

# Emergency Procedures

Cut these four cards along the dotted lines. Each adult working with the girls should carry **one** card for all troop activities and meetings. In case of accident or illness, the adults in charge should always follow the procedures outlined on the card.

## Emergency Procedures

*in case of  
serious accident/illness*

**For emergency contact persons and  
phone numbers, please call:**

1-888-922-4763  
(statewide toll free)

South Portland: (207) 772-1177  
Bangor: (207) 989-7474



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The person in charge at the scene must:

1. **First give first-aid.** Get doctor, police, ambulance, clergy, or whoever is needed.
2. Then, in the **event of death, always notify police.** A responsible adult should stay at the scene until police arrive and assume authority.
3. Next, **contact Girl Scouts of Maine** authorities (see other side).
4. **Make absolutely sure that no statements, oral or written, are made assuming or denying blame.**
5. **Keep a telephone staffed** to send and receive reports. **Keep a written record** of all telephone conversations. **Forward this report AND a written accident report to the South Portland Service Center within 48 hours** of the event.
6. **Contact** parents or emergency contact listed for injured parties.

T11 6/22/10 DL/rj

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