

Using the Multi-Activity Planning Tool About This Diagram

- The diagram below outlines the steps in planning an event. Safe Guide procedures come into the process once the 'What' has been determined.
- Following the diagram the Safe Guide procedures related to the 'who what, when, where, why and how' of the planning process are listed.
- Step one starts with 'Girl Engagement' – involving girls in determining the planning and leadership of the event, in a way that works for them and you can support.
- Step two is supported by Adult Learning and Development (TEAM Unit Guider trainings, Outdoor Activity Leadership, Safe Guide training).
- The multi-activity planning guide is an important part of step two as it is the checklist that helps ensure Safe Guide procedures have been taken care of.
- Step three is using the Safe Guide forms to verify SG compliance and proper documentation.
- Adjustments are made as the plans for the activities or event unfold
- On-going activity management is the result of this three step process.

**STEP ONE:
GENERAL PROGRAM
PLANNING**



**STEP 2:
DETAILED PROGRAM
PLANNING**



**STEP 3:
SAFE GUIDE
COMPLIANCE**



**MULTI-ACTIVITY
PLANNING GUIDE**
Bridges planning and
compliance with Safe
Guide procedures.

OVERVIEW
Who: planning
groups, girls,
supervisors
What: list activities
When: date(s)
Where: location(s)
Why: purpose of
activity/event
How: integrate plans
with the Safe Guide

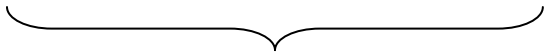


ACTIVITIES
Who, What, When,
Where, How for
program components

**SITE
INFRASTRUCTURE**
Who, What, When,
Where, How for
location/site facilities.



DOCUMENTATION
For participants,
parents/guardians,
Supervisors,
Assessors



Steps 2 and 3 prepare for
the ongoing activity
management during the
event based on Safe Guide
procedures.

STEP ONE: General Program Planning

- a) Step one starts with 'girl engagement', involving girls in determining the planning and leadership of the event, in a way that works for them and you can support.
- b) Create your initial plan addressing the five questions: who, what, when, where and why; then go to the next step of how.
- c) The question of how, starts with the planning group and involves:
 - Assigning responsibility for overall program/event components
 - Assigning responsibility for detailed program/activity planning
 - Preparing a budget (income and expenditures)
 - Creating a planning timeline including critical dates such as confirmation of participation, payment, and noting dates for submission of GGC forms
 - Deciding on use of Activity Facilitator vs. TPSP for each activity

MULTI-ACTIVITY PLANNING GUIDE

- During the detailed planning stage for a multi-activity or large event, the Multi-Activity Planning Guide is a way of assigning and compiling the responsibility for planning segments of the event.
- Those on the team assigned the tasks in the guide are responsible for ensuring Safe Guide procedures for their segment of the event are included in the planning.
- The Team and Responsible Guider work together to ensure that the plans and procedures are fulfilled.

STEP TWO: Detailed Program Planning

- a) Step 2 is supported by Adult Learning and Development (TEAM Unit Guider trainings, Outdoor Activity Leadership, Safe Guide training).
 - The detailed planning addresses the 'how' of the plan in detail.
- b) For activities look in these sections of Safe Guide:
 - Who: Supervision; Training Experience Qualifications; Orientation; Third party service providers
 - What: Activity Planning Chart to determine activity level, equipment
 - Where: Location for each activity, environment
 - How: Safety and Emergency Response, Transportation, Clothing and Kit List, Food and Water, Equipment, sanitation (not in Safe Guide but a consideration)
- c) For First Aid look in these sections of Safe Guide
 - Who: Health Information, Medications, First Aid, First Aid training.
 - What: First Aid for information on first aid kits (number and type appropriate to the activity,
 - Where: First aid training for distance from EMS. Determine whether to have a centralize first aid station or decentralize with individual first aiders for each group.
- d) For food and water, review the Food and Water section and consider the following:
 - Who: cooks - catered or each group self-contained
 - What: Allergies, dietary restrictions, access, health regulations
 - When: staggered meals, 24/7 scheduling with program

- Where: site planning and management (water, electricity access)
- e) For Emergency Response and communication, review
 - Who: Safety and Emergency Response, Home Contact Person and Emergency Response Guidelines in Appendix H
 - What: Safety and Emergency Response for fire drills, means of communication (phone, landline, cell phone), accident/injury prevention, etc.
 - How: Communication, Incident Reporting
- a) Transportation
 - What: public transportation (i.e. charter bus or provided not provided by event)
 - Who: Supervision
 - Where: to and from main event location; out trip and/or activity locations
 - How: Safety and Emergency Response, Contracts, Logistics

Safe Guide does not directly address procedures for the following. However for large events, they will need to be included in the planning:

- f) Site facilities or infrastructure
 - Who: provided by facility or contracted separately
 - What: as needed by event (e.g. program equipment, toilets, stage, etc.)
 - Where: logistics/layout of areas for such things as program activities, sleeping areas, kitchen, eating, toilets etc. as relevant
 - When: arrival and set up of equipment and take down
- g) Security
 - Who: as relevant, security staff (must comply with PRC requirements)
 - When: as relevant to keep public from the site. If necessary include overnight.
- h) Sanitation
 - Who: Facility supplied vs. provided by a TPSP for the event
 - What: Toilets, hand washing, showers, health regulation ratios
 - Where: site planning and management (water access)

STEP 3: Documentation

- a) Forms for participants (adult and girls) to provide them with information about the activity and for those under age of majority to obtain parent/guardian consent if required by Safe Guide procedures.
- b) SG.1 (including kit list); SG.2
- c) If required SG.5; Third Party Waivers;
- b) For supervisors and participants for Water Activities (WA.2 or WA.3)
- c) Forms to obtain Health information before the event (H.1, H.2, H.7)
- d) Forms to document medications given or first aid treatment (H.3; H.5)
- e) Forms and information for supervisors and/or activity facilitators or TPSPs:
 - SG.7
 - A.7 (or in iMIS and if required a PRC)
 - documents for confirmation of qualifications (i.e. first aid certificates, contract with TPSP, activity facilitator's experience, training or qualifications)
- f) For assessors:
 - SG.3 with supervisors qualifications (or iMIS verification available)
 - When required Safe Guide attach:
 - SG.4 with ERP information specific to each segment of the event (fire drills, program activities, illness). Note this form is always completed but it is not necessary to submitted it.
 - SG.6
 - SG.7
 - WA.1

ON GOING ACTIVITY MANAGEMENT AT THE EVENT

There should be an orientation of the activity facilitator's and TPSPs before the event begins, as well as with supervisors, Unit Guiders and girls when they arrive. They will need to know for example:

- Who the main support people for each component of the activity/event
- What the toilet facilities are
- Where to access first aid and emergency services
- How communication will work between event volunteers and participants
- The layout of the event

These are the basics. More complex events will require further orientation. Some of these can be provided in advance, others at the event opening, and others in a handout at the event.