

## EMERGENCY PROCEDURES

Girl Scout Council of Southeastern Massachusetts  
111 East Grove Street . Middleboro, MA 02346 . staff@gscsm.org  
508 923 0800 . 800 242 0925 . fax 508 923 7676

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IN CASE OF A MAJOR EMERGENCY, CALL 911, THE POLICE, FIRE DEPARTMENT OR HOSPITAL.

Seek appropriate emergency aid immediately.

An emergency is defined as:

- 1) Life-threatening event
- 2) Health and safety threat related to cookies
- 3) Significant Girl Scout property vandalism or loss

After you have contacted local emergency authorities, make an immediate report to the council.

**DURING OFFICE HOURS:** In the event of an emergency during hours when the council office is open, call 800 242 0925 or 508 923 0800, dial 10, and ask the operator to page a member of the Management Team.

**DURING NON-OFFICE-HOURS:** In the event of an emergency when the council office is closed, call the council's emergency beeper at 617 604 5130.

**DO NOT COMMENT TO THE MEDIA.** Council staff will handle all media.

In case of meeting site problems (gas, electricity, plumbing, etc.) call the site proprietor or the appropriate utility company. Then alert someone at the Service Center 800 242 0925 or 508 923 0800 on the next business day.

**PLEASE CALL GIRL SCOUT COUNCIL OF SOUTHEASTERN MASSACHUSETTS WITH QUESTIONS.** We are available to advise and support you Monday through Wednesday 8:00 - 5:15 and Thursday 8:00 - 8:00.