

GIRL SCOUTS OF SHAGBARK COUNCIL

Major Emergency Procedures and Crisis Management Plan

1. Immediately call one of the individuals designated by Council to report an emergency and secure assistance needed for handling the situation. Should you reach an answering machine, leave a message including telephone number where you can be reached. Try all four individuals listed to see if you can get someone in person.

Service Center.....888-317-6353/618-242-5079

(After Hours) Emergency Cell Number.....618-521-2480

Chief Executive Officer..... Roberta Campbell

Cell Number.....618-889-7744

Board Chair..... Betsy Murphy

Cell Number..... 618-967-3560

Board First Vice Chair Deanna Litzenburg

Home618-654-1291

2. In the event of a fatality, immediately notify the police. See that there is no disturbance of the victim or the accident site until the police have arrived and assumed authority.
3. Provide assistance and care for the injured as directed; secure a doctor, ambulance, clergyman, and police/sheriff as needed.
4. Refer all information requests, particularly media (press, radio, television) inquiries to the Chief Executive Officer. DO NOT make any statements or release any names.
5. Do not give original copies of permission slips or medical records to anyone.
6. Complete an Accident Report Form and mail it to the Service Center:

Girl Scouts of Shagbark Council

4102 S. Water Tower Place

Mt. Vernon, IL 62864

888-317-6353/618-242-5079