

EMERGENCY INFORMATION

IN THE EVENT OF SERIOUS ACCIDENT, EMERGENCY, OR FATALITY

The volunteers will be trained on how to handle an emergency situation during their Start-up/Daisy or Brownie Essentials training. Make sure that you give all adults directly involved in your activity this emergency information to carry with them in case of emergency.

PROCEDURE TO BE FOLLOWED - BY PERSON IN CHARGE OF THE SCENE:

1. Give priority attention to determining extent of injury and providing care for the injured Girl Scouts.
2. Call for emergency help. Secure doctor, ambulance, and clergyman as appropriate.
3. Notify Girl Scouts of New Mexico Trails.
 - a. Contact your Membership Manager.
 - b. Contact the Albuquerque Service Center.
 - 505-343-1040 (business hours Monday– Thursday: 8a.m.-5:30p.m., Friday: 8a.m.-12 noon)
 - OR 505-888-7220 after-hours answering service
4. Contact the individual identified on the health form for each Girl Scout. Be careful not to be over heard by media representatives.
5. Speak only to the police or proper authorities.
6. In the event of a fatality, ALWAYS notify police. Retain a responsible person at the scene. See that no disturbance of victim or surroundings is permitted until police have assumed authority.
7. Do not make any statements or release any names to anyone but the police or authorized emergency personnel.
8. Do not say “no comment”; simply say, “Please contact the Girl Scouts of New Mexico Trails CEO for more information.”
9. Do not sign any statements/reports, except for police, your own insurance company or your attorney.
10. Complete a written report and submit to the Girl Scout office within five days.

EMERGENCY NUMBERS:

Troop #: _____ Service Unit: _____

Troop Leader: _____ Troop Leader Phone: _____

SU Manager: _____ SUM Phone: _____

Membership Manager: _____ Phone: _____