

## Girl Scouts of Southern Alabama

### Emergency Action Plan for Leadership Teams

On any outing with your group, take with you:

- Signed Annual Permission forms for girls and adults
- Emergency contact list for troop members
- Certified First Aider and First Aid Kit
- Cell phone and THIS card

Prior to the trip, review: Safety-Activity Checkpoints, Trip Approval and Notification Guidelines, approved chaperones & drivers, transportation, insurance, girl/adult ratios

Get directions and contact information for nearest:

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

Hospital \_\_\_\_\_

Poison Control Center 1-800-222-1222

**GSSA 1-800-239-6636 Service Centers**

Montgomery 334-272-9164 Mobile 251-344-3330

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### Emergency Action Plan:

- + Give required first aid treatment
  - + Call for help: police, fire department, hospital
  - + Call police in the event of a motor vehicle accident
  - + Move non-injured people away from the scene
  - + 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.
  - + Report incident to GSSA.
  - + Speak only to the police or proper authorities
- Do not call or make statements to the media. Refer all media inquiries to the **GSSA Director of Marketing and Communications**. Do not discuss the incident or release names. Do not accept liability or place any blame.
- + Share insurance information with the other party, but do not sign any accident reports except for the police report.
  - + Keep a record of the order of events, treatments, calls, etc., and submit to council within five days.
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