

Instructions: Print and cut cards apart on horizontal lines.
Fold card in half along dotted center line to fit card in your bag, wallet, or troop/group first-aid kit.



EMERGENCY PROCEDURES

Major emergency procedures in the event of a serious accident, emergency, or fatality. The lead person at the scene:

1. Give priority attention to caring for the needs of the victim.
2. Contact physician, ambulance, police, fire department, and clergy as appropriate.
3. Retain a responsible adult at the scene of an accident or emergency.
4. Call GSCM at **410-358-9711 or 1-800-492-2521** during office hours to report a major emergency. During office hours, the receptionist will forward your call to the appropriate staff member.

After hours, call 443-421-0025. This is an organization cell phone. A staff member will call you back in 15 minutes if they are not available at the time of the call.

EMERGENCY PROCEDURES, CONT.

5. In case of a serious accident the council representative will determine who will call at-home troop/group emergency contact and parents/caregivers.
6. In the event of a fatality, always notify the police. See that no disturbance to the victim or surroundings is permitted until the police have arrived.
7. Collect the following facts: What happened? How? When? Where? Who is involved? What are the probable causes? Record the above facts and deliver to the GSCM office within 24 hours along with the original parent/caregiver permission forms and health history forms.
8. Be prepared to receive any media people until the council spokesperson arrives. Do not issue any statements. Indicate that you are not authorized to speak for the Council and that a spokesperson will be on hand to provide accurate information as soon as possible.



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