

## Emergency Procedures

1404 N. Ash St., Spokane, WA 99201

(509) 747-8091 ext. 911

[www.gsewni.org](http://www.gsewni.org)



### **The following actions are to be taken by the person in charge in the event of a serious accident, emergency, or fatality.**

- Give priority attention providing all reasonable care for the injured person or persons. Secure doctor, ambulance, clergyman, and police as appropriate. Obtain names, addresses, and phone numbers of all witnesses and a written statement of what happened if witnesses must leave before police arrive.
- In the event of a fatality always notify police. Retain a responsible adult at the scene of the accident. See that no disturbance of victim or surroundings is permitted until the police have assumed authority.
- Contact Council to report emergency and to secure additional assistance as needed. Call 24 hours a day. Call **509-747-8091 ext. 911**.
- Anyone involved in a serious accident, emergency, or fatality shall not make a statement orally or in writing which could be interpreted either as an assumption or rejection of responsibility for the accident until all facts are known.
- No comments shall be made to the news media; refer news media to council spokesperson.
- Council spokesperson is the Chief Operating Officer, or their designee.
- The council staff person will advise you on any other contacts and who will make them and how.
- Ensure that all participants that are not physically involved are attended to and when possible removed from the immediate scene.
- Document your observations and send to the council office using the Incident/Emergency/Crisis Report Form.

## Incident / Emergency / Crisis Report Form

1404 N. Ash St., Spokane, WA 99201  
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[www.gsewni.org](http://www.gsewni.org)



Use this form to take notes about the incident/emergency/crisis. Take a photo or scan this document and send it to [customercare@gsewni.org](mailto:customercare@gsewni.org) as soon as possible after the incident occurs. If sending by mail, send it in care of the Chief Executive Officer (Spokane Office), Girl Scouts Eastern Washington & Northern Idaho, 1404 N. Ash Street, Spokane, WA. 99201

1. Nature of emergency (accident, death, media item)
  
2. Describe what happened. Be specific. Use back of page if necessary.
  
3. Exact date, time and place the incident happened:
  
4. Names, ages, addresses and phone numbers of people involved:
  
5. If a girl is involved – parents' and/or legal guardian name, address and phone:
  
6. Others involved (police, fire, medical personnel):
  
7. Details of owners, operators, and license numbers of any vehicles involved:
  
8. Witnesses who were present when incident occurred (include names, addresses, phone numbers)