

PROCEDURE FOR SERIOUS ACCIDENT, EMERGENCY OR FATALITY

This procedure is to be followed in instances of **extreme** emergency, such as:

- a vehicular accident with serious injuries;
- a missing person (one who isn't found within a reasonable length of time);
- a serious injury or illness at a Girl Scout event;
- property severely damaged (by fire, for example);
- fatality

1. Check scene. Call 9-1-1. Care for injured.
2. Assign an adult to stay with injured and another adult to stay with those who are not injured. Uninjured should be removed from the scene of the accident.
3. Keep a responsible adult at the scene of the accident. The victim or surroundings are not to be disturbed until the police indicate to do so. Get names, addresses and phone numbers of all witnesses.
4. Use the following list to contact the management staff in your area as soon as possible: (Council will pay for toll calls.)

Region	Name	During Business Hours	After Business Hours
Bloomington/Peoria/Peru	Andie Halley	309-265-7041	309-265-7041
Champaign/Decatur	Kelly Day	217-620-7791	217-620-7791
Springfield/Quincy	Kelly Day	217-620-7791	217-620-7791

If the above-named management staff is not available contact the following immediately:

Position	Name	During Business Hours	After Business Hours
Chief Executive Officer	Jennifer Sedbrook	309-229-0328	309-229-0328
Board President	Anne Warth	786-325-0236	786-325-0236

5. Make no statement to media. Remain courteous and cooperative to the press and public: say, "All of your questions will be answered by the official spokesperson that will have a statement soon."
6. Forward all "Parent Permission Forms" and "Health History Records" to your service center.