

	Department: Program-Travel	Title: Travel Emergencies and Special Considerations
Document ID: <i>(leave blank at this time)</i>	Revision:	Effective Date: 2/2024

Purpose: *To ensure that all details are covered and that extenuating circumstances are considered.*

Scope: *This procedure applies to the Program Department- Travel.*

Responsibilities: *Girl Experience Manager-Travel and Program Managers*

Frequency: *Ongoing*

Timeframe: *Travel Trip Emergencies and Special Considerations are part of the planning process and also while the trip is taking place.*

Procedure:

1. Print and carry an Emergency Procedures Card
2. Be prepared for unexpected changes to the program or itinerary
 - a. Inclement weather
 - b. Unexpected program closures/cancellations
 - c. Traffic delays
3. One chaperone should keep a first aid kit:
 - a. Band-aids
 - b. Gauze & Tape
 - c. Ace bandage
 - d. Alcohol wipes
 - e. Antibiotic ointment
 - f. OTC pain relievers- Tylenol, Ibuprofen
 - g. Thermometer
 - h. Cold pack- CHECK WITH AIRLINE
 - i. Gloves
 - j. Small bottle of hydrogen peroxide- CHECK WITH AIRLINE

- k. Tweezers- CHECK WITH AIRLINE
- 4. Every chaperone should keep a small first-aid kit:
 - a. Band-aids
 - b. Alcohol wipes
 - c. Antibiotic ointment
- 5. Stay informed of weather conditions, particularly during the winter months
- 6. When necessary, make changes to itinerary in order to avoid travelling during dangerous conditions
 - a. Use GS BILL card if needed for emergency lodging/food
 - b. Communicate with Fiscal
 - c. Communicate with AAA, Mutual of Omaha, or trip insurance company
- 7. If involved in a vehicular accident, follow required protocols
 - a. Call 911
 - b. If unsafe to stay in the bus, evacuate the group to the closest public shelter
- 8. Keep in binder:
 - a. Emergency contacts
 - b. Emergency Procedures Card
 - c. Accident/Incident Report Forms
 - d. Insurance claim form

References:

- *Emergency Procedures Card*
- *Travel Trip Calendar Planning SOP*
- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Delivery and Management SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Staff Chaperones SOP*
- *Travel Trip Administrative Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	