

# Emergency Procedures

## In the Event of a SERIOUS ACCIDENT, EMERGENCY or FATALITY:

- Attend to the injured.
- Secure doctor, ambulance, police, or clergy as appropriate.
- In the event of a fatality or serious accident, always notify the police.
- Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until the police have assumed authority.
- Ensure the safety of any (other) children at the scene and initiate crowd control.
- As soon as possible, call a council representative. Below are three contacts, in order, to call. Work your way down the list.

**Patty Craven**, Chief Executive Officer  
**Office:** (915) 671-2233  
**Cell:** (559) 284-3795

**Patti Gonzalez**, Chief Operations Officer  
**Office:** (915) 671-2234  
**Cell:** (915) 253-8242

**Teresa King**, Chief Mission Delivery Officer  
**Office:** (915) 671-2255  
**Cell:** (559) 824-8044

## In the Event of MINOR ILLNESS:

- Call a parent to come for the child. If parent(s) cannot be reached, call the person designated to act in an emergency.
- If an adult takes a girl home, the adult must confirm that someone is home to care for the child.
- Do not leave a child unattended.

## In the Event of a MINOR ACCIDENT:

- Immediately give first aid treatment, transport to an emergency room or doctor's office if necessary and notify parent.
- Ask parent to come to the site of treatment. If parent(s) cannot be reached, call the person designated to act in an emergency.
- Continue to try to reach the parent(s) so they may assume responsibility for medical decisions.

## In the Event of PROPERTY EMERGENCIES at council owned Girl Scout offices, or Camp Mitre Peak, call:

**Patty Craven**, Chief Executive Officer  
**Office:** (915) 671-2233  
**Cell:** (559) 284-3795

**Patti Gonzalez**, Chief Operations Officer  
**Office:** (915) 671-2234  
**Cell:** (915) 253-8242

## Be prepared to provide the following:

- Type of emergency and degree of severity.
- Your name.
- Phone number at the location where you can be called right back.
- **Do not** make any statements, orally or in writing, which could be interpreted either as an assumption or rejection of responsibility for the accident.
- **Direct any media** inquiries to the council's CEO for response and follow up. Be prepared to provide the reporter's name, contact information, and media affiliation.
- Notify the council office within 24 hours.
- Report as much information as possible to a council representative, such as victim(s) name(s) and parent emergency phone numbers.
- Prepare a written report of the incident and do additional follow-up if asked.

## Record in Writing on Incident Form

Conditions existing at the time of the accident – names and addresses of witnesses, order of events following the accident, and any medical attention, opinion or instructions received from parents.

- Submit completed insurance form and a copy of the above record to the council office.