



**Girl Scouts of Central Illinois**  
 3020 Baker Drive  
 Springfield, IL 62703-5918  
 (888) 623-1237

## 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	Contact Number
Bloomington/Peoria/Peru	Sally Honiotes	815-343-9903
Champaign/Decatur	Kelly Day	217-620-7791
Springfield/Quincy	Brittany Carver	217-836-0830

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

Position	Name	Business Hours	After Hours
Chief Executive Officer	Pam Kovacevich	217-725-9170	217-544-4231
Board President	Ashlynn Stillwell	217-778-6603	217-778-6603

- 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.