

GIRL SCOUTS OF THE JERSEY SHORE
Procedures to be followed in the event of
SERIOUS ACCIDENT, EMERGENCY OR FATALITY

Person in charge at the scene should do the following:

1. Give priority attention to those who may be injured. Do not disturb the surroundings. Make sure a responsible adult remains at the scene.
2. Call 911 and request the police and/or an ambulance, as needed.

3. During normal business hours call the council.

Toll Free (New Jersey) • (800) 785-2090

Ocean Service Center • (732) 349-4499

Monmouth Service Center • (732) 938-5454

4. After business hours, call:

Eileen Higgins, CEO • (848) 231-4407

5. Refer all media inquiries (newspaper, television, radio, etc.) to one of the service center phone numbers listed above.
6. Document everything and keep your copies.
7. Do **NOT**:
 - make any statements or release any names to the media.
 - surrender permission slips or medical records to authorities.

**Report suspected child abuse/neglect immediately to the
Office of Children's Services at the Child Abuse Hotline
1-877-NJ ABUSE (1-877-652-2873).**