-502: Adequate sanitation facilities for hygiene and health. Example: Verify restrooms are clean and have running water and soap.
- HS-503: Written emergency action plan for all scenarios. Example: Review posted emergency plan and ensure leaders know procedures.
- HS-504: Medical forms collected for all participants before activities. Example: Confirm all health forms are complete and accessible to leaders.
- HS-505: Stocked first aid kit available on-site. Example: Check kit for bandages, antiseptic, and emergency medications.
- HS-506: Emergency contacts posted in visible locations. Example: Ensure contact list is displayed near main activity area.
- HS-507: Directions to nearest hospital provided and accessible. Example: Post printed directions and GPS coordinates for quick access.
- PD-108: Activity risk assessment completed for all programs. Example: Review risk checklist for each planned activity.
- PD-109: Qualified supervision for high-risk activities ensured. Example: Verify certifications for climbing or shooting sports instructors.
- PD-110: Equipment inspected and confirmed safe for use. Example: Check ropes, helmets, and gear for wear and tear.

- FA-704: Identify environmental hazards such as plants and wildlife. Example: Mark areas with poison ivy and brief participants on wildlife safety.
- FA-705: Severe weather plan in place for emergencies. Example: Ensure shelter locations are identified and evacuation routes posted.
- FA-706: Adequate shelter available for all participants. Example: Confirm capacity of shelters matches group size.
- FA-707: Safe parking areas designated and controlled. Example: Set up cones and signs to direct traffic and prevent congestion.
- FA-708: Transportation plan compliant with safety guidelines. Example: Verify driver qualifications and vehicle safety checks completed.
- FA-709: Railings required on all upper bunks to prevent falls. Example: Ensure bunk beds have secure guardrails on all sides of upper bunks.
- AD-301: Verify property liability insurance coverage. Example: Request and review insurance certificate from property owner.
- AD-302: Ensure permits and permissions obtained for property use. Example: Check signed agreements and local permits are on file.
- AD-303: Document NCAP alignment for compliance verification. Example: Maintain written record of safety checks and compliance steps.