

Procedure to be followed by the person in charge at the scene:

1. Give attention to injured person(s). Secure doctor, ambulance, police, and clergy as appropriate.
2. In the event of a fatality, **ALWAYS** notify police first. Retain a responsible person at the scene, secure the area, and do not remove victim(s) or disturb surroundings until police have assumed authority.
3. Call the Girl Scouts of Utah's 24-hour emergency number **(801) 483-3413**.
4. When you call the 24-hour emergency number, provide your name, troop number, phone number you are calling from, and your home phone number. Tell the operator if this is a serious accident or a fatality.
5. The operator will relay the information to a member of the council crisis team who will then call you back.
6. The Chief Executive Officer (CEO) or their designee will make all official statements as spokesperson of the council. **DO NOT** give information on your own. Refer all media inquiries to the Communications Director at 801-716-5157.
7. Do not discuss the incident, place blame, or accept liability. Make no statements to the press!
8. Do not surrender parent permission slips or medical release forms to anyone except GSU's CEO.

**COPY CARD ON BRIGHT COLOR CARDSTOCK, CUT ON
DOTTED LINE AND PUT CARD IN YOUR WALLET
KEEP CARD WITH YOU DURING ALL GIRL SCOUT ACTIVITIES**

Girl Scouts of Utah
Emergency Card

(801) 483-3413

State your name and identify yourself
as a Girl Scout volunteer.

Police: _____ Fire: _____

Poison Control: _____ Troop #: _____

Leader's Name: _____

Phone: _____

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