



Emergency Plan for Girl Scout Groups

On any outing with your group, take with you:

- signed parental permission forms, which include where parents can be reached in case of emergency
- emergency telephone numbers
- directions to the nearest hospital or medical facility
- this card
- cell phone or change for a pay phone

Prior to trip: review transportation, insurance, girl/adult partnership and first aid procedures.

Police _____

Fire _____

Hospital _____

Poison Control Center _____

Corporate Office: 1-800-692-7816

After-hours emergency line: 1-866-205-4744



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Action Plan

- Give required first aid treatment.
- Call for help: police, fire department, or hospital.
- Move non-injured people away from the scene as appropriate.
- In the event of a fatality or serious accident, always notify police. Retain a responsible adult at the scene. Permit no disturbance of the victim or surroundings until police have assumed authority.
- Speak only to the police or proper authorities.
- Report incident to Girl Scout Service Center if during work hours. If after hours, call the answering service and provide the information they request.
- Do not call the media and do not make statements to them. Refer all media inquires to Council Communications at the corporate office. Do not discuss the incident, release names, place any blame, or accept liability.
- Share insurance information with the other party, but do not sign any accident reports except for police.
- Keep a record of order of events, treatments, calls, etc., and submit to council within five days.

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