

SA:da

call you back.  
Remain by the phone so a staff member can  
answer service.

If after hours, press "2" when prompted  
to be directed to our after-hours an-  
Office hours: 8:30 a.m.-5:30 p.m., M-F

**(800) 643-4798**

Council headquarters

**office hours call**

**In case of emergency, during**



## **EMERGENCY PLAN FOR GIRL SCOUT GROUPS**

**Before trip:** Review transportation, insurance, first aid and girl/adult partnership sections of the *Adventures in the Outdoors* and *Safety-Wise* publications.

### **Bring on each group outing:**

- This card
- Health history cards
- Signed parental permission forms (with parent contact info)
- Directions to nearest hospital or medical facility
- Cell phone
- Non-emergency phone numbers for nearest:

Police \_\_\_\_\_ Fire station \_\_\_\_\_

Hospital \_\_\_\_\_

Poison Control Center: (800) 222-1222

# EMERGENCY ACTION PLAN

- Administer first aid.
- Call for appropriate help (911, police, fire or medical).
- Move non-injured away from the scene (as appropriate).
- Retain a responsible adult at the scene.
- Always notify police about all motor vehicle accidents, serious accidents or fatalities.
- Permit no one to disturb victim or surroundings until appropriate authority assumes responsibility.
- Speak only to the police or other appropriate authorities.
- Do not discuss the incident, release names, place any blame, or accept liability.
- Media: Do not notify or make statements to them. Refer all inquires to the director of communications.
- Accident report forms are available at [www.sdgirlscouts.org/forms](http://www.sdgirlscouts.org/forms) and council resource centers. Submit one within 24 hours to council headquarters. (Fax: 619-298-2031)