



## Girl Scouts of Greater Chicago and Northwest Indiana

Vernon Hills Regional Service Center  
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[www.girlscoutsgcnwi.org](http://www.girlscoutsgcnwi.org)

### Emergency Procedures

#### EMERGENCIES

Emergencies can happen at any time, to anyone. Even a troop that has carefully followed every *Safety-Wise* guideline can be involved in an accident or emergency situation. Discuss emergency procedures with your girls as part of a regular troop meeting. If they know that an emergency procedure is in place, they are more likely to remain calm if you are involved in an emergency situation.

**For most accidents or emergencies (a broken leg for example), these procedures should be followed:**

1. Take care of the injured person.
2. Notify parents/guardians immediately. They want to hear from you directly – and quickly.
3. Fill out insurance forms.
4. Call your VISTA Manager/United Way Ambassador and the Vernon Hill Regional Service Center at **847-573-0500 or 708-386-1872**.
5. If the accident or emergency occurs after business hours, call the Vernon Hills Regional Service Center Manager at **847-840-8200**. The service center manager will call you within 30 minutes. Sometimes there are technology challenges, so call the number again if a return call has not been received.

**A serious, major emergency should be handled differently.** A major emergency can be defined as a serious accident, fatality, or incident which may affect the entire Girl Scout organization or general public health. Such situations frequently require assistance from local authorities. This, in turn, generates media attention.

Girl Scouts of Greater Chicago and Northwest Indiana is primarily concerned with preserving the health of its members. Preserving the good reputation of Girl Scouting is a strong secondary concern.

These procedures are made available to volunteers and staff to ensure that, in the event of a major emergency, or any event where Girl Scouts are present when the police or sheriff's department has been called, both concerns are addressed. Please familiarize yourself with the following information.

A true emergency demands patience, thoroughness, long hours, and calm nerves. Always be prepared for an emergency of this magnitude, but remember: *an ounce of prevention is worth a pound of cure*.

**If you are the person in charge on the scene of a major emergency:**

1. Give aid to injured and simultaneously have someone notify a doctor, police, and fire department as needed. Keep a responsible adult at the scene of the accident. Nothing should be disturbed until the police arrive.
2. Call the Vernon Hills Regional Service Center Manager at **847-840-8200**. Be prepared to provide all pertinent information: names, phone numbers, and the "who, what, when, where, and how" the emergency occurred. Also give a phone number where you can be reached. The service center manager will return your call within 30 minutes.
3. The council spokesperson will call parents/guardians, if needed, and make all official statements. If the situation is serious, she/he will come to the scene. To avoid possible legal repercussions, do not give out information on your own.
4. Remain courteous and cooperative with press and public. Say, "All of your questions will be answered by the official spokesperson who will have a statement soon." Make no statements to the press. Avoid speculation.

The emergency procedure information has been condensed into a card that may be carried in your billfold. Every adult responsible for a troop of girls on a Girl Scout activity should be familiar with, and carry, an Emergency Procedures Card. Contact your VISTA Manager, the Vernon Hills Regional Service Center, or the website if you need additional copies of the card.