

ASSIGNMENT #3

Part A

Task: To develop The Boys' Brigade 2nd Subang Company Safety Manual to adequately manage the safety aspect of all BB members, officers, helpers during normal BB parade.

Objective:

1. To inculcate safety awareness among members, helpers & officers.
2. To adequately manage safety of members, helpers, parents & officers during BB activities by way of prevention, mitigation and device emergency response plan.

Content: You shall first compile your manual in **book format**. Subsequently you are to develop **slide/video** for your presentation to the officers and then to the members.

Your manual must include but not limited to the followings:

- The Objective
- Formation of BB Safety Committee. (specify responsibility for each committee member.)
- Formation of BB First aid/Emergency response team. (specify responsibility for each team member.)
- Safety procedures covering
 - Parents drop in kids before fall-in.
 - Activities during BB parade.
 - Emergency Procedures.
 - 2 adults policy, if necessary.
 - Fire/emergency Evacuation.
 - Lock down procedures.
 - After fall-out, prior to parent pick up.
 - Ad hoc meeting/gathering/practice outside normal BB parade
- Medical/First aid information
- Fire safety information
- Electricity safety information
- Trip/Slip/Fall safety information
- Heat Stroke safety information
- Lightning safety information
- Food safety information
- Emergency contact

Note:

1. Applying whatever you have learned during safety basic class, you must state the reason why above items need to be addressed, and why the proposed response/procedure is relevant.
2. Your manual shall be compiled in book format. You are encouraged to use pictures, illustrations, drawings to stress your points.
3. As and when you have completed each draft for any section, you may submit your copy to officers for review.

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Part B

Task: After received endorsement on your submission, you are to plan and work out with officers/teachers of various sections to conduct actual drill/trial run on following subjects:

1. Fire drill
2. Emergency Lockdown procedure

Objective: To assess the effectiveness & practicality of the proposed emergency procedure and to equip the members/officers/teachers/helpers with knowledge & experience to deal with such emergency situation.

Part C

Task: After completed your safety manual, you are required to present your manual to the members/officers of every sections. You are free to propose how this is to be organized.

Objective: To equip the members/officers/teachers/helpers with knowledge & experience pertaining to safety management in BB2SJ.