Girl Scouts of the Green and White Mountains

EMERGENCY PROCEDURES FOR VOLUNTEERS & STAFF IN EVENT OF SERIOUS ACCIDENT, EMERGENCY or FATALITY

Person at scene must follow these steps in order:

1. Call for needed assistance - ambulance, fire dept., police, as appropriate.
2. Give priority attention to care of the injured.
3. Leave a responsible person at the scene. Do not disturb victim and/or surroundings until emergency assistance arrives.
4. Ensure safety of others - troop members, campers, volunteers. (Remove them from scene; get them involved in an activity.)
5. IMMEDIATELY contact the Emergency Voice Mailbox at **866/693-8223** Provide your name, location, phone #, and nature of emergency

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6. Make NO statement of any kind to the media. Do NOT give out any names or information or make any statement that could be viewed as an acceptance or rejection of responsibility for an accident. Ask media to call the council at (888) 474-9686.
7. Keep your copies of all permission forms and health records to turn over to the council office. Do not surrender copies to the authorities.

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