

## **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.

This form must be submitted within 5 days of incident. Please email [troopsupport@girlscoutsoaz.org](mailto:troopsupport@girlscoutsoaz.org).

# Incident Report

When an accident or crisis occurs during a Girl Scout function, it is imperative that all facts be assembled as quickly as possible and verified. These facts must be provided to Girl Scouts of Southern Arizona as soon as possible. During business hours, call the numbers below. After hours, call the emergency number 1.520.977.6623. This form may also be used within the troop to substantiate minor incidents that may become problems at a later time. All of this information must be kept confidential and in a secure place. This form must be submitted to [troopsupport@girlscoutssoaz.org](mailto:troopsupport@girlscoutssoaz.org) within five days of an incident.

Contact		
name		troop #
		position
Incident		
date of incident	time	exact location of incident
Describe the event or incident.		
Describe the factors surrounding the event or incident.		
Who was involved?		
Describe nature of injuries or property damage.		
How could this have been prevented?		