

## 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, airborne, or spread by contact.

**The person in charge must complete in the 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. Call designated Council personnel. In the event you cannot reach the first person, proceed to the second. This person will contact parents.

**Chief Marketing and Communications Officer (CMCO)**

800-342-8389 Leadership Center  
515-306-1043 Cell

**Chief Financial Officer (CFO)**

800-342-8389 Leadership Center  
515-460-7944 Cell

6. Refer all media (press, radio, TV) inquiries to the CMCO or CFO 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 Leadership Center at 800-342-8389 the next business day.
3. Complete the claim form for Girl Scout Activity Accident Insurance. Send the completed form and all doctor and/or hospital statements to the Girl Scout Leadership Center.
4. Refer all media (press, radio, TV) inquiries to CMCO or CFO listed above.

# Girl Scouts of Greater Iowa Emergency and Accident Procedure Cards

<p> <b>Emergency Procedures</b> 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, airborne, or spread by contact.</p> <p><b>The person in charge must complete in the following order:</b></p> <ol style="list-style-type: none"> <li>1. Give priority attention to providing all possible care for the injured person. Secure doctor, ambulance, clergy, and police as appropriate.</li> <li>2. In the event of a fatality—always notify police.</li> <li>3. See that no disturbance of victim or surroundings is permitted until police or medical personnel have assumed authority.</li> <li>4. Retain a responsible adult at the scene of the accident or emergency.</li> <li>5. Call designated Council personnel (listed below). In the event you cannot reach the first person, proceed to the second, then third. This person will contact parents.             <ul style="list-style-type: none"> <li>• <b>Chief Marketing and Communications Officer (CMCO):</b> 800-342-8389 Leadership Center   515-306-1048 Cell</li> <li>• <b>Chief Financial Officer (CFO):</b> 800-342-8389 Leadership Center   515-460-7944 Cell</li> </ul> </li> <li>6. Refer all media (press, radio, TV) inquiries to the CMCO or CFO listed above.</li> </ol>	<p> <b>Accident Procedures</b> For accidents requiring more than first-aid care please complete the following.</p> <p><b>The person in charge must:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Report accident to the Girl Scout Leadership Center at 800-342-8389 the next business day.</li> <li>3. Complete the claim form for Girl Scout Activity Accident Insurance. Send the completed form and all doctor and/or hospital statements to the Girl Scout Leadership Center.</li> <li>4. Refer all media (press, radio, TV) inquiries to the CMCO or CFO listed on reverse.</li> </ol>
---	---