

Prepare For Event Emergencies

As you know, emergencies can happen. Volunteers and girls need to receive proper instruction in how to care for themselves and others in an emergency. They also need to learn the importance of reporting any accidents, illnesses, or unusual behaviors during Girl Scout events. To this end, you can help:

1. **Know what to report.** Adhere to the GSNorCal Emergency Management Plan in *Volunteer Essentials*
2. **Establish and practice procedures for weather emergencies.** Certain extreme weather conditions may occur in your area. Please refer to the preparing environmental emergencies and the Girl Scout First Aider online training for the most relevant information for you to share.
3. **Assemble a well-stocked first aid kit that is always accessible.** First aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 9-1-1.
4. **Establish an Emergency Action Plan** for managing emergency situations that defines how each possible emergency would be handled and by whom; who should be notified when and how. The Emergency Action Plan (EAP) should be a written plan that should establish processes and procedures for:
 - ☐ Weather emergencies
 - ☐ Fire
 - ☐ Natural disaster (earthquake, flood, etc.)
 - ☐ Lost persons
 - ☐ Building-security responses
 - ☐ Site hazards (lake, cliff, etc.)
 - ☐ Injuries or medical emergencies
 - ☐ Strangers or intruders
 - ☐ Evacuation plans

5. **Check Safety Activity Checkpoints.** Go to www.gsnorcal.org and search the [Forms Index](#) to download the specific safety activity checkpoint for your planned activities.
6. **Notify your Service Unit before your troop/group activities or events.** Event manager ensures that the Event Notification form is completed and filed with the council.

The written Emergency Action Plan procedures should be posted and practiced ahead of time so that every girl and adult knows how to act in these situations.



Prepare Your Event Emergency Action Plan

For events, the event manager along with the first aider will work together to develop the emergency plan and make sure that all girls and adults are prepared to respond in an emergency.

Consider these items when developing your Emergency Action Plan (EAP)

□ Site Layout

- Easy access for emergency personnel
- Clear exit and evacuation routes
- Location of first aid station is marked and easily assessable.
- Telephone and emergency numbers posted

□ Equipment

- Rescue equipment
- First aid supplies
- Emergency equipment (flashlights, fire extinguishers, flares, AED, etc.)

□ Internal Contacts/Support

- Within facility
- Adult volunteers, troop/group leaders, Girl Scout camp director, event manager, other first aiders, etc.
- Maintenance personnel
- Facility personnel
- Experts certified in any specific program being provided (e.g., lifeguard, archery instructors, coaches)

□ External Contacts/Support

Know the emergency phone numbers, location and transportation routes of the following:

- Nearest hospital
- Ambulance
- Police
- Fire
- Poison control
- For large events, contact fire and police prior to events if it will be in a remote area or there are special parking, traffic or safety concerns.



Adult Responsibilities

The plan should include adult volunteer responsibilities in the case of an emergency, including:

- Person (s) to give care
- Person (s) to control bystanders
- Person (s) to supervise other girls
- Person (s) to meet EMS
- Person (s) to transport injured Girl Scout when appropriate
- Emergency plans for the activity/event must include an off-site physician(s) or nearest hospital with emergency room to be identified to provide medical consultation or if additional health care should it be required.



Site Security

Establish a security plan to ensure that girls are properly supervised by adults. Establish boundaries and off-limit areas.



Communications

- Establish and communicate an emergency evacuation plan with all participants. Who is in charge? Should cars back into parking spots? Where should participants go? Specific emergency plans for the activity/event should include evacuation plans especially in situations where girls have been dropped off. This is especially important if there are not enough vehicles on site during the event to evacuate all participants.
- Establish an at-home emergency contact person
- Determine how parents will be communicated with in the event of an emergency. Decisions about when and how to contact parents should be made jointly by the first aider the event manager.
- Know how to get council support in a crisis or emergency. Contact the council emergency team by calling the emergency number 1-877-636-1912.