Greeter Checklist

It is important to make chetain that you cover all bases as a greeter. Please make certain to check off items on the list below and make notes if necessary. This checklist should be returned or passed along to the next person on duty until a greeter is no longer needed.

Please check a box and make notes as necessary .

Yes = Task has been compleated
No = Task has not been competed
Not required = Service not needed

EMS

	Yes	No	Not required
1. Meet EMS at entrance(s) and provide directions of emergency location Notes:	○	○	○
2. Ask EMS to silence sirens to minimize impact on campers Notes:	○	○	○
3. Monitor flow of traffic and prevent unauthorized vehicles? Notes:	○	○	○
4. Provide needed maps to EMS if necessary? Notes:	○	○	○
5. Dispatched guide vehicle to lead EMS to emergency?. Notes:	○	○	○

Media

Be courtious and polite, do not make any atatements and provide them with the camps contact information for a statement.

6. Prevent any Media outlets from entering the property? Notes:	○	○	○
7. Provided Contact information to Media for statement? Notes:	○	○	○
8. Declined to comment on situation? Notes:	○	○	○

Neighbors and Onlooker

Be courtious and polite, do not make any atatements. Thank them for their concern and explain that the best help they can give is to allow you to keep the area clear.

9. Prevented from entering property or scene?	○	○	○
10. Declined to comment on situation?	○	○	○

11. Any additional information or comment should be recorded below.

Camp Contact Information
(To be given to any person wanting to contact camp concerning the incident)

_____   _____   _____

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