

THE BOARD AND ITS WORK

EMERGENCY PROCEDURES

These procedures are distributed to all leaders and other volunteers with responsibility for girls and other participants at official Girl Scout activities. It is very important that these steps are followed consistently in any emergency situation.

In Case of Minor Illness

1. Call a parent to come for the child.
2. If no one is available to pick up the child, an adult should take the child home.
3. Assure that someone is home to care for the child. **DO NOT LEAVE A CHILD UNATTENDED.**

In Case of Minor Accident

1. Immediately give first aid and transport the injured person to an emergency room, if necessary, and telephone parent.
2. Ask the parent to come to the site or meet at the emergency room, if appropriate. (If parents cannot be reached, call the person designated to act in emergency. Continue trying to reach the parents so they can assume responsibility for medical decisions).
3. Record in writing:
 - Conditions existing at time of accident.
 - Names and addresses of witnesses.
 - Order of events following the accident.
 - Any medical attention, opinion or instructions received from parents.
4. Notify the Council office as soon as possible (within 48 hours).
5. Submit completed insurance forms and a copy of the above record of the accident to the Council office within five days.

In Case of a Serious Accident, Emergency or Fatality

Person in charge at the scene:

1. Give priority attention to providing all possible care for the injured person(s). Secure emergency services (**911**), and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident.

2. In the event of fatality, always notify police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scout Council of the Nation's Capital Public Relations Department.
4. During office hours (Monday through Friday 9:00 AM – 5:00 PM), contact one of the following persons by telephone in order indicated:

Council Office: **(202) 237-1670 or 1-800-523-7898**

Lidia Soto-Harmon – Deputy Executive Director, ext. 219

Maureen McCann – Assistant Executive Director, ext. 589

Jan Verhage – Executive Director, ext. 200

Call the operator for assistance in ringing numbers. Reverse the charges if necessary, stating that it is an emergency.

5. After office hours and on weekends, call the **EMERGENCY ANSWERING SERVICE** at **(703) 284-2332**.
 - Give the answering service detailed information regarding the emergency. Be sure to give the person answering your call your complete name, the number where you can be reached, your exact location and a description of the problem. The answering service will alert the staff member who is on call and that person will be in contact with you immediately.
6. In consultation with one of the above Council representatives (listed in 4), decide who will use the telephone for official, immediate communication with the parent or guardian to report the nature of emergency, advise on the condition of the injured person, and secure parents' wishes regarding medical treatment, hospitalization, transportation and personal attendance.
7. Refrain from making statements – orally or in writing – which could be interpreted either as an assumption of, or rejection of, responsibility for the accident.

In The Case of an Automobile Accident

1. Call the nearest law enforcement agency. A responsible adult must remain at the scene of the accident and ensure that nothing at the scene is disturbed until arrival of the law enforcement official.
2. Obtain the following information from the other driver(s) and on vehicle(s) involved. (This is in addition to the law enforcement agency that may be obtaining this information).

- Make of vehicle(s), year, color, state and license plate number(s).
 - Name and address, phone number and driver's license number of driver(s) involved and passengers' names and addresses and phone numbers.
 - Name of insurance company(s)-covering driver(s)/vehicle(s) involved.
3. Record a brief description of what happened and the time it occurred. Make a sketch of the road situation where the accident occurred. Note the position of:
- Vehicles
 - Weather
 - Visibility
 - Road hazards
 - Other pertinent information.
- Comply with all requirements regarding the submission of accident reports.
4. Prepare a written report and participate in other follow-up if asked by Council representative.

In Case of Emergency to Girl Scout Property

1. Contact the appropriate site caretaker if possible.
2. During office hours (Monday through Friday 9:00 AM – 5:00 PM), contact the Girl Scout Council office at **(202) 237-1670 or 1-800-523-7898**.

CARETAKER EMERGENCY INFORMATION:

Camp Aquasco and Camp Winona Mike Roberts cell (301) 885-9544	Camp Brighton Woods Justin Andrews (301) 758-0911 <i>cell</i> (301) 570-3715 <i>home</i>
Camp Coles Trip Bryan Barr (540) 845-0223 <i>cell</i> (540) 659-7037 <i>home</i>	Camp Crowell Gregg Jensen Cell (703) 517-0624
Potomac Woods Abie Quesenberry (703) 777-1476 <i>home</i> (703) 771-0687 <i>voice pager</i>	Camp May Flather Donald Daggy (540) 490-8081 <i>cell</i> (540) 350-2818 <i>home</i>

If you are unable to reach the Caretakers please contact the following property staff member:

- All Camps
Tammy Worcester, Property Manager
(703) 777-1969 *office* / (703) 909-5644 *cell* / (703) 771-9599 *home*