

# GSEMA Emergency Procedures

## IN THE EVENT OF PROPERTY ISSUES

Examples of property issues include loss of keys, water problems, plumbing, etc. For these issues please contact the appropriate site manager:

Cedar Hill ..... 617-839-2567  
Favorite, Martha's Vineyard, Wind-in-the-Pines..... 774-766-1253  
Wabasso, Menotomy ..... 617-438-8544  
Runels..... 978-375-2839  
Friendship House, Maude Eaton, Rice Moody ..... 978-375-2721

If unable to reach the designated person above, please call:  
Ben Smith, Assoc. Facilities Management Director: 617-438-8544  
Joanna Lenahan, Sr. Dir. of Outdoor Program & Facilities: 617-519-9907

## IN THE EVENT OF A MINOR ACCIDENT

1. Immediately give First Aid and/or transport to an emergency room.
2. Call a caregiver and ask them to come to the site or the emergency room, whichever is appropriate. (If caregiver(s) cannot be reached, call the designated emergency contact.)
3. Continue trying to reach the caregiver(s) so that they may assume responsibility for medical decisions.
4. GSEMA Volunteers and Staff are required to fill out the First Report of Incident form in writing and submit within 24 hours to [safety@gsema.org](mailto:safety@gsema.org). Please include:
  - ✓ Conditions existing at the time of the accident
  - ✓ Names and addresses of witnesses
  - ✓ Order of events following the accident
  - ✓ Any medical attention or instructions received from caregivers
5. For any head injuries, immediately notify caregiver and seek medical attention.

## IN THE EVENT OF A MINOR ILLNESS

1. Call a caregiver to come for the child.
2. If an adult takes a girl home, confirm someone will be at home to care for the child.
3. Never leave a child unattended.

## IN THE EVENT OF A SERIOUS EMERGENCY, ACCIDENT, OR FATALITY

1. **Attend to the injured and call 911.**  
*Secure doctor, ambulance, and/or police as appropriate. In the event of a serious accident, or fatality, always notify police.*
2. **Keep a responsible adult at the scene.**  
*See that no disturbance of injured party(s) or surroundings is permitted until the police have assumed authority.*
3. **Ensure the safety of all children at the scene.**
4. **Call the GSEMA Emergency Number: 1-800-348-7788**  
*This answering service will contact key staff members to assist you.*
5. **GSEMA Volunteers and Staff are required to fill out the First Report of Incident form in writing and submit within 24 hours to [safety@gsema.org](mailto:safety@gsema.org).** Please include:
  - ✓ Conditions existing at the time of the accident
  - ✓ Names and addresses of witnesses
  - ✓ Order of events following the accident
  - ✓ Any medical attention or instructions received from caregivers
6. **For any head injuries, immediately notify caregiver and seek medical attention.**

## OTHER IMPORTANT INFORMATION

Do not make ANY statements to the media. You may say, "I am not an authorized spokesperson, but I will put you in touch with someone who is."

Do not sign any statements or accident reports without getting the authorization from Executive Management:

- a) Police officer
- b) Personal insurance company or attorney
- c) Girl Scout insurance company or attorney

Girl Scouts of Eastern Massachusetts staff will coordinate notification of family or guardian, if required.

Girl Scouts of Eastern Massachusetts  
265 Beaver Street, Waltham, MA 02452  
844-306-4736 | [gsema.org](http://gsema.org)

