

Emergency Action Procedures

Minor Illness, Accident, or Incident

In the event of a minor illness:

- Call a primary caregiver to come for the child.
- If an adult takes a child home, ensure that someone is home to care for the child.
- Do not leave a child unattended.

In the event of a minor accident or injury:

- Immediately give first aid treatment, telephone caregiver, and transport to an emergency room or doctor's office.
- Ask the caregiver to come to the site of treatment. If caregiver(s) cannot be reached, call the person designated to act in an emergency.
- Continue to try to reach the caregiver(s) so they may assume responsibility for medical decisions.

In the event of an incident:

- For a behavioral incident that has escalated, seek appropriate assistance, including contacting 911 if you feel a situation may be dangerous.
- For an incident or suspected incident of child abuse or mistreatment, you are a mandated reporter under Texas law. Make a report to the Texas Department of Family and Protective Services (DFPS) by calling the abuse hotline at 1-800-252-5400 or by visiting www.txabusehotline.org.

Record in writing:

- Time and location of accident or incident; conditions existing at the time of the accident or incident; name, address, and phone number of any witnesses; order of events leading up to and following the accident or incident; and any medical attention, opinion, or instructions received from caregivers or emergency/medical personnel.
- Notify GSCTX as soon as possible, but within 24 hours, by filling out an Accident and Incident Report Form: www.gsctx.org/accident
- When an Accident and Incident form is submitted, GSCTX Customer Care contacts the caregiver and/or reporter to verify the need for medical care and if applicable, will send out the required insurance forms to apply for secondary insurance coverage.

GSCTX Facility-Related Emergency

Facility emergencies include plumbing, electrical, vandalism, etc.

- If you have an on-site point of contact, such as Camp Manager, reach out to them first for assistance.
- If you are unable to reach the facility point of contact, reach out to GSCTX at 1-800-733-0011.
 - If you reach a GSCTX Customer Care staff member during business hours, explain the situation.
 - After hours or when you don't reach a GSCTX staff member, follow the directions on the phone menu to reach the emergency paging services.
- When explaining the facility emergency, please supply the following information:
 - State the type of emergency.
 - Provide your name and a phone number where you can be called back, if applicable.

Emergency Action Procedures

Serious Accident, Emergency, or Fatality

CHECK - CALL - CARE

- **Check** the scene for safety. Check the victim(s) for consciousness, breathing, signs of circulation, and bleeding.
- **Call 911** or the local emergency number.
- **Care** for the conditions you find. Give priority attention to providing all possible care for the injured person(s).
- In the event of a fatality or serious accident, notify the police.
- Retain a responsible adult at the scene of the accident. See that no disturbance of the victim(s) or surroundings is permitted until the police have assumed authority.
- Ensure the safety of any other children at the scene and initiate crowd control.
- Call Girl Scouts of Central Texas emergency paging at 1-800-733-0011 and follow the directions on the phone menu to reach the emergency paging services.
 - State the emergency.
 - Provide your name and a phone number where you can be called back.
 - Monitor your phone for calls and wait to be contacted by a council representative.
- Do not make any statements, either orally or in writing, which could be interpreted either as an assumption or rejection of responsibility for the accident.
- **Make no statements to the media.**
 - Say, "The safety and well-being of our members is our top priority. We are currently gathering facts and working with the proper authorities. A spokesperson for Girl Scouts of Central Texas has been contacted and will be able to provide more information shortly."
- Notification of kin is the responsibility of the designated GSCTX spokesperson.
- Prepare a written report of the occurrence which includes filling out the Accident and Incident Report Form: www.gsctx.org/accident and participate in any other follow-up as requested by GSCTX staff or authorities.