



Admin Ops – Keeping it Safe

Source Material – *TLT Director’s Guide Administrative Operations, On-Site Safety #1, 2*

1. Assist in planning, scheduling and coordinating safety personnel and equipment when necessary.
 - a. Parking lot and driveway entrances
 - b. Entrances to the building and the Pathfinder meeting areas
2. Assist in establishing or continuing contact with local emergency and police agencies.

Students

All TLTs who attend this Operation are new to the TLT program. It is imperative that this workshop be interactive and activity-based. Most of these TLTs will not know each other and will just be starting to form long-lasting relationships. Help them be interactive by having activities that they can do together.

Purpose & Goals of Workshop

This workshop is intended to help TLTs start seeing the need for safety planning. Chances are they have never thought about planning for safety nor recognized the safety equipment their Pathfinder club has (or should have). This workshop should involve them in making observations of potential safety hazards that are around them all the time, and start thinking ahead of time what they would do if ...

Ideas for Workshop activities:

- Focus the workshop on teaching facility safety with a safety inspection walk-through of some building if possible.
- Give a handout which lists places for the TLTs to record their Police Chief’s name, the Fire Chief’s name, their Emergency Medical Services (EMS) Director, and know the route to drive directly to their local Hospital Emergency Room doors. TLTs must follow-up with their local facilities at home to complete the assignment.
- Have TLTs brainstorm and prepare a list of required and suggested safety items and equipment their club should have on hand.
 - Example: first aid kit, fire extinguishers, flashlights w/ extra batteries, orange cones, reflector vest, whistle, tool box, road emergency kits for drivers, tarps, supplies box, etc

Ideas for Convention activities:

- During a meal time do a safety-inspection walk-through of the dining room or other building looking for and identifying safety hazards and remedies.
- Because all sleeping rooms require two ways of egress have TLTs do a safety inspection of their sleeping room making sure that both ways of egress (doors or windows) open wide enough for everyone to exit in an emergency.

Additional Resources:

- Safety Inspection Resources – Adventist Risk Management <https://adventistrisk.org/prevention-resources/safety-topics/buildings-and-property>