

# Emergency Action Plan

## ***What is an Emergency Action Plan?***

To live up the Girl Scout motto – “Be Prepared” – it is important to identify, mitigate and respond in the event of an emergency or injury. For detailed information on how to create an Emergency Action Plan (EAP), see [Safety Activity Checkpoints](#) and Going Places with Girl Scouts online training.

1. **Identify:** With your group, discuss how you will respond in case of medical issues or accidents, severe weather, fire, and lost or missing members.
  
2. **Mitigate:** Discuss these topics to safely prepare for your activity.
  - a. **Safety Ratios and the Buddy System:** Determine and follow [volunteer-to-girl safety ratios](#) for your planned activities. Pair each Girl Scout with a buddy for who can give a helping hand or get immediate assistance as needed.
  - b. **Contact List and Permission Forms:** Ensure you have an [Annual Permission Form](#) and [Activity Permission Form](#) for each Girl Scout attending. Prepare a contact list for all participants, including adults, with emergency contact information.
  - c. **EMS and First Aid Requirements:** Check with the local fire department to determine how far will you be from Emergency Medical Services (EMS). Then determine what type of first aid training is required for your activity – general first aid/CPR, wilderness first aid (if 30+ min from EMS), or advanced first aid (200+ participants). Identify your group’s first aider and ensure their training is up to date.
  - d. **Liability Insurance:** For some locations, you may need to obtain documentation of valid general liability insurance to ensure Girl Scouts’ safety during activities. Review the online [Certificate of Liability list](#) to see if GSEMA already has one on file for your activity location or if you need to request one.
  - e. **Additional Certifications:** Review [Safety Activity Checkpoints](#) for additional trainings and certifications that may be required for your activities. Identify which volunteer(s) or outside instructors will act in those roles as required.
  - f. **Communication:**
    - i. Determine emergency roles for the adults attending who are not your certified first aider. Who will stay with the troop? Who will call for help? Who will notify the caregiver(s)?
    - ii. Determine how you will communicate with the group in event of emergency (e.g. a whistle or horn). Check for cell phone service at your destination before relying on that method.
    - iii. Identify an at-home emergency contact for each person attending the activity, including cell phone numbers.
  - g. **Evacuation:** Create and share an exit or evacuation plan.
  - h. Print a few copies of [GSEMA's Emergency Procedures](#) card.
  
3. **Respond:** Log your mitigation responses using this worksheet and submit to council via the GSEMA Safety Approval Form as required by [Safety Activity Checkpoints](#) based on your planned activities. During an activity, keep this with your group’s first aid materials in case of accident or injury. Afterwards, keep a completed copy with your event records for reference.

*Use the next page to create your own Emergency Action Plan!*

## ***Our Emergency Action Plan***

Activity: \_\_\_\_\_ Date(s): \_\_\_\_\_

Event planning lead(s): \_\_\_\_\_

### ***Participants and Volunteer-to-Girl Safety Ratios***

Attach a full list of participants and emergency contact information.

Number of youth Girl Scouts attending: \_\_\_\_\_ (Has each completed an Activity Permission Form?)

Number of background-checked, active volunteers supervising: \_\_\_\_\_

Are non-Girl Scout guests attending? Submit [non-member insurance request](#) (for day events only).

### ***First Aider(s) and Emergency Response Roles***

Do you need an Advanced or Wilderness First Aider for the planned activities? Yes / No

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Certification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Emergency roles for adults not acting as first aider (list name & cell phone):

- Who will stay with the troop? \_\_\_\_\_
- Who will call for help (EMS, GSEMA)? \_\_\_\_\_
- Who will notify the caregiver(s)? \_\_\_\_\_

### ***Activity location Certificate of Liability***

[On file with GSEMA](#): Yes / No Sent directly to activity organizers: Yes / No  
(Keep a copy in your event planning records)

### ***Additional Trainings and Certifications*** (as needed)

*Reminder, these cannot be the same volunteers serving in First Aid roles. (List name & cell phone.)*

Outdoor Basics: Cooking trained volunteer: \_\_\_\_\_

Outdoor Basics: Camping trained volunteer: \_\_\_\_\_

Archery trained volunteer: \_\_\_\_\_

Boating trained volunteer: \_\_\_\_\_

Lifeguard: \_\_\_\_\_

Other: \_\_\_\_\_

### ***Communication and Evacuation***

In an emergency we will communicate by using: \_\_\_\_\_. *Attach an evacuation plan.*

**Questions?** If you have questions about where to find any information needed for this Emergency Action Plan worksheet, contact [customercare@gsema.org](mailto:customercare@gsema.org) for assistance.