

# Evacuation from Kuwait - Girl Scout Troop Procedures

*Updated October 1, 2002*

## Summary:

- **Prepare in advance** so you don't have to worry if you find you must leave suddenly.
- Of course, **people come first**, not Girl Scout funds and supplies.
- **Records, equipment and supplies should be left in GS Closet** at ASK when possible.
- **All troop monies should be left with the Overseas Committee Treasurer** (Susan) or with one of the OC co-chairs, Lou Ann or Adrienne, if possible. If you can't get the monies to any of the above, take the monies with you when you evacuate.

## Details:

When possible, keep all of your troop's records and possessions in the Girl Scout closet at ASK. Keep an updated supply list and troop records on a computer if possible and/or in a folder. In an evacuation, give the lists and records to the OC chairman or another OC member. This way, any leader who has a key to the GS closet will be able to get to the items and resume (or continue) Girl Scout meetings when appropriate.

Make sure the troop funds are normally kept at the house of one of the leaders. If evacuating, give the troop funds to the OC Treasurer or the OC chairman. If there is no time to get the troop funds to someone else, take them with you when you leave Kuwait.

Prepare your troop in advance for the possibility of an evacuation. Speak to them about it in age-appropriate terms. Assure them that even if some people "leave Kuwait for awhile", they will be able to keep in touch with their Girl Scout friends by letter or email. Don't dwell on this with younger girls, just a mention of it, particularly if one of the girls brings it up.

Make sure you have all emergency phone numbers available for all girls and that you know exactly what you and the girls would do in the event of an emergency during a meeting or field trip. (You should already be doing that anyway!)

Registered Girl Scouts who evacuate to the USA can be placed in stateside troops temporarily. USA Girl Scouts Overseas in New York will be of assistance in placing the girls or in providing an introductory letter to a new troop. This can be arranged by contacting Sandy Thomas, Director of USA Girl Scouts Overseas at (212) 852-8073 or fax (212) 852-8183 or [overseas@girlscouts.org](mailto:overseas@girlscouts.org). Or parents can call the local Girl Scout Council where they are staying (just look up Girl Scouts in the white pages of the phone book) and explain the situation, asking for a temporary placement. Some parents might find their own troop for the girl through family or friends. The USA Girl Scouts Overseas – Kuwait website is <http://usagskuwait.tripod.com> and our general email address is [usagskuwait@hotmail.com](mailto:usagskuwait@hotmail.com) should you need further help regarding Girl Scouts.

I am attaching part of a letter that one troop leader wrote to her families about evacuating, in case you'd like to use it. I can also email you the letter if you'd like to edit it for your own use.

Hope we don't have to use these plans, but we should still "Be Prepared"!

## SAMPLE PARENT LETTER

October 1, 2002

Dear Parents of Girl Scout Troop \_\_\_\_\_:

As all Girl Scouts know, the Girl Scout Motto is: "Be Prepared". In light of the uncertain times in which we live, I have been giving some thoughts to planning ahead and being prepared in case families must temporarily evacuate from Kuwait. While I do not EXPECT that we will be evacuated, it is prudent to have plans in place given current events. For this reason, I would like to obtain a list of the primary points of contact for each girl in our troop so that all the girls can keep in contact and support each other during a disruption in their routine.

USA Girl Scouts Overseas (USAGSO) is headquartered in New York City. The staff there will be glad to assist you in finding a temporary placement for your daughter in a US-based troop if you find yourself evacuating to the U.S. You can arrange this yourself by contacting USA Girl Scouts Overseas directly at [overseas@girlscouts.org](mailto:overseas@girlscouts.org). Be sure and include your daughter's name, her troop number, registered location (Kuwait) and your temporary location in the U.S. Or you could phone Sandy Thomas, Director of USA Girl Scouts Overseas at (212) 852-8073 or fax (212) 852-8183 for help. You could also call the local Girl Scout Council where you are staying (just look up "Girl Scouts" in the white pages of the phone book) and explain your situation, asking for a temporary placement. Or you may be able to find your own troop for your daughter through family or friends. If you would like a letter of introduction from USAGSO to help you place your daughter in a troop in the US, that could be done as well.

It would be good for the girls to join a troop in their evacuation locations if possible. The familiar uniforms and activities plus the welcoming attitude shared by Girl Scouts everywhere could help ease the transition for your daughter if her normal routine is disrupted due to evacuation. However, I will put together a packet for the girls that will include a schedule and copies of the badges that we will be working on throughout the end of this year. These badges can still be earned, even if they work on them alone. Most of the activities are very simple.

If you would provide me with a primary point of contact, address, phone number and email address if possible, I will put a list together "just in case"! That way, I can BE PREPARED.