



Emergency Procedure Guidelines

Emergencies, Accidents & Incidents Procedures

While we hope all Girl Scouts events are emergency, accident and incident free, GSEP has procedures in place to ensure safety comes first and that steps are taken immediately if something does occur.

At any GSEP event, program or activity on or off GSEP property, **in case of an emergency, dial 911.**

At any GSEP activity, the responsible adult must have the names and phone numbers of parents/guardians of children in attendance, a charged phone, and the GSEP emergency number: **445-227-7559.**

In line with recommendations from GSUSA, GSEP has developed a plan to respond to emergencies, accidents, and incidents. These can include any number of situations for which you must be prepared as the adult in charge.

As a reminder, adults should not be alone with the Girl Scouts. GSEP, requires two adults to be present at all times and that includes setting up for activities, etc.

In case of a verbal or physical threat to you or the Girl Scouts, or a sense of forthcoming danger:

Dial 911.

Things to consider prior to event or activity:

Make sure you have a charged phone, the emergency number for GSEP (445-227-7559), a whistle or small air horn, knowledge and awareness of all exits and escape paths (ie if you are at a cookie booth, it may include running into store). Make sure all adults and girls know where the exits are.

With the other adults, create a pre-determined and established emergency plan that includes role assignments, (who stays with girls, who calls police, council, parents etc.) meet up place for the entire group, established buddy assignments for girls, and code word that the girls can remember... "Trefoil" or something girls will remember.

In Case of a Serious Accident, Emergency or Fatality: Person in Charge at The Scene —Dial 911

- Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate.
- Remove all children from the scene of the emergency and distract them.



- In the event of a fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim(s) or surroundings is permitted until police have assumed authority.
- Any emergency or accident must be reported to the Council IMMEDIATELY. Call **445-227-7559**. An “on-call” Council representative will answer your call. Leave a message if no one answers, and someone will call back immediately. Please speak clearly and leave a message with your name and phone number.
- The Council representative will make the determination for next steps. But always dial 911 first if there is immediate danger.
- Refrain from making any verbal or written statements to any media outlet which could be interpreted either as an assumption or rejection of responsibility for the accident. Say “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call the council at **445-227-7559**”
- Prepare written incident report of occurrence and participate in additional follow-up as needed.
- Appoint a record keeper to provide written documentation of the emergency. Submit the Incident/ Accident Report within 24 hours to HumanResources@gsep.org