

# Emergency Procedures Involving a Girl Scout

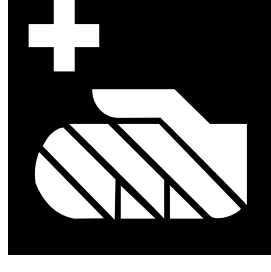
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## In Case of Minor Illness

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

## In Case of a Minor Accident

- 1 Immediately give first aid or find a first aider; 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 record of the accident within five days.



## In Case of a Serious Accident, Emergency or Fatality

- 1 Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, clergyman 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 Office hours (Monday through Friday 9 a.m.- 5 p.m.), contact the council office: **(202) 237-1670 or 1-800-523-7898 Reverse the charges if necessary, stating that it is an emergency. After office hours and on weekends, call the EMERGENCY ANSWERING SERVICE AT: (703) 284-2332.**
- 5 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. Stay at the telephone. The answering service will alert the staff member who is on call and that person will be in contact with you immediately.
- 6 Do not make any statements - orally or in writing - which could be interpreted either as an assumption of, or rejection of, responsibility for the accident.

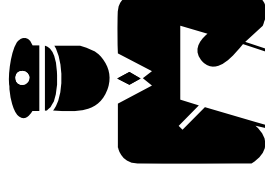
## In Case of an Automobile Accident

- 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 an Emergency on Girl Scout Property

- 1** Contact the appropriate site caretaker if possible.
- 2** During office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Girl Scout Council office at (202) 237-1670 or 1-800-523-7898.
- 3** After hours, on weekends or holidays, contact one of the following:

**Maryland Camp Caretakers**

**AQUASCO**

Lodge Phone: (301) 579-2216  
 Primitive Side: (301) 579-2636  
**MIKE ROBERTS** (see below)  
 Cell: (301) 885-9544

**BRIGHTON WOODS**

Lodge Phone: (301) 774-4044

**GREGG JENSEN**

Leesburg, VA 20176  
 Cell: 703-517-0624 or 703-217-6679

**All properties**

**PROPERTY MANAGER  
 TAMMY WORCESTER**

Office: (703) 777-1969  
 Cell: (703) 909-5644  
 Home: (703) 771-9599  
 Fax: (703) 779-7559  
 E-mail: tworchester@gscnc.org

**Virginia Camp Caretakers**

**CROWELL**

Pay Phone: (703) 264-9665  
 Old Lodge: (703) 648-0999  
 New Lodge: (703) 648-9211

**GREGG JENSEN**

Leesburg, VA 20176  
 Cell: 703-517-0624 or 703-217-6679

**MAY FLATHER**

Kit./St. Lodge: (540) 350-2111  
 MACY/Inf: (540)350-2112 or  
 (540) 350-2113  
 Staff House: (540) 350-4572  
 Pool: (540) 350-2165

**DONALD DAGGY**

Cell: (540) 490-8081  
 Home: (540) 350-2818  
 Email: ddaggy@gscnc.org

**POTOMAC WOODS**

Admin/FAX: (703) 777-1354  
 Kitchen: (703) 771-7358  
 Health Center: (703) 771-8231  
 Pool: (703) 771-0943  
 Pay Phone: (703) 777-9667

**ABIE QUESENBERRY**

Pager: (703) 771-0687  
 Home: (703) 777-1476  
 Cell: (703) 727-1394

**COLES TRIP**

Aquia/Ross Lodge Phone/FAX:  
 (540) 659-4825/6358  
 Health Center: (540) 659-3663  
 Arrowhead Phone:  
 (540) 659-6743/6358

**BRYAN BARR**

Cell: (540) 845-0223  
 Home: (540) 659-7037  
 Email: Barrsfloorcare@aol.com

**PETE PAYNE**

Home: (540) 659-2034

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