

Emergency Action Plan

When a troop leaves its meeting space, a troop leader is responsible for gaining parental permission and assembling a “**Field Trip and Travel Packet.**” At least one packet must be assembled, although duplicate packets should be provided for additional driver/chaperones if the group does not stay together throughout the event/trip. Your “Field Trip and Travel Packet” must include:

- Printed copies of signed and completed “Girl Scout Health History and Emergency Medical Authorization” forms for each Girl Scout participating in the activity.
- Printed copy of “Procedures for Accidents and Emergencies” found at the end of Volunteer Essentials or on our website in “Forms and Documents.”
- An **Emergency Action Plan (EAP).**

For many activities, your **Emergency Action Plan** can simply include:

- Printed contact information for all troop caregivers and other important contact information. (Caregiver contact information should already be on each Girl Scout Health History and Emergency Medical Authorization form. Ensure it is legible. Add any other important contact information (site contact, etc.) needed for this activity.)
- Designated gathering point if the group becomes separated (can be written or verbal).
- Plan for communicating with the attendees if there is an emergency (can be written or verbal).
- Plan for communicating with the caregivers who are not attending if there is an emergency (can be written or verbal).

Even if you have contact information on your phone, be certain your caregiver contact information is printed legibly because an electronic version may not be available during an emergency. **Other elements of your EAP can be written or conveyed verbally.** Depending on the location, type of activity, and needs of your troop, you should consider including:

- Youth-to-adult ratio for this activity.
- List of background-checked adult members who will be present.
- Name of troop first aider.
- Person carrying first aid kit (if not the first aider).
- Council permission forms and any activity waivers for vendors.
- List of buddies and/or truddies for this activity.
- Potential emergencies (severe weather, illness, accident, missing Girl Scout, fire, active shooter, etc.) and protective actions to take in each situation.
- Location of severe weather shelter.
- Exit or evacuation plan including meeting place and who will conduct a headcount.
- Printed directions to the nearest hospital or medical facility.
- Printed e-tickets, maps, reservation numbers in case cell service is disrupted.
- Adult responsible for reporting the emergency to the council office.
- Assignments for other adults: who will stay with the troop while others are involved with communications or traveling with an ambulance?
- How you will communicate if phone service is not available.

Procedures for Accidents and Emergencies

In Case of Minor Illness

Call a caregiver to come for the child. If no one is available to pick up the child, an adult should take the child home. Ensure that someone is home to care for the child.

DO NOT LEAVE A CHILD UNATTENDED.

In Case of a Minor Accident

1. Immediately give first aid or find a first aider; transport the injured person to an emergency room, if necessary, and contact the caregiver.
2. Ask the caregiver to come to the site or meet at the emergency room, if appropriate. (If a caregiver cannot be reached, call the person designated to act in an emergency. Continue trying to reach the caregivers so they can assume responsibility for medical decisions.)
3. Record in writing:
 - a. Conditions existing at time of accident
Order of events following the accident
Names and addresses of witnesses
 - b. Medical attention, opinion or instructions received from caregivers
4. Notify the Council office as soon as possible (within 48 hours) by emailing customercare@gscnc.org.
5. Submit completed insurance forms and a copy of the record of the accident within five days.

In Case of a Serious Accident, Emergency or Fatality

1. Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident. Contact the caregiver and ask them to come to the site or meet at the emergency room. If caregivers cannot be reached, call emergency contact. Continue trying to reach the caregiver or emergency contact.
2. In the event of fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scouts Nation's Capital Marketing and Communications department.
4. During office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Council office as soon as possible: 202-237-1670 or 1-800-523-7898. Reverse the charges if necessary, stating that it is an emergency. After office hours and on weekends, call the EMERGENCY ANSWERING SERVICE AT: 1-888-288-1784.