



**Girl Scouts®**  
**Western New York**

**What to Do In an Emergency**

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*Please keep copies of this form, with your First Aid kit and with the adult in charge at all times.*

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**IN EVENT OF SERIOUS ACCIDENT, EMERGENCY OR FATALITY**

**PERSON IN CHARGE AT SCENE:**

1. Give priority attention to provide possible care for the injured person or persons.  
Contact emergency medical service and police.  
Assign responsible adult to distance and secure welfare of the remaining troop.
2. In the event of a fatality, leave a responsible adult at the scene of the emergency.  
See that the victim and surroundings are not disturbed until police have assumed authority.
3. Notify the Council by calling the emergency number. Report the emergency and secure additional assistance as needed.
4. DO NOT give any information to the media. Refer the media to the Communications Department.

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**Girl Scouts of Western New York Girl Scout Council Emergency Telephone Numbers:  
1-800-882-9268**

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- Contact the Council by calling the above number.
- The answering service will immediately forward the call to the CEO or designated person.
- Collect calls are accepted.

**WHEN CALLING, STATE "THIS IS AN EMERGENCY"**

Be prepared to provide the following information:

- Your name, position and service unit.
- Your location and how you may be contacted (phone number, etc.)
- Nature and cause of accident (incident, death, illness, etc.)
- Exact date, time, and location where the accident occurred.
- Name, address, age, troop/group number of those involved.
- Identify others involved – police, medical, etc.
- Witnesses – names and addresses.