

Emergency Action Plan



Description

Keeping to the Girl Scout motto, “Be Prepared,” proper preparation is the key to success. An important thing to consider, before heading out on a trip or to an activity, is an Emergency Action Plan (EAP). It is important to think about and document an EAP for troop meetings and activities to ensure you are prepared in the event of an accident or injury.



Process

When creating an Emergency Action Plan, think through scenarios of what can go wrong, such as physical injury, severe weather, fire, intruders, missing persons, or sudden illness. This basic step is invaluable.

- Review Safety Activity Checkpoints “Have an Emergency Action Plan (EAP)” starting on page 8.
- Key components of an effective Emergency Action Plan
 - a. Contact list, including contact plan for those with group and at home
 - b. Roles and responsibilities - Ensure properly trained first aiders are present
 - c. Emergency strategies - review evacuation plans and emergency options for situations
 - d. Meeting place - determine where to meet in an emergency or if separated
 - e. Communication method - how is the group communicating internally and with those at home if needed
- Review plan with all supervising adults and, as needed, youth. IE, you want the youth to know where to meet if separated, but may not need to share details of a plan for extreme medical emergencies, though you should have a plan for those.
- As needed, contact Membership Staff person and utilize the Incident Report form.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.