

Council Emergency Management Plan

In line with recommendations from Girl Scouts of the USA, our council has developed a plan and a team to help respond to any emergency needing the attention of more than local troop or service unit personnel. Such emergencies are incidents of a serious nature that occur during Girl Scout activities.

An emergency is defined as any of the following

- A fatality or serious injury requiring urgent or emergency medical treatment
- A traffic accident involving Girl Scouts during Girl Scout activities
- An illness serious enough to require hospitalization
- Any situation which involves law enforcement officers
- Allegation of child molestation or rape
- Lost participant
- Kidnapping
- Allegation of tampering with products sold
- Threat of legal action
- Other occurrences that may have adverse media or legal implications

If you become aware of any incident related to the above:

1. Remain as calm as possible. Find out as much information as quickly as possible about the situation.
2. Instruct someone to call **9-1-1** if needed. Obtain name and phone number of a contact person (if not yourself).
3. Give priority attention to providing all possible care for the injured. Secure emergency medical professionals, ambulance, and police as appropriate.
4. In the event of a fatality or other serious accident, notify the police. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have arrived.
5. Ascertain whether a parent has been notified — but if a serious injury or fatality, get direction from council emergency contact before notifying parents.
6. Notify the council of the emergency. During office hours, phone your nearest council office. After hours, phone **1-877-636-1912**. The council answering service will contact the appropriate council staff, who will evaluate the level of additional council support required. Always be sure to leave a phone number where you can be reached.
7. Carry the Media Information Form with you, and fill out as directed by the Emergency Team member to give to the media. Refer all media inquiries (press, radio, TV) to the council. Use the emergency number noted above and either the council's Communications Manager or an alternate council spokesperson will respond to all media inquiries.
8. Complete Accident/Injury Report Form or Incident Report Form and send it to Risk Management and Travel at the Alameda Office along with copies of the Health History Form, membership registration form (if registered with offline paper registration), and Permission Form within 24 hours of occurrence.
9. Be sensitive to the fact that those involved in a traumatic situation may need further support. Contact your CDD/VDM (GSNorCal staff member) if additional assistance is needed. **Karen Rodriguez 925-200-0172**