

On any outing or event with your group, take with you:

- signed Annual and Activity Permission forms, which include where parents can be reached in case of emergency
- Troop Activity Roster
- emergency telephone numbers for the area
- directions to the nearest hospital or medical facility
- this card
- cell phone and charger, or change for a pay phone
- First aid kit

Prior to trip: review transportation, insurance, girl/adult partnership and first aid in the most recent *Volunteer Essentials*.

Incident Reports should be filed in any occurrence, including but not limited to accidents, which involves or could potentially involve injury to persons or property or a breach of safety or security. This could involve not only Girl Scout girls but also staff, visitors, or volunteers.

Report these incidents to the council within 24 hours.

Action Plan

- Call for help: police, fire department, or hospital
- Give required first aid treatment.
- Call police in the event of a motor vehicle accident.
- 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.
- Contact necessary guardian(s) of injured person(s), as well as, the Group Emergency Contact to alert of any issues / delays.
- Contact the GSSI office or one of the GSSI leadership team members listed below to report the emergency and secure additional assistance.
- Do not call the media and do not make statements to them. Refer all media inquiries to the GSSI officials listed. 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.

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