EAP Guide for Girl Scout Troops

EMERGENCY ACTION PLAN (EAP) Overview:

Per the Safety Activity Checkpoints, “The Girl Scout motto is "Be prepared." and proper preparation is the key to success. An important thing to consider ahead of time, before taking girls out on a trip or to an activity, is an Emergency Action Plan.” The Emergency Action Plan (EAP) is to be followed in the event of a major emergency. A major emergency is defined as one requiring immediate medical care (i.e. Paramedics, EMTs, ambulance). Examples of a major emergency are: near drowning, unconscious victim, severe bleeding, cardiac arrest, suspected major fractures, severe head injury, suspected spinal injury, obstructed airway, seizure in the water, critical burns, and sudden illness like fainting, stroke, heart attack, heat stroke, or diabetic emergency.

The EAP is a plan for the reporting and care of participants and staff during troop travel as defined by the council. During all emergencies, care must be taken not to further endanger the victim or other persons. Calm and clear action on the part of the responsible adult(s) is critical.

On any outing with your group, take with you:

- Signed parental permission forms, which include where parents can be reached in case of an emergency
- Emergency telephone numbers:
  Police_____
  Fire_____
  Hospital_____
  Poison Control Center_____
- Directions to the nearest hospital or medical facility
- Cell phone

Prior to the trip, adult leaders should review the following topics available in both the Volunteer Essentials and Safety Activity Checkpoints:

- Transportation
- Insurance requirements
- Girl/adult partnerships
- First aid
- Tips to further compose a well-defined Emergency Action Plan (EAP)

Your Emergency Action Plan Should Include:

- 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; secure 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.
- Speak only to the police or proper authorities.
- Report incident to GSofSI by calling (800) 345-6858. If after hours, press option 4.
- 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.
- Refer all media inquiries to GSofSI Communications Department by referring to (800) 345-6858
    - Do not discuss the incident, release names, place any blame, or accept liability.
    - Do not call the media and do not make statements to them.