

GIRL SCOUT COUNCIL OF NORTHWEST GEORGIA STANDING EMERGENCY PROCEDURES

Prior to any event or activity, review the emergency procedures and evacuation routes specific to activity site.

PERSONS LOST, MISSING OR RUNAWAY

- A. After determining that a person is missing, one adult needs to remain in area where the person was last seen. One or two adults should remain with other participants.
- B. Event director should form a search party composed of teams of two adults. Starting from the spot where the person was last seen, adults will begin a thorough search of the area following a pattern of concentric circles. If the site/facility has a security person, caretaker, ranger, etc., notify that person immediately.
- C. After initial search of restrooms and event area, call 911 or local emergency services and the council office while adults continue searching.

MISSING PERSON AT LAKE/WATERFRONT

- A. Check buddy system for identity of person. If absolutely positive that the missing person has left the waterfront area, locate the person and have her return to the area immediately.
- B. If there is any chance that the person is still in the water:
 - a. Adults take the participants out of the water and remove them from the area.
 - b. While lifeguards begin search, follow established search and rescue procedures.
 - c. If person is not located within 10 minutes, Event Director is to elicit assistance from nearest designated Rescue Agency.
 - d. Notify the council office. If at a council campsite, notify the camp ranger.

UNAUTHORIZED PERSON ON SITE (INTRUDER)

- A. For day events – after determining that the person is not with a troop/group or event staff member, Event Director should ask person to leave the premises. If there is a resident caretaker, security person or camp ranger, notify that person. (Send two adults if there is not a phone or radio.)
- B. For overnight events (lock-ins, sleepovers, troop camping, etc.) Gather participants into common area and account for the presence of all participants. Be calm and reassure participants. If it is determined that the person is not with a troop/group or event staff, call the police immediately. If there is a resident caretaker, security person or camp ranger, notify that person by phone or radio. Do not leave the secure area.

ACCIDENT AND ILLNESS

- A. *Non-Emergency Medical Procedures* (such as scrapes, minor cuts, bruises, insect bites, blisters, splinters, heat rash.)
 - a. Administer first aid and keep a record for troop records.
 - b. Inform parents after the trip if first aid was administered.

- B. *Minor* (such as broken bones, cuts, etc.) Although they require medical attention, they **are not** considered a serious accident or emergency but you should insure that adequate medical attention is provided. It is not necessary to initiate Council Emergency Procedures for minor accidents. Such accidents should be reported to the area field executive on the first business day following the accident. An Incident/Accident Report Form should be completed as soon as possible and mailed or faxed to the council office to the attention of the Camp Property and Risk Manager.
- a. One adult should remove the other participants from the vicinity; stay calm and reassure the girls.
 - b. Administer first aid—determine extent of injuries or illness and see that appropriate medical assistance is obtained.
 - c. Troop Leader notifies the parents. If camping at a council camp, notify the camp ranger.
 - d. Proceed to nearest medical facility.

C. *Major*—a serious accident or emergency would be any situation that threatens the loss of life, limb, eyes or permanent injury to the person.

Immediately initiate the council emergency procedures.

- ❑ **Administer first aid and have someone call 911 or local emergency services. One adult should remove all other participants from the vicinity; stay calm and reassure the girls.**
- ❑ **See that a responsible adult remains with the injured person(s). Do not move 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.**
- ❑ **Call the council office as soon as possible. Office hours are Monday-Friday, 9:00 am – 5:00 pm. Phone 404-527-7500 or 1-800-771-4046. (Summer Hours are Monday-Thursday, 8:30 am — 5:30 pm, Friday 9:00 am — Noon) During evenings and weekends, use the numbers below.**

Chief Executive Officer	770-823-4065
Camp Property and Risk Manager	404-403-7929
Program and Properties Director	404-314-7939
Membership Director	770-354-4899

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

- ❑ **After giving the injured person(s) first aid, call their families; 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, hospitalization.**
- ❑ **For your own protection, do not give out information to anyone but the police. Refer other inquiries to the council representative you have contacted. Do not discuss the incident, place blame or accept liability.**
- ❑ **Make a record of the following, indicating the time and what procedures were followed, i.e.,**
 - **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, whom they called, what they said)
 - Names and addresses of all witnesses
- As soon as possible, submit a completed Incident/Accident Report Form to the council for insurance purposes. Mail or fax to the attention of the Camp Property and Risk Manager.

FIRE

- A. Be calm at all times and reassure participants.
- B. Determine the extent and location of the fire.
- C. Evacuate participants in vicinity.
- D. If at a council campsite, notify the camp ranger for assistance.
- E. Insure that you have an escape route (or exit) before fighting a small controllable fire.
- F. If fire is small, use the following methods of control:
 - a. Grass or woods fire:
 - i. Put out small fires before they grow; smother with dirt or sprinkle water directly on fire.
 - ii. Push a small spreading fire towards its origin with rake or shovel; take care that clothing does not catch fire.
 - iii. Use shovels to dig a trench around fire.
 - iv. Use brooms or some heavy material that can be soaked in water to beat out flames. Work with the wind at your face-not at your back. Beat toward the wind (beating with the wind at your back tends to fan the flames and may cause sparks or flames to jump ahead into unburned areas.)
 - v. At council campsites, use the garden hose located by the unit shelter.
 - b. Electrical, chemical, grease, and gasoline fires:
 - i. Do not use water.
 - ii. Use fire extinguishers.
- G. If fire spreads out of control:
 - a. Call 911 or local emergency services.
 - b. Evacuate participants. At council campsites, the continuous blowing of a car horn is the alarm signifying the need to evacuate.
- H. Evacuation Procedures:
 - a. Adults in charge secure first aid kits and have girls in troop/group count off.
 - b. All participants proceed at a steady pace by the safest route to the closest large cleared area, field, or parking lot.
 - c. The event director or designee will serve as check-in person to account for the presence of all participants at the safe area. At council camps, this person is the camp ranger.
 - d. In the event of missing persons, notify emergency personnel.
 - e. All persons are to remain assembled at parking lot or clearing until area determined safe.

STORM AND TORNADO

Note: At council campsites, camp rangers monitor weather conditions while troops are in camp.

A. Severe Storm

- a. Be calm and reassure the participants.
- b. At first sign of impending storm (towering thunderheads, darkening skies, lightning and thunder, and increasing wind,) seek nearest enclosed shelter. Do not stand in open-air shelters.
- c. If you are caught by a thunder storm outside and a building is not available, seek shelter in:
 - i. Depression in the ground
 - ii. Deep valley
 - iii. A dense woods
 - iv. A grove of trees

DO NOT stand under isolated trees, **DO NOT** stand near wire fence or overhead wires, **DO NOT** lean against a tree even in a dense woods or grove of trees. **NEVER BE THE HIGHEST OBJECT IN THE AREA**—if caught in a broad open area, crouch on the ground...it's better to get soaked than struck by lightning.

- d. If engaged in water sports, return to shore at the first sign of a storm. Do not stand in or near water.

B. Tornado

a. Tornado Watch

- i. Darkened skies, thick storm clouds, and strong winds from the south, combined with lightning and periods of rain and hail, often precede a tornado's arrival. At these signs, listen to a radio for reports of tornado watch or warning. At council campsites, troop campers will be kept informed of weather developments by the camp ranger.
- ii. If engaged in water sports, return to shore at the first sign of storm. Do not stand in or near water.

b. Tornado Warning

- i. Have participants head to protected area immediately. Such areas include:
 1. Storm shelters and basements
 2. Caves
 3. Tunnels and underground parking facilities
 4. Interior corridors and hallways
 5. Reinforced concrete buildings
- ii. Dangerous areas to avoid include:
 1. Cars, house trailers and parked vehicles
 2. Tents
 3. Structures with large, poorly supported roofs.
 4. Gymnasiums and auditoriums
 5. Indoor areas that are near windows.

If caught outside, lie flat in a ditch, ravine, culvert, or under a bridge and protect your head.

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