Girl Scouts Western Pennsylvania
EMERGENCY PROCEDURES

In case of serious incident, illness, accident or injury:

1. Determine extent of injury and give appropriate first aid, as qualified.
2. Call for emergency help (**911**)
3. Alert GSWPA Council at **1-800-248-3355** (business hrs.) or **1-877-359-7878** (after hours).
4. Speak only to the police and proper authorities. Do not say "No comment" or release names or statements to anyone. Refer all inquiries to the council spokesperson at 1-800-248-3355 for more information.
5. Do not sign any statements or reports, except for police.

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Contact the Council Emergency Answering Service-
After hours, weekends and holidays **1-877-359-7878**
Business hours **1-800-248-3355**

- State: “I am from Girl Scouts Western Pennsylvania. There has been an emergency. Please notify the Council Emergency Contacts”.
- Leave your name, location and phone number from where you are calling.
- Stay by the phone until your call is returned by a member of the Council Emergency Contact team.
- If contacted by the media, say, “I am not the council spokesperson. Please contact our Council corporate office at 1-800-248-3355”.

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