

GSCCC Day Trip Emergency & Communication Quick Guide

Emergency Numbers

- 911 (Police/Fire/EMS)
- GSCCC Emergency Line: 800-822-2427
- Adult Emergency At Home Contact _____
- Council Email: info@girlscoutscoc.org
- Nearest Hospital: _____
- Poison Control: 800-222-1222

Key Emergency Procedures

Medical Emergency:

- Call 911 and provide location and details.
- Administer first aid within training until EMS arrives.
- Notify parents/guardians via the Adult Emergency at Home Contact and GSCCC Council.

Evacuation/Weather:

- Move to a safe site (500 ft away or nearest shelter).
- Use buddy system; take attendance.
- Do not re-enter until authorities give clearance.

Missing Girl:

- Stop activity; conduct head count and buddy check.
- Search immediate area.
- Call 911 if not found within 10 minutes and notify Council.

Transportation Incident:

- Call 911; move group to safe location.
- Treat injuries; notify Council and parents.

Reunification:

- Only release to authorized adults with ID.
- Document who the child is released to.

Crisis Communication Reference

- All crises must be reported immediately to the Core Crisis Response Team (CEO, CPCO, Marketing/Communications lead).
- Only designated spokespersons may communicate with the media.
- Staff, volunteers, and leaders should direct all media inquiries to GSCCC's Communications Team (per Crisis Communication Plan, June 2025).
- Use professional, transparent responses guided by prepared key messages. Never say 'No Comment.'

Day Trip Leader Checklist

- ☐ Permission forms and roster with emergency contacts
- ☐ First Aid kit and authorized medications
- ☐ Cell phone + backup charger/power bank
- ☐ Attendance sheet for head counts
- ☐ Water and snacks
- ☐ Weather-appropriate gear (jackets, sunscreen, etc.)
- ☐ Designated emergency meeting point shared with girls
- ☐ Copies of emergency plan and Incident Report forms

Leader Reminders

- Stay calm and model confidence for girls.
- Maintain the buddy system at all times.
- Keep communication lines open with GSCCC.
- Use positive reassurance and simple language when addressing girls.
- After incident: submit Incident Report to info@girlscoutsgccc.org within 24 hours.