



Girl Scouts®

## EMERGENCY PROCEDURES GIRL SCOUT COUNCIL OF NORTHWEST GEORGIA

For serious accidents and major emergencies if you are in authority on the scene of the emergency.

1. Give injured person first aid and simultaneously have someone call a hospital, ambulance service or doctor. Call 911 if available; if not, call the police. If there has been an automobile accident, a death or a suspected crime, call the police.
2. Contact the camp ranger if you are on camp property.
3. Put a responsible adult in charge of accounting for all individuals; organize a search for anyone who is missing.
4. See that a responsible adult remains with the injured person. Do not move the person unless her/his life is in danger by being left at the scene of the accident. If there has been a death, do not move the victim or change the surrounding area until the police have arrived.
5. Call the council office at your earliest convenience to report the emergency situation. **Office hours are Monday through Friday, 9 a.m. to 5 p.m. Phone: (404) 527-7500 or (800) 771-4046. At other times, call any of these numbers:**

**Chief Executive Officer (770) 823-4065 cell**  
**Property & Risk Manager (404) 403-7929 cell**

**Program & Properties Director (404) 314-7939 cell**  
**Membership Director (770) 354-4899 cell**

The emergency contact person you call will arrange additional help for you and will call the families of uninjured persons, upon your request.

6. After giving the injured persons first aid, call the family and report the nature of the emergency and the person's condition. **Give only the facts; do not blame anyone.** Ask their wishes concerning medical treatment and hospitalization.
7. For your own protection, do not give out information to anyone but the police. Refer other inquires to the emergency contact person you have notified. **Make no statements to the media!** The council Communication & Volunteer Services Director must release all statements. Do not discuss the incident, place any blame or accept liability.
8. Make a record of the following, indicating the time and what procedures were followed:
  - How the accident or emergency happened
  - First aid given, and by whom
  - Statements made to ambulance attendants, doctors, police, etc.
  - Telephone calls (who made them, who they called, what they said)
  - Names and addresses of all witnesses
9. As soon as possible, submit a written report to the council for insurance purposes.

5/05