

FOLLOW THE PROCEDURES OUTLINED BELOW

1. 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.
2. Provide assistance and care for the injured as directed; secure a doctor, ambulance, clergyman and police/sheriff as needed.
3. Refer all information requests, particularly media (press, radio, television) injuries to the Chief Executive Officer. DO NOT make any statements or release any names.
4. Do not give original copies of permission slips or medical records to anyone.
5. Complete an Accident Report Form and mail it to the Service Center:
 Girl Scouts of Shagbark Council
 Service Center
 4102 S Water Tower Place 1-888-317-6353
 Mt. Vernon IL 62864 1-618-242-5079

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Major Emergency Contact Persons and Numbers

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 three 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 President, Betsy Murphy
Cell Number.....618-993-8953
First Vice Chair, Deanna Litzenburg
Home.....618-654-1291

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