

Troop Travel Resource



Some of the most memorable moments in a Girl Scout's life happen while traveling. Travel offers a wealth of opportunities for girls to develop leadership, confidence, and practical life skills. Is your troop ready to plan an adventure together? Use this resource as a guide for all you need to know to plan a local, regional, or international trip!

Safety Guidelines

Read and follow [Safety Activity Checkpoints](#). Share them with other volunteers, parents, and girls before engaging in activities.

When preparing for any activity with girls, start by reading the Girl Scout [Safety Activity Checkpoints](#) for that particular activity. Each checkpoint provides information on where to do the activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare for the activity, what specific steps to follow on the day of the activity, and more.

If your girls are interested in an activity not listed in the Safety Activity Checkpoints, be sure to complete the [Trip and Travel Application](#) BEFORE making any definite plans, and we can help you ensure the girls' safety through that process.

Arrange for proper adult supervision of girls. There must be at least two unrelated registered adult volunteers present at all times, plus additional registered adult volunteers as necessary, depending on the size of the group and the ages and abilities of the girls. Refer to the Safety Activity Checkpoint [Adult Volunteer-to-Youth Ratio Table](#) for details. Volunteers must be screened by our council first. One lead volunteer in every group must be a woman. Refer to the Adult Volunteer to Youth Ratio table for

Get parent/guardian permission. When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details and obtain permission for girls to participate. [GSGCNWI Forms and Documents](#).

Be prepared for emergencies. When an activity takes place that is outside the normal time and place a General First Aider is required to be in attendance. A general first aider is an adult volunteer who has taken Girl Scouts of Greater Chicago and Northwest Indiana–approved first aid and CPR training that includes specific instructions for adult and pediatric CPR, first aid, and AED (Automated External Defibrillator) training that, minimally, includes face-to-face, hands-on skill checks. See [Safety Activity Checkpoints](#) for details.

Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security.

Always keep handy a well-stocked first-aid kit, girls' health histories, and contact information for girls' families.

Travel safely. When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved, registered adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat, always wears her seat belt, and adheres to state laws regarding booster seats and requirements for children in rear seats.

Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning so they know what to expect. Each participant should have her own bed; parent/guardian permission must be obtained if girls are to share a bed. Girls and adults do not share a bed; however, some exceptions may be made for mothers and daughters. It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with girls, but if an adult woman does share the sleeping area, there should always be two unrelated adult women present. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters. When parents staff events, daughters should remain in quarters with other girls rather than in staff areas.

Model the right behavior. Volunteers and adults may not purchase, consume, possess, or be under the influence of alcohol, recreational drugs/substances, prescription drugs, or over-the-counter medications which impair performance or judgment while participating in Girl Scout–sanctioned activities, in the presence of Girl Scout members while conducting Girl Scout business, or in Girl Scout branded clothing. Alcohol or any substance which may impair one’s judgment must never be used by volunteers, adult members, or any other adult in the presence of a youth member, or immediately prior to a Girl Scout activity.

Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

Ensure that no girl is treated differently. Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status.

When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

Seeking Council Permission

Before all trips, you and the girls should review our **council’s Trip and Travel Overview** table below to discover when you will need to obtain council permission for trips and how far in advance it needs to be submitted.

Encourage older girls to submit much of the information themselves, including the following information when applicable:

- Detailed itinerary, including specific activities involved, mode of travel, and all dates and times.
- Location and type of premises to be used.
- Numbers of girls who will be participating (parental permissions must be obtained)
- Names and contact information for the adults participating.
- Names and contact information for the adult with First-Aid/ CPR with AED certification.
- Any other groups, organizations, consultants, or resource people will be involved.
- Participants’ skill levels (language skills, backpacking, or camping experience, etc.)
- Any specialized equipment that will be used
- Required agreements or contracts (for example, hiring a bus, use of premises)

GCNWI Trip and Travel Overview

Type of Trip	Day	Overnight – United States		Outside the United States
		Not-Camp	Camp	
Location	Not GSGCNWI Property	GSGCNWI Property	Not GSGCNWI Property	Not GSGCNWI Property
Council Approval Required	See Safety Activity Checkpoints to determine if council approval is required Trip and Travel Application	Yes Trip and Travel Application	Yes Property Rental Application	Yes Intent to Travel Internationally Application
Application Deadline	4 weeks prior			1 year prior
Supplemental Insurance	<p>Note: Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers <i>accidental bodily injury</i>. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident to your council at the time it occurs.</p> <p>Plan 3P. Accident plus Sickness: Plan 3P covers the same as Basic Plan 1 <i>plus sickness coverage</i>. Sickness coverage must be purchased separately and is intended as an option for extended, long-distance trips.</p> <p>Plan 3PI. Accident plus Sickness for International Trips: Plan 3PI coverage is needed for international trips. It provides accident plus sickness coverage for trips outside of the USA. The Basic Plan 1 will not cover international trips, so it is necessary to purchase Plan 3PI when taking Girl Scouts on international travel.</p>			
<p>First-Aid/ CPR with AED Training is required for at least one volunteer. Refer to Safety Activity Checkpoints for details. Safety in Girl Scouting for at least one volunteer. It is available in gsLearn.</p>				
<p>Council Outdoor Training Progression</p> <p>Training is needed for both day and overnight activities at any camp property.</p> <p>Cabin Camping is necessary for one or more nights when camping with no campfires.</p> <p>Fire Safety and Fire Building to have a campfire & s'mores or stick cooking.</p> <p>Outdoor Cooking for more extensive outdoor cooking over a fire or with charcoal.</p> <p>Rustic Camping to sleep in platform tents, yurts, or pitch-your-own tent sites and cook outside. Outdoor Cooking and Rustic Camping require completion of the online content and attendance at an in-person session is for full credit. These courses may be found in gsLearn.</p> <p>See the Safety Activity Checkpoints activity-specific training requirements</p>				

Visiting Council Property

Our camp and other properties have heard girls giggle and sing silly camp songs for generations. They are a safe space to take girls on day hikes, first overnights, weekend retreats, and more! Visit our webpage for [Property Information and Reservations](#). Instructions on how to submit a reservation request can be found there.

- **First Aider must be present** at all times with your troop and designated when completing the reservation. Refer to the First Aid in [Safety Activity Checkpoints](#) for more information.
- **Select your accommodations.** Visit [Camp and Outdoors](#) to view available accommodations.
- **Complete a reservation request on our property reservation website.** Submitting a property request will hold the site for you. Payment will be required in full at the time of reservation. Property requests will be reviewed and approved by our property registrar, pending verification of completed Outdoor training and First Aid/CPR certification.

If you have questions, wish to tour a camp, or reserve a property for a large group event, please contact our property registrar at 815-651-2711.

Outdoor Training Progression

Cabin Camping is necessary for one or more nights at camp with no campfires.

Fire Safety and Fire Building required to have a campfire & s'mores or stick cooking.

Outdoor Cooking is required for more extensive outdoor cooking over a fire or with charcoal.

Rustic Camping is required when sleeping in platform tents, yurts, or pitch-your-own tent sites and cooking outside.

These courses may be found in [gsLearn](#).

Outdoor Cooking and Rustic Camping are blended learning courses, completion of the online content and attendance at an in-person session is required for completion.

Previously completed Outdoor Module 1, 2 & 3 training completed after 2009, will be accepted. Past training completion may be found in your profile Achievements tab. Contact gstraining@girlscoutsgcnwi.org with questions.

Outdoor Module 2 qualifies for completion of Cabin Camping and Fire Building & Fire Safety.

Outdoor Module 3 qualifies for completion of Fire Building & Fire Safety, Outdoor Cooking, and Rustic Camping.

Making it Girl-Led

Girls who help make decisions and plan their activities tend to love their Girl Scout experiences more than those whose leaders do everything for them. They feel connected, valued, and “heard.” When leaders encourage girls to make basic decisions and participate in planning, they establish a valuable foundation for girls to make larger decisions and plan bigger activities in the future. Overall, it is important to set expectations with both girls and families that building leadership is sometimes a messy process but is always beneficial in terms of girls’ growth and development.

Why should Girl Scout travel be girl-led? When girls step up and take ownership of their decisions, they grow into confident leaders who can make informed and empowered decisions— a valuable skill they’ll carry throughout their lives.

Letting Girls Lead

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It’s true that as the locale gets farther away and the duration of the trip grows, the itinerary and details become more complex, but planning every trip starts by asking the following: What do we hope to experience?

Who will we want to talk to and meet?

What will we ask?

Where are we interested in going? When are we all available to go?

Will everyone in our group be able to go?

Are there physical barriers that cannot be accommodated?

What are visiting hours and the need for reservations?

What are our options for getting there?

What’s the least and most this trip could cost?

What can we do now to get ourselves ready?

How will we earn the money?

What’s the availability of drinking water, restrooms, and eating places?

Where is emergency help available?

What safety factors must we consider?

What will we do as we travel?

What will we do when we get there?

As girls answer these questions, they begin the trip-planning process. In time, girls can make specific arrangements, attend to many details, create a budget, handle money, and accept responsibility for their conduct and safety. Later, after they’ve returned from an event or trip, girls also have the chance to evaluate their experiences and share them with others. What does it look like to plan a trip while making it girl-led? Girl Scouts at each level below can work on the bullet points listed, as well as any bullets in younger Girl Scout levels.

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What does it look like to plan a trip while making it girl-led? Girl Scouts at each level below can work on the bullet points listed, as well as any bullets in younger Girl Scout levels.

Daisies

- Girl Scout Daisies can choose where they'd like to go on a day trip. Give girls a few options and let them decide or let them brainstorm a few ideas while guiding them to reach a decision.

Brownies

- Girl Scout Brownies can choose where they'd like to go on a day trip or overnight. Give them a few options and let them decide.
- Girls can choose an activity they'd like to do while at that location. That might be an activity to work toward earning a badge or choosing where to go for lunch.

Juniors

- After choosing where they want to go on the day trip or overnight, Juniors can plan the activities they do and the meals.
- They can also plan some travel games, or what they'd like to do along the way.
- Girl Scout Juniors should work on packing their own bags for the trip.
- Girls at this age can start to review [Safety Activity Checkpoints](#) to help guide them in their decision-making.

Cadettes

- While planning for a trip, Girl Scout Cadettes can plan key details of the trip, such as the activities, the budget, the route, and lodging.
- Girl Scout Cadettes may even be ready to lead the planning process for a national trip.
- Girl Scout Cadettes should consider adding community service or a Take Action Project to the itinerary.

Seniors & Ambassadors

- Girl Scout Seniors and Ambassadors are ready to plan their entire trip from start to finish. This includes the smaller details like learning the language, culture, passports and visas, exchange rates, etc.

Money-Earning Basics

Girls earn money in two distinct ways: the Fall Product and Girl Scout Cookie programs organized by our council and group money-earning activities organized by the troop.

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that product programs and additional money-earning activities are conducted with legal and financial integrity. Check out the Money-Earning Basics in the [Troop Finance Section](#) of Volunteer Essentials.

Staying Safe During the Trip

Be sure to discuss the following items with the girls and their parents before you leave on any trip (you may also want to put this information in writing and have the girls sign it). The Safety in Girl Scouting course for trip leaders on gsLearn is also required before traveling.

- Who her buddy is and how the buddy system works.
- What to do if separated from the group, whether by accident or because of a crime.
- What to do if she loses something significant: money, passport, luggage
- What to do in the event of a crime and how to report a crime.
- What to do if emergency help is needed
- How to deal with a large crowd (if applicable)
- What behaviors you expect and what consequences exist for not living up to those behaviors.

Involving Chaperones

To determine how many volunteer chaperones the girls will need with them on the trip, see the Adult Supervisions in [Safety Activity Checkpoints](#). As you ask for chaperones, be sure to look for ones who are committed to...

- Being a positive role model
- Respecting all girls and adults equally, with no preferential treatment
- Creating a safe space for girls
- Prioritizing the safety of all girls
- Supporting and reinforcing a group agreement
- Handling pressure and stress by modeling flexibility and a sense of humor
- Creating an experience for and with girls
- Getting fit (appropriate to the trip)

Adults in Addition to Chaperones

Traveling with Girl Scouts is unique from other organizations because girls take the lead both during the planning and on the trip. This helps girls build essential skills, develop confidence, overcome challenges, and practice collaboration. Girls are most likely to achieve these outcomes when they travel with the recommended girl/adult ratios, rather than with too many adults on the trip. When there are too many adults participating, it becomes difficult for the trip to remain girl-led.

When parents are involved, make certain you model for them girl-led practices and help them take a supporting role in girl decision-making. That way, by the time girls are ready for a weekend trip, and a regional or national trip, your girls are ready to do the planning and to make decisions. You may want to start your travel experiences with Daisies by inviting parents to join local field trips and day trips but avoid having parents tag along on your regional, national, and international trips. If girls are not ready to travel without a parent, they are not yet ready to step up to a more intensive trip. When you give girls the chance to travel independently (with their leaders, of course!) You help girls build decision-making skills and confidence and provide them with a powerful component in girls' full Girl Scout Leadership Experience.

Travel Security and Safety Tips

Share these safety tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:

- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm.
- Don't mention or display your room number when in the presence of strangers.
- Never leave jewelry, electronics, cash, or credit cards in your room.
- Never leave luggage unattended.
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take these with you if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase. Before leaving your room, feel the door: if it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Trip leaders: Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also, be sure the hotel doesn't provide access to inappropriate movies on TV and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel and ask them to contact you if any girls are seen out of their rooms after bedtime.

Some activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely. Please check [Safety Activity Checkpoints](#) before planning any activities with your troop. Safety Activity Checkpoints outlines each activity and indicate if council pre-approval is required.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress.

Preparing for Activities

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, contact your local service unit manager with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration.

Experts

The [Safety Activity Checkpoints](#) for most activities require having an expert on hand to help girls learn an activity. Some things to keep in mind:

Does the person have documented training and experience? They should have documented experience of the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity, and letters of reference. The expert's training, certifications, and experience should mirror those outlined in the Safety Activity Checkpoints.

What do they need to be able to do? This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. At the very least, this person should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios, and respond appropriately in an emergency.

See more on Experts under Safety Standards and Activity Guidelines in the introduction to [Safety Activity Checkpoints](#) under the topic of Instructor Credibility.

[Safety Activity Checkpoints](#) exist for many activities. Be sure to refer to it for all activities you will be doing on your trip.

Knowing Your Responsibilities

You, the volunteer, the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. Refer to Safety Activity Checkpoints for details.

Responsibilities of the Volunteer

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and you all demonstrate that by agreeing to always follow these guidelines.

Responsibilities of Parents and Guardians

You should engage each parent or guardian to help you work toward ensuring the health, safety, and well-being of girls. Clearly communicate to parents and guardians that they are expected to...

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
- Make provisions for their daughters to get to and from meeting places or other designated sites in a safe and timely manner and inform you if someone other than the parent or guardian will drop off or pick up the child.
- Provide their daughters with appropriate clothing and equipment for activities or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Be aware of appropriate behavior expected of their daughters.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.

Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to...

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safely” and be prepared at all times.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.

Health Histories

Current health histories for all girls and adults within the troop should be maintained by the troop leaders and carried by that leader to all activities and events in case of an accident or emergency that requires medical attention or communication with parents/guardians or emergency contacts. Keep in mind that information from a health examination is confidential and may be shared only with people who must know this information (such as the girl herself, her parent/guardian, and a health practitioner). Refer to [Safety Activity Checkpoints](#) for more information. [GSGCNWI Forms and Documents](#).

It is important for you to also be aware of any medications a girl may take or allergies she may have.

Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl’s custodial parent or guardian. Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen, or diabetes medication.

Girl Scout Activity Insurance

Every registered Girl Scout and registered volunteer member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration.

Refer to the Insurance section of [Safety Activity Checkpoints](#) to determine if additional insurance is required.

Certificates of Insurance

If you are asked for a certificate of insurance, please email insurance@girlscoutsgcnwi.org. Please include the full name of the venue, address, city, state, zip, venue contact name, and the venue contact email address. The facility or vendor that hosts your troop event (for example, a riding stable, a hotel, or a bus company) should carry general liability insurance, and auto liability when motor vehicles are involved. A facility that carries valid general liability insurance has almost always been examined for risk by its insurance carrier. If a place does not carry general liability insurance, it’s a red flag. It may not be safe, so it would be best to select another place.

Providing Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction on how to care for themselves and others in emergencies. They also need to learn the importance of reporting any accidents, illnesses, or unusual behaviors during Girl Scout activities to adults. You can help girls to...

- Know what to report. See the “Procedures for Accidents” section later in this resource.
- Establish and practice procedures for weather 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, up-to-date 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.

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 the council’s adult development team before enrolling in the class.

Girl Scouts of Greater Chicago and Northwest Indiana offers a “blended learning” option that combines the convenience of online with an in-person skills session. Check our council’s [program registration site](#) for First Aid/CPR sessions. The [Safety Activity Checkpoints](#) state when a first-aider needs to be present. Activities take place in a variety of locations, which is why first-aid requirements are based on the remoteness of the activity, as noted in the [Safety Activity Checkpoints](#) for that activity.

Procedures for Accidents

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first, provide all possible care for the sick or injured person. Follow our established council procedures as noted on the emergency information card to obtain medical assistance and immediately report the emergency. To do this, you must always have on hand your emergency information card and phone numbers of parents/guardians and emergency services such as the police, fire department, or hospital emergency technicians.



Emergency Numbers

Please carry this card with you on all Girl Scout-related activities.

GIRL SCOUTS: 855-456-8347 (Monday - Friday, 8:30 a.m. - 5 p.m.)
877-870-5823 (after hours)

POISON CONTROL: 800-222-1222

POLICE, FIRE AND AMBULANCE: 911

Troop Emergency Contact:

Make sure there is a person identified as the troop emergency contact when troops/groups are on a trip and that parents/guardians have their contact numbers.

www.girlscoutsgcnwi.org

Girl Scout Emergency Information Card

Procedure to be followed at scene of serious accident, emergency, or fatality:

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and/or police, as appropriate.
3. Contact Girl Scouts of Greater Chicago and Northwest Indiana at 855-456-8347, then press zero, Monday - Friday, 8:30 a.m. - 5 p.m. to report the emergency and secure additional assistance.

The after-hours, emergency, toll-free phone number is 877-870-5823

4. In the event of fatality or serious accident ALWAYS notify police. Retain a responsible person at the scene. See that no disturbance of victim or surroundings is permitted until police have assumed authority.
5. Refer all questions from the press (print, radio and television reporters) to Girl Scouts of Greater Chicago and Northwest Indiana at 312-912-6336. Members of a trained crisis team will respond appropriately. MAKE NO STATEMENTS TO THE PRESS and do not discuss the incident, place any blame or accept liability.
6. Once the emergency is over, fill out an Accident/Incident Report Form and send to your membership specialist.

EMERGENCY NUMBERS on back!

After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/guardians, as appropriate. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, only council-designated staff alerted through our emergency protocol should discuss the incident with these representatives. Please do not speak on behalf of the council.

In the event of a fatality or other serious accident, notify the police. A responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions. Do not share information about the accident with anyone but the police, your council, and, if applicable, insurance representatives or legal counsel.