



**Health and Safety
Management
for Large Events**

Purpose of this Guide

Every Girl Scout event should have a safety plan and a designated Health Supervisor who takes the lead on developing a safety plan and execution of the plan. The guide is intended to accompany the online training “First Aider for Large Group Events” which can be accessed on the Girl Scouts of Western Washington website.

The Health Supervisor is responsible for ensuring safe and healthy conditions at the event, and anticipating any potential emergencies or hazardous situations. They should be a member of the event team and participate as needed in the planning of the event, with an eye on any program or site conditions that may impact the health and safety of the participants. They may help create an emergency plan for the event. They may work with a kitchen team to ensure that food to be served is stored at proper temperatures, that facilities are adequate for health and hygiene needs, that any physical hazards on the site are noted and addressed, that parking areas and drop off/pick up zones are monitored, clearly signed, and that girls are picked up by people designated by their parents.

The general duties of the Health Supervisor are

- To participate as part of the event planning team to represent the health and safety aspects of the event
- To work with the facility management to determine health and safety practices suited to the location
- To obtain and maintain first aid supplies appropriate for the activities and size of the event
- To become familiar with any special health concerns of participants, and to the extent possible, to ensure the safe and satisfactory participation of all participants
- To be present during the event to ensure safe implementation of the event, and to provide first aid care to participants, within the parameters of their first aid training
- To complete and submit any required reports, including records of first aid or other health services delivered, incident reports of any notable occurrences involving health or safety issues, and post-event reports with recommendations for future events.

The position description and requirements can be found on page 3.

Is the Health Supervisor the same as a First Aider?

A first aider is an adult volunteer who has taken a Girl Scout-approved first aid and CPR training, and delivers first aid services for event participants. It is preferable to take age-specific CPR training - take child CPR if you're working with younger girls and adult CPR when working with older girls and adults.

The health supervisor can perform these duties if they have the appropriate certification. The first aider should only deliver services within the scope of their training. The approved training courses for types of events can be found on page 5.

Caution: First-aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you're taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from your support team or council.

For large events – 200 people or more – there should be one first aider for every 200 participants. The following healthcare providers may also serve as first-aiders: physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician. The first aider should not deliver treatment that

exceeds their level of certification. At large events, multiple first aiders may work as a team, under the direction of the designated Health Supervisor.

For events or trips that have a response time of 30 minutes or more for emergency medical services to arrive, you will need to have a first aider with a higher level of training (including training on remote-assessment skills, emergency first-aid response, including evacuation techniques, to use when Emergency Medical Service is not readily available). See the chart on page 5 to see what workshops meet this requirement.

The levels of first aid required for an activity take into account how much danger is involved and how remote the area is from emergency medical service. If emergency medical services are more than 30 minutes away Wilderness First Aid (WFA) is required. Wilderness First Responder (WFR) is a higher level of certification and is strongly recommended when traveling or traveling with groups in areas which are greater than 30 minutes from Emergency Medical Service (EMS). It is important to understand the differences between a first-aid course, and a wilderness-rated course. Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as the emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.



Girl Scouts of Western Washington Event Health Supervisor Position Description

The **Event Health Supervisor's** role is to assist the Event Director with development and implementation of a program that is consistent with the Girl Scout Mission, Program Goals, Promise, Law, and all Girl Scouts of the USA and Girl Scouts of Western Washington policies and health and safety standards.

Service Commitment: The Event Director will appoint the Health Supervisor for a one year (renewable) term in which she/he can expect to provide a minimum of 60 hours of service, depending on the needs of the event. The service hours will be spread out over a planning and preparation period leading up to the event and following the end of the event for completion of required reports.

Qualifications:

- Ability and willingness to promote the Girl Scout program
- Conscientious effort toward meeting the responsibilities of the position
- Experience planning and implementing outdoor living and activity events
- Good organization and communication skills
- Ability to effectively manage a team of volunteers
- Ability to maintain confidentiality of sensitive information
- Must hold current certification in First Aid and CPR from Girl Scouts-approved first aid training. The level of first aid is determined by the nature of the activities and the size of the group. This may include a physician, registered nurse, physician's assistant, paramedic, or emergency medical technician. Basic First Aid is the minimum certification for the health supervisor.

Supervision and Support: The Event Health Supervisor is supported by and accountable to the Event Director, the Girl Scout staff member responsible for the event and Girl Scouts of Western Washington.

Responsibilities:

- Serve as part of the Leadership Team of the event.
- Assist Director with orientation of volunteers in health and safety standards
- Attend Leadership Team meetings as requested by Event Director
- Assist Event Director with development of an emergency plan for various situations
- Be familiar with emergency procedures. Have emergency transportation available at all times
- Ensure that a health history form has been completed for everyone participating in the event and is available on site
- Give first aid treatment to girls, volunteers and other event participants as needed and as outlined in Girl Scouts of Western Washington policy.
- Keep a permanent record of all treatment given in a health log
- Maintain first aid supplies. Replenish supplies as necessary
- Supervise the safety of food storage, garbage disposal, hand washing facilities, dishwashing procedures and cleanliness of toilet facilities
- Review general site cleanliness and safety
- Complete and submit incident reports and insurance claims
- Establish a process to notify families of any illness or accidents
- Turn in closing Health & Safety reports including – copy of health log entries, health history forms and registration forms of impacted girls/volunteers, incident reports
- Participate in evaluation after the event

General Qualifications and Core Competencies:

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet
- **Additional requirements:**
 - Must become a registered member of GSUSA
 - Agree to be guided in all actions by the Girl Scout Mission, Promise and Law, and to comply with the policies of Girl Scouts of Western Washington and GSUSA.

Types of Girl Scout Events: Who's in Charge? Who Provides First Aid?

Type of Event	Description	Registration sent by:	Registration sent to:	Bank Acct	Financial Accountability	Staff Support	Primary First Aider	Secondary First Aider
Day Camp	Girls register as individuals for a week-long day experience	Parent	Day Camp Registrar	Day Camp acct	Camping Director	Camping Director	Unit Leader	Event Health Supervisor
Encamporee	Troops register for a group weekend camp	Troop Leader	Encamporee Registrar	SU Event Acct	Troop Program Mgr	Camping Director	Troop First Aider	Event Health Supervisor
Troop Camping	Troops camp – may be on or off GS property	Troop Leader submits Short Trip form		Troop Acct	Troop Program Mgr	Camping Director	Troop First Aider	EMS
SU Events - troop	Some events are attended by troops	Troop Leader	Event Registrar	SU Event	Troop Program Mgr	Troop Program Mgr	Troop First Aider	Event Health Supervisor
SU Events - individual	Some events are attended by individual girls	Parent	Event Registrar	SU Event	Troop Program Mgr	Troop Program Mgr	Event Health Supervisor	EMS
Mommy & Me Events	One-on-one event – each girl has an adult attending with her	Parent	Event Registrar	Troop Acct	Troop Program Mgr	Troop Program Mgr	Parent	Event Health Supervisor
Council Events	Girls attend with troop or parent	Troop Leader or parent	Business Services	GSSW	GSSW	Program Manager	Troop First Aider	Event Health Supervisor
IRM Patrol at Council Events	Some events may offer an IRM patrol for individual girls	Parent	Business Service	GSSW	GSSW	Program Manager	IRM Patrol Leader	Event Health Supervisor

Primary First Aider holds health histories for girls under their care, keeps medications with them unless they need refrigeration, and handles lower level first aid situations. This person is responsible for informing the Secondary First Aider of any special medical or health conditions of the youth or adult participants in their group.

The Event Health Supervisor ensures event safety conditions (part of event planning team), has event first aid supplies, provides appropriate storage for medications as needed, handles first aid situation beyond the scope of the Primary First Aider, and completes Health reports and Incident Reports following the events. This person should be informed of any special medical or health conditions of the participants to ensure their safe participation.

GSUSA Accepted First Aid/CPR Courses

Organization	First Aid Required (less than 30 minutes from EMS)	First Aid Required (if more than 30 minutes from EMS)
American Red Cross	First Aid CPR/AED Adult/Child CPR/AED for Professional Rescuers and Health Care Providers	Responding to Emergencies Emergency Medical Response** Wilderness Remote First Aid
American Heart Association	Heartsaver CPR/AED (Pediatric module available) Heartsaver First Aid Heartsaver Pediatric First Aid for Daisy/Brownie Leaders BLS for Healthcare Providers HeartCode BLS	
Emergency First Response	Primary Care (CPR) Secondary Care (First Aid)	
EMS Safety Services	Basic CPR/AED Basic First Aid Pediatric CPR/AED for Professional Rescuers	
Health & Safety Institute	G2010 ASHI Basic First Aid G2010 CarePlus – covers CPR all ages and AED G2010 BasicPlus – combined FA/CPR Junior Leaders-Adults G2010 PediatricPlus – combined FA/CPR for Daisy/Brownie Leaders	
National Safety Council	Standard First Aid/CPR/AED Basic First Aid combined with CPR & AED Pediatric First Aid/CPR/AED for Daisy/Brownie Leaders	
National Outdoor Leadership School (NOLS/WMA)		Wilderness First Aid (WFA) Wilderness Advanced First Aid (WAFA) ** Wilderness First Responder (WAFR) **
Stonehearth Open Learning Opportunity (SOLO)		Wilderness First Aid (WFA) + CPR Course Wilderness First Responder (WFR) ** Wilderness EMT (WEMT) **
Wilderness Medical Associates		Wilderness First Aid (WFA) WFA, WFR, WEMT **
National Ski Patrol		Outdoor Emergency Care **
State Office of Emergency Medical Services, National Registry of EMT, US Military medical aid training		MA-Emergency First Responder (EFR) includes CPR NY-Certified First Responder (CFR) ** CT-Emergency Medical Responder (EMR) ** Emergency Medical Technician (EMT) **

** These certifications exceed the Girl Scout requirements, but are great to have.

Before the event – Collecting health information

The health supervisor may work with the event registrar to collect information about any participant health conditions that might impact their healthful participation in the event, such as food or other allergies, health conditions, and other situations that may require special accommodations. The health supervisor may need to contact the guardians or troop leaders of girls to ensure that they are kept safe and healthy during the event. The health supervisor may need to collect and store health histories and parent permission forms – or these may be kept by troop volunteers, if girls are attending the event as a troop. The health supervisor should be aware of any special health needs, even if they are not collecting the health history forms. These forms should be readily available during the event – whether they are held by the troop leader or by the health supervisor.

Confidentiality

Health information is confidential and privileged information. The health supervisor reviews the forms and shares information with volunteers on a need-to-know basis. Volunteers must treat disclosed information in confidence.

Managing Medications

Participants may need assistance with storage and administration of medications. First aid certification does not include the administration of medications, but the health supervisor may be willing to accept responsibility for these duties. If they are not comfortable serving in this capacity, the girl's troop leader may be willing to do this, another volunteer may be recruited for this responsibility, or the child's family may send a designee to the event for this purpose. It may not be possible to accommodate every medical condition. If medications are to be stored or administered at the event, appropriate forms and instructions must be completed by the child's guardians. Medications must be kept in a secure place, and it may be necessary to control temperature or other conditions. Does the medication need to be quickly available for use (such as an EpiPen or inhaler)? If so, then it might be wise to keep the medication with the girl or with her troop or unit leader. These decisions can be made by the Health Supervisor in consultation with parents and/or the girl's health care provider.

If medications are being administered by someone other than the girl's guardian, specific forms and instructions must be completed. These forms provide the instructions and authorization for the health supervisor (or other volunteer) to administer the medications, and also document their acceptance of the responsibility.

Planning for Emergency Care

Be prepared for emergencies. Have plans in place, and provide orientation for adults and girls on what to do in case of an emergency. Guidelines for creating emergency plans can be found on page 12.

Girls need to receive age appropriate instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, you can help girls:

- Know when to report incidents and accidents to Girl Scouts of Western Washington staff.

- Establish and practice procedures for weather and other emergencies.
- Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses. Every girl and adult must know how to act in these situations.

Assemble a well-stocked first-aid kit that is always accessible. First-aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

The Event Health Center

The event site has an area designated for health care. This area is where the volunteers would go to find the health supervisor or a message telling where to find them. This could be a permanent covered shelter or other designated area, depending on the location of your event. A tent or covered shelter, and a cot should be provided for a girls who may need to rest or be isolated. It is most appropriate for the health supervisor to be in this location after meals to distribute any medications. There should be provisions made to ensure the privacy of health records and of the girls receiving health services.

Medications should be stored as directed (refrigerated if necessary) and securely. Only the designated first aider should have access to medications kept in the Health Center.

It is advisable to place the Health Center in a location near the parking lot or entrance, so that it can easily found by parents or EMS personnel.

First-Aid Kits

Make sure a general first-aid kit is available for your program. You can purchase a first aid kit, or you can assemble a kit yourself. You can find the suggested contents of a large group first aid kit on page 9.

Your kit should contain your council and emergency telephone numbers (1-800-767-6845 during office hours, 1-800-303-9963 after hours), Girl Scout activity insurance forms, incident report forms and the health log. Parent consent forms and health histories may be included as well, depending on the type of event and presence of parents and troop leaders.

The health supervisor is the person designated to administer first aid at the event. However, other volunteers may deliver first-aid care to the level of their training when the health supervisor is unavailable or until the health supervisor arrives. The volunteer with the most training will assume primary care-giver status in a given situation.

First-aid supplies should be available in the health center. The health supervisor may provide additional first-aid kits appropriate to the needs of the event. A health log to record any first-aid care provided should be in each kit. The health supervisor should periodically checks the kits, restock them, and monitor record keeping.

First-aid kits are placed at the activity areas which pose risk of injury. These areas may include waterfront, arts and crafts, the kitchen, and offsite hiking trails. Each kit will be equipped with a notebook with instructions to document first-aid care provided. Volunteers are expected to follow documentation guidelines.

A general first-aid kit should be available at the first aid station and accompany the girls for any activity, including transportation to and from an event. In addition to the standard materials, all first-aid kits should contain a copy of Standard First Aid and Personal Safety (published by the American Red Cross), coins for telephone calls, and the GIRL SCOUTS OF WESTERN WASHINGTON and emergency phone numbers. Insurance forms and health histories should also be included. Prior to all activities, the kit should be checked to make sure that all material used previously have been replaced.

Additional supplies you may need: Personal care products (for example, sanitary napkins), a thermometer (or forehead fever strips) and rubbing alcohol or alcohol wipes, pocket face mask, index cards, self-closing plastic bags and transparent tape.

Any over-the-counter or prescribed medications should be in the original container and administered in the prescribed dosage by the responsible adult as per the written instruction by parent or guardian and physician. The health supervisor or her appointee will provide all first aid.

Cars used for event transportation will be equipped with first aid kit, fire extinguisher, reflective triangles (rather than flares), blanket and flashlight.

First Aid Kits for Offsite Use

Traveling first aid kits should contain those items deemed necessary by the health supervisor. Any first aid provided on a hike must be recorded on a health log sheet and signed at time of first aid, and transferred to health log as soon as possible. Health supervisor will retain health log sheets and submit at the end of the event with other health and safety reports.

Contents of a First Aid Kit

For a group of 100 people – add more for larger groups. If you are storing medications for campers or adults, consider purchasing a locking bag or metal box to keep them secure. Do any meds require refrigeration? Be prepared!

Box of 100	Non-latex Gloves
5	Gauze roller bandages – 3”
25	Gauze pads – 3”x3”
25	Gauze pads – 2”x2”
20 each size	Sanitary napkins (maxi and mini) - can be used in bandaging
3	Triangular bandages
	Band-aids – latex-free bandages are available
50	<ul style="list-style-type: none"> • Small
50	<ul style="list-style-type: none"> • Med
20	<ul style="list-style-type: none"> • Large
2 rolls	Adhesive tape
10	Chemical ice packs or cooler with ice + ziploc bags
2	Breathing Barrier (CPR Mask) with one-way valve
2	Eye Wash
3	Ace Bandages
1 pair	Scissors
1	Tweezers
	Thermometer or fever strips (5)
	Bottled water
	Sports drinks or juice for rehydration
	Sugar packets or honey
	Soap and access to running water
	Blanket – lightweight reflective blanket is great
	Plastic bags

Medications – You may want to have some basic medications on-hand for adults or campers whose parents have given permission for their use. Small packets are great if you can get them. Check expiration dates!

- Aspirin
- Acetaminophen (Tylenol)
- Ibuprofen (Advil)
- Antihistamine (such as Benadryl)
- Antibacterial ointment (such as Neosporin)

General Health Care Procedures

Response to Injury and Illness

The second level of general volunteer participation in health care is specific to injury/illness. If an adult or girl is too ill to participate in the program, they should be under the care of the health supervisor. As a result, volunteers refer sick people to the health supervisor for assessment and assist with providing an appropriate activity level for those in a recovery mode. If a child is too ill to participate in the days activities, the parent/guardian should be contacted to have the child picked up.

Volunteers assist injured people according to the level of their training, initiate the emergency response system according to protocol, and relinquish care of an injured person to the designated emergency-response team. This stipulation acknowledges that different volunteers have different training and experience with emergency situations. In addition, the volunteers, with guidance from the director and health supervisor, organizes and provides orientation (including drills as appropriate) regarding emergency responses so that everyone knows their responsibility. Not all injuries require full emergency-response measures. The health supervisor is designated to educate volunteers so they understand the scope of care they can safely provide for routine injuries. Volunteers are expected to adhere to training guidelines.

Emergency Response

Emergency transportation is provided by a designated vehicle or the area's ambulance services. The health supervisor and event director will decide which mode of travel will be used. In general, the ambulance service is used when the victim is not stable and/or has need for special equipment (e.g., life-support systems). The child's parent/guardian should be contacted for transport and or direction if the situation is not an emergency. It is the responsibility of the health supervisor or event director to contact local emergency-response systems and notify them of the event schedule.

Emergency situations to which volunteers are expected to respond include: clearing and establishing a patient airway, initiating CPR, controlling severe bleeding with pressure and elevation, cooling a burn, keeping a suspected fracture quiet, knowing what to do in the lost-girl drill, knowing what other volunteers they can call upon for assistance in an emergency, and knowing the severe-weather plan for the event.

Record Keeping

The Health Supervisor is responsible for keeping a health log of any care given to girls and adults at the event (including the administration of medications), and completing a health report at the end of the event with recommendations for future events. They are responsible for completing and submitting any Incident/Accident reports to Girl Scouts of Western Washington.

Health Record Book

A record of accidents, first aid and medications administered is kept in a health log.

A separate Incident Report is also completed and submitted for each accident or incident. This is given to the event director who passes it on to the Girl Scout staff member supporting the event.

The health log is kept in a notebook with a page for each girl who visits the health supervisor for care. The date and time is noted at the time of each entry.

- All visits and treatment or medication given is recorded beginning with date, time of treatment, nature of problems and treatment
- All entries are in ink.
- Entries are initialed by person making entry.
- No lines are skipped.

- Health logs must bear complete signatures to identify initials to be turned into event director at the end of the event.
- Check all first aid kits for health records.

Contacting Parents

Phone contact with parents/guardians is established in an emergency or any time the health supervisor has a concern about the health of a girl. Each person's health form contains contact information, as well as designates alternate contacts if the parents/guardians cannot be reached. This process is initiated by the event director and/or the health supervisor but can be delegated to an appropriate volunteer. Since the program has no way of determining what each person considers an emergency, the general practice is to contact parents when there is concern about a person's health and/or when a situation is not progressing as expected. Phone contact is followed by documentation of the call in the health log.

Because many people remotely access their voice mail, it is expected that event volunteers leave voice messages that appropriately communicate the need for a given parent to contact the event director or health supervisor. All contact, successful and unsuccessful, is documented in the health record log.

Storing Health Records

At the end of the event, health forms, health log entries and other health care records for girls receiving care are collected by the health supervisor or event director and sent to the Girl Scout staff member supporting the event to be archived. The remaining forms should be destroyed and may also be sent to Girl Scouts of Western Washington to be shredded. Forms of volunteers/girls who received health care treatment will be stored by Girl Scout staff members.

Emergency Action Plans

Your team should create an Emergency Action Plan specific to your location. You need to be prepared for natural disasters as well as emergencies such as fire, power failure, violent winds, lightning, earthquakes, flooding, injuries or illness, missing children or intruders.

Your Emergency Action Plan should address the relevant categories of emergencies for your site and should be reviewed and practiced with your volunteer team. The plan should define the responsibility of everyone who may be involved in responding to the emergency.

Does the management of the site have an emergency plans tailored to the location? ASK!

The following areas need to be taken into consideration when creating your plan:

Layout – Facility

- Entry and exit routes for EMS
- First Aid station location
- Phones and emergency equipment locations
- Exit and evacuation routes

Equipment

- Rescue equipment available and location
- Additional first aid supplies
- What emergency equipment is available (flashlights, fire extinguishers, etc.)

Additional Support

- What training or certifications do other volunteers have? You have a designated health supervisor, but who else can you call on in an emergency?
- Are there site personnel who can offer you support?
- Have the contact info for Girl Scouts of Western Washington handy – during business hours call 1(800) 541-9852
After business hours call 1-800-303-9963
- Do not discuss the incident or make any statements. Do not surrender permission slips or medical records.

Communication

- Have contact information for parents and emergency contacts readily available in case you need to call them to evacuate the girls
- Have cellphone numbers for on-site volunteers and offsite support volunteers

Volunteer Responsibilities – Assign volunteers duties in case of an emergency.

- Who will help the Health Supervisor/First Aider if needed?
- Who will meet EMS personnel?
- Who will contact the Girl Scout office?
- Adults to take care of girls in an area away from those who may be injured.

Follow-up

- Complete appropriate paperwork
- Replace any supplies that were used
- Review your Emergency Action Plan
- Event team debrief (what went well, what should be changed)

An outline for a plan is on the next page, to help you get started with your planning.

EMERGENCY ACTION PLAN

Name of Facility _____

Address _____

Facility Phone Number _____ Location of land-line phone _____

EMS Phone # _____ Responding agency _____

GIRL SCOUTS OF WESTERN WASHINGTON Phone 1(800) 541-9852 after hours

1-800-303-9963

First Aider: _____

First Aid Helpers: _____

EMS Greeter: _____

Search & Rescue: _____

Everyone else should stay with girls.

Evacuation/Shelter/Meeting locations in case of:

Fire _____

Earthquake: _____

Lightning: _____

Flood: _____

Intruder: _____

Other: _____

Anything else that is specific to your event's location:

How do you know who is present at the event? Are they all accounted for?

Our Attendance Procedure:

General Emergency Plans

No two events or locations are the same. No two emergencies are the same. While the various steps and suggestions outlined here represent general guidelines, your own good judgement should be the final authority until you are able to contact assistance. These suggested plans are a starting point to create your own event emergency plans. The safety and well-being of the girls and volunteers ALWAYS comes first.

Girls will be trained to handle emergencies with good judgment and to follow appropriate emergency procedures, through the use of orientations and/or drills at the beginning of the event. Good health and safety measures are practiced at all times throughout all aspects of the program. The Safety Activity Checkpoints are used to guide the planning and conduct of all activities where applicable.

- Girl Scouts of Western Washington provides a written safety management plan that systematically covers all the factors that may affect the health and safety of individuals participating in Girl Scout program. These procedures should be reviewed and modified to address the conditions at the specific site or facility where your event is taking place.
- Plans and procedures are developed in advance to meet natural, human-made, and health emergencies such as earthquake, intruder, or fire. These plans are in writing. All plans are on file at both should be prepared to carry out procedures.
- You will familiarize girls with the procedures to follow if they become lost or separated from the main group or unit.
- All adult volunteers and girls are covered by accident insurance.
- Prior to the event, identify the location of the nearest hospital.

Communication Plan

Identify an appropriate communication plan for your site. Your facility may have a plan in place that you can take advantage. Find out – does your site have cellphone service? Does the facility have landline phones available? Does the facility provide walkie-talkies or radios? Do you need to provide your own radio communication devices? Do you have a list of phone numbers, or emergency contact forms for girls that you can split between several people?

How will you contact parents in the event that you need to evacuate? Make a plan for a phone tree, group text/email or other methods to notify families of changing conditions.

Major Injuries or Accidents

If you are the primary adult volunteer at the scene if the accident:

- Count to ten and evaluate the overall situation. Do not rush or panic.
- Take charge. Be firm and clear with your instructions to girls and volunteers. Use a calm tone of voice.
- The volunteer with the highest level of appropriate certification is delegated the responsibility to aid the injured party. Give priority attention to caring for the needs of the victim. The person rendering first aid must enter the information in the health log following the incident.
- Delegate another volunteer to ensure the safety of other girls by taking them away from the immediate scene and organizing singing, games, or other activities. Retain one volunteer at the scene of the accident with the victim.
- Contact the health-care supervisor as soon as possible. Provide a clear description of the emergency and your location.
- Notify the event director or other leadership team members.
- Begin collecting the facts. What happened? How? When? Where? Witnesses? Where were the volunteers? Girls? What could the victim have done to prevent the injury?

- Once the health-care supervisor and/or event director arrives at the scene, summarize the situation and answer questions. The health-care supervisor or event director will take charge.
- Prepare and submit accident reports to Girl Scouts of Western Washington within 24 hours.
- In the case of a critical accident, serious injury, harm or fatality: Keep a responsible adult at the scene of the accident or emergency situation to see that nothing is disturbed until medical aid or the law-enforcement authorities arrive.

If you are away from the event site:

- If the injury is not a life/death situation or is an illness, contact the event director or health supervisor first. If the emergency appears to be life/death related, call 911 first (or appropriate EMS number), then notify the event team.
- Be prepared to deal with the public and possibly the media. Do not issue any statements. Do not make any comments “off the record.” Do not speculate.
- Indicate as pleasantly as possible that you are not authorized to speak for Girl Scouts and refer them to the event director.
- Make NO statement orally, or in writing, which could be interpreted as assuming or rejecting responsibility for the accident or emergency. Under NO circumstances reveal the name of the victim or other persons involved.
- Cooperate with the public emergency personnel at the scene. Get the name, badge number, and jurisdiction of the officer taking the report. If possible, get the report number, too.
- Contact the child’s parents only if you have authorization from the event director or health-care supervisor.

If you are a secondary volunteer at the scene: The girls’ safety is our first priority!

- Quickly and quietly follow the directions of the person in charge of the situation.
- Do not panic . . . remember, you must set an example for the girls at the scene.
- Offer advice only if you are more knowledgeable about the incident or you are asked.
- Do not discuss or allow girls to discuss the situation with anyone other than Girl Scout staff or law-enforcement officials.
- Assist in preparing reports as needed.

Evacuation

If it is necessary to immediately evacuate the event location, girls will be divided by units, troops or patrols as appropriate) and loaded into all vehicles and volunteers’ cars and transported to a safety zone. To expedite this process, volunteers’ cars should be parked facing out.

If you do not have enough vehicles to accommodate all the girls, have a phone tree planned to contact parents or other adult volunteers. Have rosters with contact information available. If girls are attending with their troop, the leader should have this information handy.

Earthquake

Most girls are well rehearsed in earthquake “duck-and-cover” drills at school. If girls are inside, have them move away from windows and “duck and cover” under beds, tables, or stand in braced doorways. If the earthquake catches you outside, move away from buildings and trees. Seek an open area.

After an earthquake, do not enter any buildings until they have been checked by the authorities. If possible, shut off the electrical system until the building is checked. Attempt to stop any water leaks.

Stay in your area if it seems safe. Calm the girls and provide program activities (singing, stories, etc.) until help arrives.

Electrical Storm/Severe Weather

Check weather reports so you can anticipate thunderstorms or other severe weather conditions. There are smartphone apps that can keep you updated throughout the day. Identify safe shelters as part of your pre-event plans.

Lightning will seek tall objects, so stay away from lone trees, drinking fountains, and hilltops. Lightning can travel through the ground, so it can be dangerous to even be near a tall tree. Picnic shelters provide cover from rain, but these can actually attract lightning. Seek shelter in a permanent building structure (grounded by plumbing and/or electrical wiring), or automobile. If shelter is not available, make yourself as low and small as possible – but don't lie flat on the ground. Squat down with your feet (in shoes) on the ground.

All swimmers and boaters must go to the shore or edge and get out of the water upon the signal from the waterfront volunteers.

Fire

Fire drills are held within the first 24 hours of a multi-day event. The safety of girls and volunteers depends on everyone performing their job efficiently. To avoid confusion during an emergency, learn your responsibilities well. Review with girls and volunteers where to assemble when they hear the alarm.

Signal - Blasts of the air horn is 'the signal.' When the signal is heard, blow the emergency whistle to assemble girls.

If the fire is in the unit, designate one volunteer to walk the girls away from the fire (upwind or downhill). Another volunteer is designated to sound the air-horn alarm and to notify the rest of your group. Other volunteers attempt to contain the fire using hoses, rakes, shovels, bucket brigade, and fire extinguisher. Begin fighting the fire at the outside perimeter, not in the middle, since attacking the center tends to spread it more. Use good judgement! Do not risk injury to volunteers or girls.

When the Alarm Sounds - Stop all activities, assemble all girls in a buddy line and count to be sure all the girls and volunteers are present. All persons, if possible, should have shoes on their feet, and if at night, flashlights. Proceed quickly and quietly to the designated parking area. Walk on the side of the road facing traffic. Leave room for vehicles to pass. Upon arrival, do another head count and report the number of girls and volunteers present to the person in charge. Keep the girls quiet and calm and wait for further instruction.

If the fire prevents you from reaching the parking area, use good judgement. Stay put so an LeadershipTeam member can reach you OR exit quickly, using the safest route, to the nearest road. Wait at the road for assistance. If possible, bring the girls' medications and the unit first-aid kit. Volunteers without unit responsibility will carry out their assigned tasks.

Missing Person Procedure

At the beginning of the event, review with girls how to "stay found" and what to do if separated from the group with girls.

Upon determining that a girl is missing:

- Determine when and where the girl was last seen. Stay calm so you don't frighten the other girls.

- Discover (if possible) the girl's state of mind. Was she depressed or angry, threatening to run away? Did she fall behind on a hike, or leave to visit a friend in another unit? A girl who does not wish to be found will require a wider and more careful search.
- Do a search of the immediate area with available volunteers. (The girl may have wandered to the edge of the activity.) Ask nearby girls and volunteers if they have seen or know where the girl is. Before leaving the rest of the group to find a girl, see that they are supervised by another volunteer.
- Check any known "accomplices" (friends in other cabins, etc).
- Check bathrooms, dining hall, the cabin, and a friend's cabin.
- Contact the event director or other event team members about the situation. Include the name of the missing girl, when and where last seen, description of child: hair, eyes, weight, height, and, as close as possible, clothing. The event team will organize an extended search. If the girl is not found in 20 minutes, the girl will be presumed lost, and the event team will contact the girl's parents (or emergency contact), Girl Scout staff and local authorities.
- Do not ignore the remaining girls. Be calm and positive. Acknowledge their fears and move on to some activity.
- Complete an incident report and any other reports requested.

Intruders

Unfamiliar persons on the property may range from someone lost and looking for directions to a person with intent to do harm to persons or property. Some judgement must be made on the part of volunteers. Be observant as to the make, model, and license number of the car. Persons should be questioned to ascertain who they are and why they are here. Do not antagonize the intruder. Be polite, give assistance if possible, refer the person to the headquarters, or ask them to leave. This is private property and not open to the public. Observe to ascertain that the person leaves the site.

If the appearance of the unfamiliar person makes you uncomfortable, approach with another volunteer. Someone should stay with the girls away from the situation.

If the person seems threatening in any way, do not approach or take any chances. Remove yourselves and the girls from the area, notify the event director, and observe the whereabouts of the person.

If you see or suspect an intruder at night, immediately and quietly notify the other volunteers and the event director. Check all sleeping areas for a head count. In order to prevent false alarms and unnecessary fright, all volunteers will carry flashlights and identify themselves when walking in the area at night.

Teach the girls to come quietly and tell you if they see an unfamiliar person on the property. If a child encounters an unfamiliar person, real or imagined, never tell the child that "it really wasn't anything," "there is no need to be afraid," or "it was just your imagination." Frightened children need to be allowed to experience their fear, to know that it is okay to be afraid, and to talk about their experience.

If you are away from the event site, keep a volunteer with the girls while two other volunteers go to notify a park ranger or law-enforcement officer if someone seems to be behaving suspiciously or inappropriately around your area.

Notify the event director immediately of any intruders. Complete an incident report and any other reports requested.

Kidnapping

Do not allow anyone to remove a girl from the event who is not on the list of approved “pick up” adults for that girl. All volunteers will refer all visitors (stranger or known) to the event director. Under NO conditions may a girl be removed from facility without the permission of the event director.

Strangers may come to the event in search of potential victims. Custody disputes between parents can result in an attempt to remove a girl from the event. If a girl is to be picked up from the event early or by another person, there should be written permission from the girl’s parent or guardian on file with the event director. The director (or a designee) will verify this written instruction and check identification when someone is picking up a girl.

In the event that a girl is taken from the event without the expressed and direct approval of the parent or the director: Get descriptions of all persons involved if possible (hair, clothes, height, license number of car, etc.). Notify the event director IMMEDIATELY!

Safety Orientation and Drills

Your volunteer team should receive orientation and instructions on emergency plans and procedures. Consider how much orientation and practice the girls need. They need to know what to do in an emergency, but we don’t want to frighten them or cause them to fear being in outdoor settings.

Conclusion

The Health Supervisor is an integral member of the event team, ensuring safe and healthy conditions so that participants have a positive experience at Girl Scouting events. If at any point before, during, or after your event you have any questions, don’t hesitate to contact Girl Scouts of Western Washington for clarification or support. As always, thanks for all you do!