

In case of emergencies, call Girl Scouts of Southwest Indiana 812-421-4970  
 Office hours: 9:00 am—5:00 pm CST  
 Monday-Friday  
 If after hours, contact the on-call council staff person at 812-484-6806.



**Before Trip:** Review transportation, insurance, first aid and girl/adult partnership sections of the *Volunteer Essentials* publication; and complete required forms below:

**Bring on each group outing:**

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

Police Station \_\_\_\_\_ Poison Control  
 Hospital \_\_\_\_\_ 800-222-1222  
 Fire Station \_\_\_\_\_

**Emergency Action Plan**

- Call for appropriate help (911, police, fire or medical). Always notify police about motor vehicle accidents, serious accidents, or fatalities.
- Administer first aid.
- During business hours, Mon-Fri 9am-5pm CST, call 812-421-4970. After business hours, call 812-484-6806.
- Move non-injured persons away from the scene as appropriate. Keep other girls safe and occupied.
- Assign a responsible adult to remain at the scene.
- Permit no one to disturb victim or surroundings until appropriate authority assumes responsibility.
- Do not share information about the accident with anyone but the police, your council, and authorities.
- Media: Do not notify or make statements to them. Refer all inquiries to Girl Scouts of Southwest Indiana council.
- Submit an Incident Report form according to the instructions on the form to GSSI within 24 hours.

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