

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

Amy Alvarado, Chief Operations Officer
Office: (432) 204-2653
Cell: (432) 212-6138

Teresa King, Chief Technology and Program Innovation Officer
Office: (915) 671-2255
Cell: (559) 824-8044

Jennie Guadagno, Chief Development and Engagement Officer
Office: (432) 614-2635 Ext. 9002
Cell: (559) 790-0145

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

Amy Alvarado, Chief Operations Officer
Office: (432) 204-2653
Cell: (432) 212-6138

Be prepared to provide the following:

- Type of emergency and degree of severity.
- Your name and 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.