



Emergency Procedures

1. Provide first aid to the injured person. Dial **9-1-1** if emergency assistance is needed.
2. Keep a responsible person at the scene at all times.
3. Keep the girls calm and occupied.
4. Notify the Council Crisis Team.
 - Office Cell
901-767-1440 or 901-734-2574
5. Call your troop's emergency contact person to let the parents know there is a delay. Have it planned in advance what the person will say.
6. In the event of a fatality, see that no disturbance of the victim or surroundings is permitted until police arrive.
7. Do not surrender permission slips or medical records. **Keep your copies.**
8. Refer all media (press, radio, TV) inquiries to the Council. **Do not make any statements or release names to anyone.**
9. File a Accident/Incident Report and refer all insurance questions to Council personnel.

Please remember: Only the Council-designated spokespersons (Council Crisis Team) are authorized to speak on behalf of the Council. It is very important that communications are controlled to minimize risk. A good response is: "I really don't have all the information you are looking for. You need to speak with our Chief Operating Officer. I will be happy to have him/her call you."

Feel free to give them the office phone number: 901-767-1440

In addition to reporting emergencies and serious injuries occurring during a Girl Scout activity or on Girl Scout property to the Council Crisis Team, you are asked to report any situation or potential situation that poses a threat to the Girl Scout name and/or impairs the Council's ability to operate effectively.

The Council Crisis Team appreciates it when it has time to **Be Prepared.**

Regional Service Centers

Columbus, MS – 662-328-1930 ♦ FAX: 662-328-1220 ♦ 321 7th Street North, Columbus, MS 39701 ♦ Mailing: P. O. Box 2492, Columbus, MS 39704

Corinth, MS – 662-287-8321 ♦ FAX: 662-286-8142 ♦ 718 Taylor Street, Corinth, MS 38834 ♦ Mailing: P. O. Box 1145, Corinth, MS 38835

Grenada, MS – 662-226-0255 or 888-453-2034 ♦ FAX: 662-226-0258 ♦ 2430 Sunset Drive Ste D, Grenada, MS 38901

Jackson, TN – 731-668-1122 ♦ FAX: 731-661-0011 ♦ 1007 Old Humboldt Road, Jackson, TN 38305

Memphis, TN – 901-767-1440 or 800-727-8104 ♦ FAX: 901-797-2183 ♦ 2715 Kirby Pkwy, Ste 1, Mphs, TN 38119 ♦ Mailing: PO Box 240246, Memphis, TN 38124

Tupelo, MS – 662-844-7577 or 800-624-4185 ♦ FAX: 662-680-3164 ♦ 1800 W. Main St., Tupelo, MS 38801 ♦ Mailing: P.O. Box 1087, Tupelo, MS 38802

Website: www.girlscoutshs.org