



Girl Scouts of the Jersey Shore Procedures to be followed in the event of a 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, contact the council service center. In New Jersey, use the toll free number 800- 785-2090. Out of state, call either 732-349-4499 or 732-938-5454.
- 4 After business hours, call Heather Coburn, Interim CEO at 848-231-4407.
- 5 Refer all media inquiries (press, television, radio) to one of the service centers using the numbers 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 or the
Child Abuse Hotline 877-NJ ABUSE (877-652-2873).**