



**Clip this *Emergency Card* and keep it handy.
Should an accident occur, it will help you know what to do first.**

EMERGENCY PROCEDURES - Girl Scouts Heart of Michigan

In the event of serious accident, emergency or fatality:

- Take steps to handle injuries. Do not transport victim(s).
- Get 911 assistance, ambulance, fire, police or clergy as needed.
- Retain a responsible adult at the scene.
- Call the council office: During business hours: **(800) 49-SCOUT**
- Emergency After-Hours phone: **(989) 399-7299**
- If no answer, call: Chief Membership Officer: (989) 627-7045
Chief Program Officer: (989) 600-5776
Chief Advancement Officer: (269) 270-2940
- If no answer, leave a message including number where you can be reached and repeat call until you reach someone.
- Do not make any statements to the media or bystanders. Refer all media to GSHOM staff.
- Gather information to complete GSHOM Accident/Incident report.

In the event of minor injury which requires professional medical care but is not life-threatening, contact GSHOM staff the next business day.