

## Emergency Procedures

Girl Scouts of Citrus Council is responsible for ensuring that all troop activities safeguard the health, safety, and well-being of participants. Leaders must be thoroughly familiar with and always follow the Girl Scout Safety Activity Checkpoints and Citrus Council policies. In the event of an accident, injury, or major emergency, the following procedures must be followed.

### Before the Trip or Activity

The Adult in Charge must ensure:

- Drivers carry: Parent Permission Slip, Health History Form, First Aid Kit, Insurance Forms, Council Emergency Procedures.
- Participants know what to do if separated (checkpoint/meeting location, remain in a safe visible spot).
- Review Property Guide at Council-owned sites; develop site-specific plans at other locations.

### During an Emergency

#### 1. First Aid & Medical Needs

- A certified First Aider or qualified medical personnel provides care according to current standard of care.
- First aiders may issue medication; they may supervise proper timing/dosage per the label.

#### 2. Fire, Flood, or Severe Weather

- Follow posted procedures (Council properties) or established site procedures.
- General steps: Move girls to safe location, assign an adult to remain in charge, call authorities, notify troop Emergency Contact Person and Council representative.

#### 3. Serious Injury or Illness (Hospitalization/Emergency Room Care)

- Provide first aid and secure medical care.
- Contact site ranger/emergency personnel as appropriate.
- Notify parents/guardians and Council representative immediately.

## Emergency Procedures

### 4. Death or Life-Threatening Situation

- Call 911 and appropriate authorities immediately.
- Notify Council representative. Only Council leadership will notify the family.
- Leave the scene undisturbed until law enforcement/authorities arrive.

### 5. Suspicious Activity, Intrusion, or Unsafe Situation

- Contact authorities and follow posted procedures if on Council property.
- Move the group to a safe location if necessary.
- Notify Emergency Contact Person and Council representative.

### 6. Lost Child

- Contact site authority immediately (ranger, staff, law enforcement).
- Organize search teams starting at child's last known location.
- If not located promptly, notify Emergency Contact Person, who will notify parents and Council.

## Information & Documentation

- Do NOT release permission slips to authorities (privacy protection).
- Do NOT make public/media statements. Refer all inquiries to Council CEO/Crisis Communication Team.
- Complete and submit an Accident/Incident Report Form to Council within 24 hours.

## Troop Emergency Contact Person

Each troop must designate an Emergency Contact Person who is not at the activity. This person serves as the communication hub between the troop leader, parents, and Council in any emergency.

**KEEP THIS DOCUMENT in every vehicle, troop binder, and first aid kit.  
Review these procedures with all volunteers before each activity.**