PROCEDURES TO BE FOLLOWED IN THE EVENT OF A SERIOUS ACCIDENT, MAJOR EMERGENCY OR FATALITY

Give priority attention to providing all possible care for the sick or injured person(s). Immediately secure a doctor, ambulance, police, and clergy as appropriate. In the event of a fatality, notify the police, retain a responsible adult at the scene of the accident and see that no disturbance of victim or surroundings is permitted until the police have assumed authority. Contact the Chief of Staff or Chief Executive Officer and to report the emergency and to secure additional assistance, as well as for your legal protection.

- 4. Exercise care that no statements are made orally or in writing that could be interpreted either as an assumption or rejection of responsibility for the accident until all facts are known. Refer all questions (media and general public) to the Chief Executive Officer.
- 5. The adult in charge of the activity must notify parents of serious illness or accidents as quickly as possible.
- In a serious accident or emergency during Girl Scout Service Center hours, you MUST contact one of the individuals listed below (in the order listed). After office hours contact one of the individuals in the order listed.

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PL02-E102

EMERGENCY PROCEDURES Girl Scouts of Eastern South Carolina



EMERGENCY PHONE NUMBERS

Florence Service Center - (800) 786-8704

Myrtle Beach Service Center - (843) 626-5190

North Charleston Service Center - (800) 868-9911

Melissa Cox, Chief of Staff - (843) 830-7277

Loretta Graham, Chief Executive officer-(843) 614-2417

Corinne Holder, Manager of Evaluation, Research and Reports-.....(843) 224-6450

Tina Carter, Director of Membership Services – (843) 696-1492
GSESC will secure additional assistance if needed and will send the proper insurance claim form or contact the proper insurance agent.

2013-2014

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