

Emergency Action Plan Template for High Adventure Activities

**Note: This EAP provides the most basic information you should have for your high adventure activity. Troop leaders and facilitators should add any additional information or sections as they see fit.*

Activity:
 Duration of Activity (Dates and/or times):
 Location of Activity (if multiple locations, list all):
 Troop(s):
 Leader(s):
 First Aider:
 Additional Adults Attending:
 Number of Girls Attending:
 Level(s) of Girls Attending:

I. Girl Scout/Safety Activity Checkpoint Information

- Girl-to-Adult Ratio required for the activity (may be same as normal ratio):
- Is a specialized certification required for the activity? Y/N
 - If yes, list the name of the certified adult or vendor leading the activity and the certification they possess:
- Does the activity require a certificate of insurance when using a vendor? Y/N
 - If yes, are you using a vendor? Y/N
 - If yes, have you checked to see if they are on the Approved Vendor List OR submitted their certificate of insurance to GSHNC? Y/N

II. Hazards at Location/During Activity

Location	Hazard/Emergency	Prevention	Treatment/Action Plan
<i>Example</i>	<i>Sun burn</i>	<ul style="list-style-type: none"> - Sun screen - Hats and other protective clothing - Limit sun exposure 	<ul style="list-style-type: none"> - Aloe - No sun exposure - Hydrate
<i>Example</i>	<i>Dehydration</i>	<ul style="list-style-type: none"> -Frequent water breaks - Bring water bottles everywhere 	<ul style="list-style-type: none"> - Hydrate - Shade - If severe, may need medical attention

III. Weather Plan

Day	Location	Closest Shelter?	Extreme Weather Plan
Saturday	<i>Coles Trip – Aquia Side</i>	<i>Varies – White House Lodge is severe weather shelter</i>	<i>White House Lodge is the emergency weather shelter for the Aquia side. If there is time, evacuate to the basement of the lodge. If not enough time, evacuate to the nearest lodge. If you must remain in your unit, take shelter in the most protected shelter there is or evacuate to vehicles.</i>

IV. Safety Gear/First Aid

1. List who will be carrying emergency equipment (i.e. first aid kit) and/or medications
 - a.
 - b.
 - c.
2. List all gear related to safety necessary on this activity (add lines as needed):
 - a.
 - b.
 - c.
3. List all first aid supplies necessary specific to this activity:
 - a.
 - b.
 - c.
4. (Optional) List all required gear for the activity:
 - a.
 - b.
 - c.
5. (Optional) List all additional gear one might need for the activity:
 - a.
 - b.
 - c.

V. Evacuation/Emergency Services- Answer for every location

Location 1:

- Where are the emergency exit points?
- Where is/are your Evacuation Meeting Place(s) (where people should go if the group becomes separated or a girl becomes lost)?
- What emergency signal(s) will you use to communicate that there is an emergency?

- Where would you meet EMS should they be called?
- When would you call EMS vs. transport to hospital by personal vehicle?
- What is the furthest you would need to travel to get to a road/accessible area?
- What is the furthest you would be from a vehicle?
- What mode of transportation will you use to get to an evacuation point (boat, hike, etc.)?
- What role would each of your adults take on in the event of an emergency?
 - *Tina Troop Leader – Calls for help and coordinates arrival of emergency services*
 - *Frannie First Aider – Stays with injured girl(s)*

VI. Nearest Hospital- Answer for every location

Location	Closest Hospital	Directions

VII. List Relevant Phone Numbers

- *List the contact information of all relevant parties (e.g. troop leaders, Camp Caretaker, Park Service office, etc.)*