

The following **EMERGENCY PROCEDURES** have been established:

- A. Have a Parent Permission form and Medical History form (when applicable) for each girl in your charge.
- B. Keep emergency numbers easily accessible. Call 911 for fire, police, and ambulance.

The person in charge (leader, camp director, etc.), must have locations and numbers of nearest hospitals, and parent emergency telephone numbers available.

- C. In the event of a serious accident, give priority attention and care to the injured party(ies).
  - a. Contact hospital, ambulance, police, and clergyman as appropriate.
  - b. In the event of a fatality, always notify the police. One adult must remain at the scene of the accident to ensure nothing is disturbed until police arrive.
  - c. Contact council office:  
**Girl Scouts of California's Central Coast**  
**During business hours M-F: 8:30am – 4:30pm** **800-822-2427**  
**After hours, and on weekends, call the emergency number: 800-340-7179**  
(Staff on emergency duty will return your call.)
  - d. Contact parents if instructed to do so by the council staff.
  - e. Follow-up: sketch of scene, name and addresses of all witnesses, record of events as they occurred (e.g. when police were called, what time they arrived).
  - f. Refer media inquiries to the council Sr. Director of Communications, 800-822-2427 x3981, or after hours: 805-660-1262.

D. Minor Accidents and Illness:

- a. It may be necessary to take the child to a medical facility or doctor. This action may be taken at the discretion of the First Aider. In case of illness, contact the parent(s) for instructions before seeking medical aid.
- b. Notify parent(s) and make arrangements for returning child to their care.

E. Complete all insurance materials, attach hospital, doctor payments due, and return to the council office.

F. Additional Recommendations:

- a. Medical attention is given by the First Aider in charge; however, the person with authority must make the final decision as to what action to take following initial medical treatment.
- b. If a child must be taken to a medical facility, except where emergency conditions exist, the First Aider should remain with the group. If possible, two adults should accompany the child.
- c. All animal bites must be reported to the County Health Department.

**Make NO statements about any accident or incident except to law enforcement officers or medical professionals. Refer all other requests for information to the CEO, or Sr. Director of Communications.**