

## Accident, Incident, and Emergency Procedure Guidelines

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In the event of a serious accident, emergency or fatality please follow the following council emergency procedures:

1. Provide First Aid to the injured person. Dial 9-1-1 if emergency assistance is needed.
2. Keep a responsible person at the scene at all times.
3. Keep the girls calm and occupied.
4. Notify the Council Crisis Team: during business hours at (520)-327-2288 or after hours at (520) 977-6623 (cell).
5. Call your troop's emergency contact person to let the parents know there is a delay. Have it planned in advance what the person will say.
6. In the event of a fatality, see that no disturbance of the victim or surroundings is permitted until police arrive.
7. Do not surrender permission slips or medical records. **Keep your copies.**
8. Refer all media (press, radio, TV) inquiries to the Council. **Do not make any statements or release names to anyone.**
9. File an Incident Report and refer all insurance questions to Council personnel.

**Please remember: Only Council-designated spokespersons (Council Crisis Team) are authorized to speak on behalf of the Council. It is very important that communications are controlled to minimize risk.** A good response is: "I really don't have all of the information you are looking for. You need to speak with someone from our communications team."

Feel free to give them this cell phone number: 520-977-6623

In addition to reporting emergencies and serious injuries occurring during a Girl Scout activity or on Girl Scout property to the Council Crisis Team, you are asked to report any situation or potential situation that poses a threat to the Girl Scout name and/or impairs the Council's ability to operate effectively. The Council Crisis Team appreciates it when it has time to *Be Prepared*.

◆ An Incident Report should be completed for any accident, illness or inappropriate behavior that occurs on the site or during a program event. It is used to supplement insurance information and to notify the council of an incident while awaiting insurance forms and doctor's statements.

◆ This report should be completed and submitted to the council office within 72 hours following the incident. You SHOULD call the council and file an initial report by phone at: 520-327-2288 (Office) or (520) 977-6623(cell); a copy will then be mailed for your signature.

◆ Incident report forms can be subpoenaed for legal evidence, so information should relate only to the known facts

\*Please keep a copy of these guidelines and report form with you in your First-Aid Kit at all Girl Scout Activities.