

Your emergency file checklist

All units and Girlguiding areas need to create an emergency file that can be taken along to all guiding activities. So you can rest assured that in the event of an incident you're fully prepared and supported.



There are a number of documents needed for your file - they consist of forms, templates and information you might need when planning and running guiding activities:

1. Emergency action plan	8. Fire evacuation form
2. Notification of accident incident form	9. Emergency contact report for girls (downloaded from GO)
3. Accident or incident witness statement form	10. Wellbeing plan (for those who need it)
4. Risk assessment template	11. Information and consent form
5. Keeping information safe leaflet	12. Health information forms
6. A Safe Space pocket guide	13. Adjustment plans (for those who need it)
7. Emergency contact information form	

These can all be downloaded from the Girlguiding website by searching 'what to do in an emergency'. All the documents, including this checklist sheet, should be printed and completed with the relevant information. More copies can be downloaded from our website when needed. And do remember that you can add any other information to your file which might be useful in the event of an emergency.

It's important that some of these documents are reviewed and updated regularly. Below is a table showing where this is the case. And there's space to add any other documents, not listed, which you want to review.

Forms and documents for regular review:

Document name	How often should it be reviewed?
Emergency contact information report	Termly
Fire evacuation form	Termly
Emergency contact report for girls - downloaded from GO	To be reviewed termly or as change of role requires

Your file will contain personal details of members and girls so it's important that it's kept secure during meetings - in line with Girlguiding policy. The information must be kept up to date and then destroyed once it's no longer needed.

Thank you for all that you do in making sure guiding activities are challenging, lots of fun and carried out safely.