

Universal Safety Management Responses

Review these points and make them applicable to your specific event.
Check to see if the facility you're using has other suggestions.

Call 911 if life or limb are threatened.

If you are experiencing a serious situation now, call the 24-Hour Council Emergency System:
619-298-8391—after hours, press “2” when prompted.

Situation	Prevention or Preparation	Action or Response
Active Threat	<ul style="list-style-type: none"> ▪ Evaluate indicators of potentially violent behavior and seek help from authorities for people who: <ul style="list-style-type: none"> ▪ Use alcohol or drugs heavily ▪ Follow girls or group uninvited ▪ Have noticeably unstable, emotional responses ▪ Have explosive outbursts of unprovoked anger ▪ Make aggressive comments, particularly about firearms, weapons, threats or violence 	<ul style="list-style-type: none"> ▪ RUN if you can—keep hands visible and empty above your head ▪ HIDE and barricade if you can't run—take cover from sight, behind heavy objects if possible; in a room, barricade with heavy items and stay low ▪ FIGHT if you can't run or hide—act quickly and decisively; throw items; overcome shooter with a group; consider “playing dead” ▪ Call 911 when it is safe to do so
Activity Injury	<ul style="list-style-type: none"> ▪ Ensure activity leaders give clear instructions ▪ Use equipment that is right for the purpose, is in good condition and fits well ▪ Designate the area(s) for participation ▪ Recruit qualified adult(s) to supervise each activity ▪ Ensure a first aider available to help ▪ Check that a first aid kit is stocked and handy 	<ul style="list-style-type: none"> ▪ Notify on-site first aider, who will take primary assessment ▪ Treat minor injuries with basic first aid and record as accident/incident ▪ Call 911 and notify other adults if in need of immediate medical support ▪ Supervise other girls away from injured person ▪ Tell other adults to help direct EMS to victim
Communicable Disease	<ul style="list-style-type: none"> ▪ Be aware of likely pathogens and follow expert guidance on prevention ▪ Share information on hygiene practices that reduce exposure ▪ Provide guidance on symptoms that indicate a participant should stay home ▪ Prepare a plan for isolation if illness occurs 	<ul style="list-style-type: none"> ▪ Evaluate possible victims and isolate them if symptoms confirmed ▪ Notify health authorities if appropriate ▪ Follow established guidelines for response and treatment ▪ Work with facility on making the environment safe, if needed
Intruder	<ul style="list-style-type: none"> ▪ Use wrist bands or name tags to identify participants ▪ Ensure site security and review expectations with other adults 	<ul style="list-style-type: none"> ▪ Proactively ask unknown persons if they need assistance ▪ Report any suspicious activity to the on-site staff or authorities
Continued on reverse		

Situation	Prevention or Preparation	Action or Response
Lost Person	<ul style="list-style-type: none"> ▪ Maintain adult supervision ▪ Use the buddy system ▪ Encourage identifying clothing ▪ Clearly mark activity areas or boundaries ▪ Hold regular check in times 	<ul style="list-style-type: none"> ▪ Search immediate area for 5 minutes; Interview friends ▪ Gather group at central location, inform other adults, search an additional 15 minutes ▪ Call authorities and widen search after 20 minutes ▪ Work with local authorities until person is found
Medical Emergency	<ul style="list-style-type: none"> ▪ Ensure that all participants have adult and child health history forms ▪ Gather special needs information ahead of time ▪ Make accommodations for known conditions ▪ Ensure a first aider available to help ▪ Check that a first aid kit is stocked and handy 	<ul style="list-style-type: none"> ▪ Notify first aider, who will make initial assessment ▪ Treat minor injuries with basic first aid and record as accident/incident ▪ Call 911 and notify other adults if in need of immediate medical support ▪ Supervise other girls away from ill person ▪ Tell other adults to help direct EMS to victim ▪ Supervise other girls away from ill person
Mental Health Emergency	<ul style="list-style-type: none"> ▪ Ensure that all participants have adult and child health history forms ▪ Gather special needs information ahead of time ▪ Make accommodations for known conditions ▪ Desirable: Mental health first aider (a person trained in mental, emotional, and social health response) available to help 	<ul style="list-style-type: none"> ▪ Follow protocol according to the scope of training ▪ Work with family to provide care, as appropriate
Natural Disaster	<ul style="list-style-type: none"> ▪ Review procedures with on-site personnel ▪ Review with volunteer staff at orientation meeting 	<ul style="list-style-type: none"> ▪ Talk with on-site staff ▪ Work with local authorities ▪ Follow emergency/evacuation plan
Theft	<ul style="list-style-type: none"> ▪ Review principles of Girl Scout Promise and Law ▪ Establish expectations with any other groups ▪ Secure personal items when possible ▪ Encourage participants to leave unnecessary valuables at home ▪ Have leader take charge of all cash 	<ul style="list-style-type: none"> ▪ Encourage victim to re-check belongings ▪ Report to on-site staff and/or authorities ▪ Take down full description of the stolen item/s
Vehicle Accident	<ul style="list-style-type: none"> ▪ Keep vehicles insured and in good working order ▪ Ensure that only background-checked GS members transport girls ▪ Follow listed standards in Volunteer Essentials ▪ Ensure that everyone wears seat belts 	<ul style="list-style-type: none"> ▪ Pull over to a safe place, if possible ▪ Care for any injured parties; follow steps for activity injury, (above) ▪ Contact authorities if there are injuries or severe damage to vehicles ▪ Exchange basic insurance and contact information with other driver(s)

In all situations, submit an Accident/Incident Report to the GSSD office on the next business day. Visit sdgirlscouts.org/safety for forms and reporting instructions.

The report allows Girl Scouts to offer insurance information to injured persons, or provide other support if needed.