

Emergency Procedures

In the case of an emergency, suspected injury or loss of property at a Girl Scout function, please follow the procedures outlined below.

1. Address the immediate needs of the situation (provide aid to injured persons, contact emergency personnel, etc.).
2. Notify parents/caregivers immediately.
3. Complete an **Incident Report** and any other necessary paperwork within 24 hours of incident.
4. Contact GSCB as soon as possible at **(800) 341-4007** for guidance on any further action steps.

In the case of a severe medical emergency (threatens loss of life, limb, eyes or permanent injury), follow the instructions below.

1. Call 911. Address the immediate needs of the situation (provide aid to injured persons, contact emergency personnel, etc.).
2. Contact GSCB at **(800) 341-4007**. If incident occurs outside of regular business hours, use **Emergency Hotline: (302) 451-9300**.
3. Be prepared to provide pertinent information: who, what, when and how. Provide a telephone number where you can be reached so a GSCB representative can follow up with you.

Do not make statements to the press.

A GSCB spokesperson will call parents/caregivers and make all official statements. Remain courteous and cooperative with the press and public. If you are approached, **DON'T** say “No comment.”, **DO** say “All of your questions will be answered by the official spokesperson.”

Thank you for your continued dedication to the safety of Girl Scouts of the Chesapeake Bay girls and volunteers!