

# ACCIDENT REPORTING AND EMERGENCY PROCEDURES

## EMERGENCY PHONE NUMBERS

For local police and/or ambulance: 9-1-1 or "0" for the operator.

For the council office: Monday - Friday, 8 a.m.-5 p.m. 651-227-8835 or 800-845-0787

Other times: 651-290-6649. This will connect you with an answering service. Give them your name and telephone number. A council representative will call you back.

## ACCIDENT REPORTS

In the event of an accident, an Accident/Incident Report Form, with the permission slip attached, should be submitted to the office within 24 hours. The form is available on the council Web site at [www.girlscoutsrv.org](http://www.girlscoutsrv.org).

Council staff will follow-up on insurance and other information. If you have any questions, contact the office at 651-227-8835 or 800-845-0787.

## SERIOUS INJURY OR ILLNESS, DEATH, OR OTHER EMERGENCY

The following actions should be taken in the event of a serious accident or emergency during **ANY** Girl Scout activity. Volunteers should:

- Give priority attention to providing first aid to the injured;
- Secure doctor, ambulance, police as needed;
- Call the council office to report the emergency and secure additional assistance;
- Make sure all uninjured girls remain together with an adult or responsible girl in charge; and
- Avoid making any statements, answering questions, or releasing information to the media (i.e. newspapers, radio, television). Refer all media inquiries to the council's director of marketing and communications.



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651-227-8835 • 800-845-0787  
[www.girlscoutsrv.org](http://www.girlscoutsrv.org)