

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

girl scouts 
of maine

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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.

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