

**Girl Scouts Louisiana East
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 in both Volunteer Essentials and Safety-Wise.

Police _____

Fire _____

Hospital _____

Poison Control Center _____

Council Headquarters 504-733-8220 • 800-644-7571

Regional Service Center 225-927-8946

After-business hours, weekends, holidays call

Crisis hotline number: 504-457-2780 or 800-480-6386

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Action Plan

- Give required first aid treatment.
- Call for help: police, fire department, or hospital
- 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.
- Report incident to Girl Scout headquarters if during work hours. If after hours, call the Crisis hotline number 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 dept. 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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