

## **HOST A SAFETY DAY**

### **1. Schedule a planning meeting.**

- a. Invite everyone in the chapter who will be participating.
- b. Determine who will be speaking to advisor and administrators.
  - i. President of chapter or another officer is best.
- c. Determine who will be speaking to outside agencies.
  - i. This would be an officer(s) responsibility.
- d. Decide on the theme for the safety day.
- e. Theme possibilities:
  - i. Mock Crash site. Full on safety day, multiple agencies and OHSO.
  - ii. Joint day with both seatbelt simulator and impaired driving simulator.
  - iii. Impaired Driving Experience for pre-prom or graduation.
  - iv. Seatbelt safety with the rollover simulator.

### **2. Joint Event?**

- a. Will the event be big enough to consider another school club doing it jointly?

### **3. Decide on a date for the event.**

- a. Work with FCCLA advisor and School administrators to determine some dates.
- b. Determine length of event...(1/2 day; whole day; lunch periods; other)

### **4. Contact OHSO Traffic Safety Educator**

- a. Find out which day is open on their calendar that matches an approved possible day.
- b. Confirm day with advisor and school administration.
- c. What will be needed? (how much space, electricity, table)

### **5. Length of day will depend on theme of presentation.**

- a. Depending on length of day....additional participants may be needed in addition to OHSO.
- b. Decide scope of Safety Day.....How big or small?
- c. From OHSO...Rollover Simulator for seatbelts? Impaired Driving Experience? Speaker? All?

### **6. Contact other agencies as needed.**

- a. Fire Dept. and wrecked vehicle?
- b. Oklahoma Highway Patrol (OHP)
- c. Local EMS
- d. Other Safety Professionals?
- e. Be sure to have good contact information for any agencies you speak to! Name/phone/email!
- f. What will they need? (Space, table, electricity)

### **7. Determine schedule for the day**

- a. Will there be an assembly?
- b. Just the hands on activity? Which OHSO simulator? Or both?
- c. Will all students attend or just certain grades? (freshmen/sophomores/juniors/seniors)

### **8. Promote the event**

- a. Posters
- b. Social Media

### **9. Member assignments**

- a. Duties for officers
- b. Duties for chapter members
- c. Make sure everyone who wants to participate has a job!