



Within 24 hours:

- A.** Fill out an incident/accident form online at www.gsccc.org.
- B.** Send consent/permission forms, medical report, and other pertinent data to GSCCC headquarters. Clear any questions about these with person to whom you reported the emergency.

Girl Scouts of the Colonial Coast
912 Cedar Road, Chesapeake, VA 23322
Attention: VP of Member Engagement

In the event of an injury which requires professional medical care but is not a serious/life-threatening incident, contact your staff support person at the council office the next working day.

Steps to follow by person in charge at the scene of a **SERIOUS** accident, emergency or fatality.

- A. Give priority attention to providing all possible care for the injured. Do not transport victim(s).
- B. Secure 911 assistance, ambulance, police, doctor and clergy as needed. Keep original copies of health forms.
- C. Exercise care that no statements are made verbally or in writing which could be interpreted either as an assumption or rejection of responsibility for the accident/injury.
- D. In the event of a fatality, always notify police. See that no disturbance of victim or surroundings is permitted until the police have assumed authority.
- E. Retain a responsible adult at the scene.
- F. Call the council office

**Phone Numbers: (757) 549-0836
or 1-800-77SCOUT, Ext. 1258**

**In the event the office is closed, call
(757) 560-4110; leave a number
where you can be reached.**

- G. Follow instructions given by person you reach.
- H. Refer all media inquiries (press, radio, TV) to council office.

(OVER)