

EMERGENCY PROCEDURES

For a serious accident or emergency of a life threatening nature or a fatality including if the accident or illness results requires resuscitation or admission to a hospital and if illness is suspected of being water, food, air borne or spread by contact.

The person in charge must complete in following order:

1. Give priority attention to providing all possible care for the injured person. Secure doctor, ambulance, clergy, and police as appropriate.
2. In the event of a fatality – always notify police.
3. See that no disturbance of victim or surroundings is permitted until police or medical personnel have assumed authority.
4. Retain a responsible adult at the scene of the accident or emergency.
5. Telephone designated Council personnel. In the event you cannot reach the first person, proceed to the second, then third. This person will contact parents.

Karen Grode, CEO
800-342-8389 Service Center
515-729-1847 Cell

Jill Pollard, VP Girl Services
800-342-8389 Service Center
515-210-7634 Cell

Crystal Meier, VP Resource Development
800-342-8389 Service Center
641-425-9104 Cell

6. Refer ALL media (press, radio, TV) inquiries to the designated Council personnel listed above.
MAKE NO STATEMENT TO THE MEDIA.

ACCIDENT PROCEDURES

For accidents requiring more than first aid care please complete the following.

The person in charge must:

1. Notify parents and explain the situation. The parents should make arrangements to get the child and take her to their physician **OR** make arrangements for one of the leaders to take the child to the doctor's office or hospital to meet the parents.
2. Report accident to the Girl Scout Service Center at 800-342-8389 the next business day.
3. Complete the claim form for Girl Scout Activity Accident Insurance. Send the completed claim form and all doctor and/or hospital statements to the Girl Scout Service Center.
4. Refer ALL media (press, radio, TV) inquiries to the designated Council personnel listed on the other side of this card.



Girl Scouts of Greater Iowa
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