



Drifting Dunes Girl Scout Council
EMERGENCY ACTION

This form should be in the First Aid Kit and each vehicle used to transport girls to and from an event, meeting, activity, or trip. The Girl Scout organization is proud of its safety record – the result of careful, responsible planning by many people *Safety Wise* is the guide devised to maintain the safety record, and we are pleased that our leaders follow these recommendations. There is always the chance, however, of a serious accident, a major emergency, or even a fatality.

Below are the steps you should follow in the event one of these should occur when you are in charge of a troop/group at a Girl Scout Activity:

IN THE EVENT OF ANY ACCIDENT

1. Give priority attention to providing all possible care for the injured persons. Secure doctor, ambulance, police, or clergyman, as possible
2. Complete an accident claim form (if you do not have one, please call the council bookkeeper or your Membership Specialist to obtain one) within five (5) days of the accident.
3. Have the provider who treated the injury complete the Attending Physician's Statement on the reverse side of the Claim Form. **An itemized billing complete with diagnosis, dates(s), and procedure codes may be submitted for the Attending Physician's Statement.**
4. Mail the first two (2) copies of the claim form to the attention of the Council Bookkeeper and keep the last copy for your records. Include any bills you have received due to the accident/emergency.

ACTION IN THE EVENT OF A MODERATE ACCIDENT OR EMERGENCY

The person(s) in charge at the scene should:

1. Call your Service Unit Representative/Meeting Coordinator _____ at _____. If you are unable to contact you Service Unit Representative or Meeting Coordinator, contact the Girl Scout Service Center at (219)795-9640 and ask for your Membership Program Specialist or any Membership Program Director.

ACTION IN THE EVENT OF A SERIOUS ACCIDENT, EMERGENCY, OR FATALITY

The person(s) in charge at the scene should:

1. Call 911 (secure doctor, ambulance, police, and clergy as appropriate).
2. Give priority attention to providing all possible care for the injured.
3. If the accident, emergency, or fatality occurs during rregular business hours, contact the Girl Scout Center at **(219) 795-9640 or 1(800)654-4711**.
4. If the accident, emergency, or fatality occurs during the evening or on weekends, please call the council pager, **(219) 641-8883**, and someone will return your call.
5. In the event of a fatality or other serious accident, **always** notify police. Retain a responsible person at the scene. See that NO disturbance of the victim or surroundings is permitted until police have assumed authority.
6. Refer all media (press, radio, TV) inquiries to the Executive Director or Public Relations Specialist, Jacki Rossi.
7. **DO NOT** make **ANY** statements or share information with anyone other than the police.

IMPORTANT PHONE NUMBERS

Local Police/Sheriff _____ State Police _____

Local Fire Department _____

Local Hospital _____

Local Ambulance _____

Persons to Notify Parents of Delay in Returning, of Change in Plans, etc:

Name _____ Phone _____

Name _____ Phone _____

TROOP PARENTS (Name and Phone Numbers)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
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28. _____
29. _____
30. _____

REMINDERS

1. Always have a First Aid Kit and a First Aider present
2. Keep coins in your First Aid Kit for a pay phone (or carry a cellular phone if you have one).
3. Keep a copy of the insurance claim form in your First Aid Kit.
4. Be ***“SAFETYWISE.”***
5. Refer all media inquiries (press, radio, TV) to the contact persons listed on the front of this form. **MAKE NO STATEMENTS TO THE PRESS!!! DO NOT** discuss the incident, place any blame, or accept liability.

#2112
R: 12/03
MC/dm