

Troop Emergency Contact _____ Phone _____

Neighborhood Contact _____ Phone _____

Staff Contact _____ Phone _____

Designated Adult in Charge _____ Phone _____

Group/Troop # _____

EMERGENCY PROCEDURES

IN THE EVENT OF A SERIOUS ACCIDENT OR EMERGENCY:

1. Care for the immediate needs of the victim.
2. **Call 911** and secure site for arrival of emergency vehicles.
3. Always have a responsible adult at the scene
4. Call Council at **602.452.7000** or **800.352.6133** to report any major emergency. Your call will be forwarded to the appropriate staff member. If the office is closed, call the 24-Hour emergency phone at **602.531.5935**.

5. In the event of a fatality, always notify the police. Until the police arrive, make sure that no one disturbs the scene.
6. The Council spokesperson will inform parents and the in-town contact.
7. Do not issue any statements to the media. Indicate that you are not authorized to speak for the Council and that a spokesperson will be available soon to provide accurate information

Girl Scouts–Arizona Cactus-Pine Council, Inc.
119 E. Coronado Road • Phoenix, AZ 85004-1512
602.452.7000 or 800.352.6133
Para Espanol - ext 7011

It is the responsibility of the person in charge of the activity to ensure procedures, proper forms, and that the Safety Activity Checkpoints (found at www.girlscoutsaz.org) are followed. **Included in this packet should be the following forms:**

Each driver should have a packet that contains the following:

1. Emergency Information MS-27 (this form)
2. Mutual of Omaha Claim Forms and Pamphlet (at least 2)
3. Emergency Procedures
4. General Permission Slip and Blue Card (Health Form) A list of the girls riding in the vehicle(s)
5. Map and directions of where you are going (including telephone numbers of site in case drivers are separated)
6. Coins, phone card or cell phone for emergency phone calls (be aware of cell phone coverage areas)

NOTE: Please keep Driver Packet in an easy to reach place. All contents should be carried at all times in the event of an emergency.

– REMINDERS –

- Each passenger must have a proper seat and seatbelt; the vehicle must not be over-crowded.
- Arizona state law mandates that all children under the age of 8 must be restrained in a booster seat
- Vehicles without seats, such as flatbed trucks, must never be used to carry passengers. Only vehicles designed to carry passengers can be used to transport Girl Scouts.
- Drivers of vehicles with the capacity for more than 15 passengers must have a commercial driver’s license.
- All drivers must carry with them a valid driver’s license and current vehicle insurance coverage.
- In the event of an accident, the insurance carried by the vehicle owner is the primary applicable insurance.
- In the event of a serious injury or fatality, contact the Council immediately.
- An Incident Report must be filed within 24 hours for ALL accidents.

