

to assist you.  
identify a Girl Scout staff member  
answering service, which will  
prompt-ed to be directed to our  
If after hours, press "2" when  
Monday-Friday.  
Office hours: 8:30 a.m.-5:30 p.m.,



**In case of emergencies, call  
Girl Scouts San Diego  
619-298-8391**

## EMERGENCY CARD

**Before trip:** Review transportation, insurance, first aid and girl/adult partnership sections of *Volunteer Essentials*; and complete required forms listed below.

**Bring on each group outing:**

- This card
- Health History/Annual Permission forms (with parent/guardian contact info)
- Trip or Event Permission forms, if used for this outing
- Directions to nearest hospital or medical facility
- Cell phone
- Non-emergency phone numbers for nearest:

Police station \_\_\_\_\_

Poison Control Center

Hospital \_\_\_\_\_

800-222-1222

Fire station \_\_\_\_\_

# **EMERGENCY ACTION PLAN**

- Administer first aid.
- Call for appropriate help (911, police, fire or medical).
- Move non-injured away from the scene (as appropriate).
- Do not permit anyone to disturb victim or surroundings until an appropriate authority assumes responsibility.
- Ensure a responsible adult stays at the scene.
- Speak only to the police or other appropriate authorities.
- Do not discuss the incident, release names, place or accept any blame, or acknowledge liability.
- Media: Do not notify or make statements to them. Refer all inquiries to the communications director by calling the number on the reverse.
- Always notify police about motor vehicle accidents, serious accidents or fatalities.
- Within 24 hours, submit an Accident/Incident Report form to [accidentreporting@sdgirlscouts.org](mailto:accidentreporting@sdgirlscouts.org). Find the form at Girl Scout resource centers and [sdgirlscouts.org/forms](http://sdgirlscouts.org/forms).