

CITRUS COUNCIL EMERGENCY PROCEDURES

A Girl Scout council is responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. *Safety-Wise*, a Girl Scouts of the USA publication provides guidance in meeting this responsibility. Every troop leader should be thoroughly familiar with and follow the guidance given in *Safety-Wise*.

In the event that a serious accident or a major emergency does occur, Citrus Council has well defined procedures which must be followed:

BASIC PROCEDURES

The adult in charge will:

1. See that each driver carries in her/his car:
 - a. A completed parent permission slip for each girl
 - b. A first aid kit and the appropriate insurance forms
 - c. A copy of Citrus Council Emergency Procedures
2. Provide each person with information concerning what to do if she/he becomes separated from the group. For example:
 - a. Cars will proceed to an agreed upon checkpoint or destination.
 - b. Girls will proceed to an agreed upon destination.
 - c. Girls who may be left behind or lost will be instructed to stay in one location that is safe and as close as possible to where they were last seen.
3. Observe all site regulations at Citrus Council program centers. These site regulations are sent to each troop leader when the troop's reservation is confirmed and are also posted at the program centers.

SPECIFIC EMERGENCY PROCEDURES

1. In case of **any first aid treatment**, the adult in charge will:
 - a. See that a qualified first aider or other qualified medical personnel gives treatment according to Red Cross First Aid Procedures.

PLEASE NOTE: If a child requires a medication prescribed by a physician, she must take it herself. First aiders are **not** allowed to give medication. First aiders will hold the medication and see that the child receives it as scheduled on the label of the medication.

2. In case of **fire, flood** or **storm** the adult in charge will:
 - a. Follow the emergency procedures for the site, which will be posted at council-owned properties.
 - b. Use the following guidelines to develop on-site emergency procedures for sites other than council-owned properties:
 1. Move the girls to a safe location.
 2. Place someone in charge of the group.
 3. Contact the proper authorities such as the forest ranger, sheriff, police or fire department.
 4. Notify the troop's emergency contact person, who will notify families and the council representative.

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3. In case of **injury** or **illness** requiring hospitalization or emergency room care, the adult in charge will:
 - a. Follow proper first aid procedures in treating the injured person(s) and secure proper medical care.
 - b. Contact the site ranger and/or request assistance from clergy, sheriff, police, highway patrol, ambulance or doctor as appropriate.
 - c. Notify parents and the council representative.

4. In case of **accidental** or **natural death**, the adult in charge will:
 - a. Contact the site ranger and/or request assistance from sheriff, police, highway patrol, ambulance, doctor or clergy as appropriate.
 - b. Notify council representative. This person will contact the family in case of fatality or where death is imminent.
 - c. Retain a responsible adult at the scene who will see that the victim and surroundings are not disturbed until proper authorities have assumed control.

5. In case of **unusual**, **suspicious activity** or **intrusion**, the adult in charge will:
 - a. Contact proper authorities such as site ranger, sheriff, police, highway patrol, as appropriate. On council-owned properties, posted procedures will be followed.
 - b. Remove the group from the scene if the safety of any member is ever in question and notify emergency contact person of any change in site. Parents and the council representative will be informed of any change by the emergency contact person.

6. In case of **lost child**, the adult in charge will:
 - a. Contact the proper authorities or person in charge of the facility.
 - b. Organize a search of the area in teams, starting with child's last known location. Notify the troop's emergency contact person if the child is not located within a reasonable amount of time. The emergency contact person will notify the parents and the council representative.

7. Permission slips **MUST NOT** be released to authorities. **The adult in charge will keep her/his copies.**

8. In case of serious accident or crisis, **NO** public statements should be made. All inquiries should be referred to the individuals listed below.

9. Complete the Accident Report form and send to the Council Service Center, within 24 hours.

Troop Emergency Contact Person: _____

<u>COUNCIL REPRESENTATIVES</u>	
(407) 341-2341 – Emergency Phone	
ROSIE MILLER Chief Development Officer	(407) 924-4170 (cell) or (407) 228-1604 or (800) 367-3906, ext.1312
DR. PAMELA LENNOX Chief Executive Officer	(407) 416-5818 (cell) or (407) 896-4475 or (800) 367-3906, ext.1238
SHARON ALVANZO Senior Director of Human Resources	(407) 443-1678 (cell) or (407) 228-1617 or (800) 367-3906, ext.1313