

## EMERGENCY PROCEDURES GIRL SCOUTS OF SAN JACINTO COUNCIL

For all accidents or injuries, please use the GSSJC Incident Report Form O-73C and follow the instructions on the emergency wallet card issued to all leaders and Council staff. This wallet card is available on the website at [GSSJC O-73B Emergency Card](#).

**The procedures listed below are to be followed by the person in charge at the scene in the event of SERIOUS ACCIDENT, EMERGENCY OR FATALITY. Be familiar with all the procedures (even though it is our sincere hope you will never use them).**

### CRISIS MANAGEMENT PLAN

**DESIGNATED COUNCIL SPOKESPERSON: PRESIDENT OF THE COUNCIL AND CHAIR OF THE BOARD, CHIEF EXECUTIVE OFFICER, OR CHIEF EXTERNAL AFFAIRS OFFICER**

#### **ACTION TO BE TAKEN AT THE SCENE:**

- 1) If there is a serious injury or fatality call 911 **IMMEDIATELY**. Give priority attention providing all possible care for the injured person(s). Contact doctor, ambulance, police, parents and clergy as appropriate.
- 2) In the event of a fatality **ALWAYS** notify police. Keep a responsible adult at the scene of the accident or emergency. See that no disturbance of victim or surroundings is permitted until police have assumed authority.
- 3) Contact the GSSJC office in Houston at 713-292-0300 or in Texas toll free 1-800-392-4340. If you call after hours, you will be prompted to press 9 or say “emergency” to be directed to an emergency line where it will ring a member of the council’s leadership team. If it doesn’t connect immediately, it will continue to contact a staff member. Stay near the phone – the contact person will return your call. If you are a staff member at the scene of an emergency, contact your supervisor directly.
- 4) After the crisis, complete Confidential Incident Report (Form O-73C) to ensure all pertinent details are obtained. Send to: [Incident@sjgs.org](mailto:Incident@sjgs.org), or mail to Girl Scouts of San Jacinto Council, 3110 Southwest Freeway, Houston, TX 77098, ATTENTION: Melissa Hardy

#### **MEDIA ISSUES:**

- 1) While the news media do have a legal right to observe, to photograph and to record any event or any person in a public place, please note that GSSJC properties are private property.

- 2) Refer all media (press, radio, TV) inquiries to Chief Executive Officer, President of the Council, Chair of the Board or Council designee, the Chief External Affairs Officer and/or Communications Director using the following statement, if needed: **“The safety and well-being of our members is the most important thing to Girl Scouts of San Jacinto Council. We are currently working with the appropriate authorities and gathering all the facts. A spokesperson for the Council has been contacted and will be able to provide more information shortly.”**
- 3) No statements are to be made, whether orally or in writing, that could be interpreted to mean that the Council has assumed or denied responsibility for the incident.

**Contact GSSJC in case of a serious accident, emergency, or fatality:**

713-292-0300 or  
1-800-392-4340