



Girl Scouts of Greater Chicago and Northwest Indiana
 Vernon Hills Regional Service Center, 650 N. Lakeview Parkway, P.O. Box 8116
 Vernon Hills, IL 60061-8116
 847-53-0500 www.girlscoutsgcnwi.org

Girl Scouts.

Emergency Procedures

Follow these procedures for most accidents or emergencies:

1. Take care of the injured person.
2. Notify parents/guardians immediately.
3. Fill out insurance forms.
4. Call your VISTA Manager and the Vernon Hills Regional Service Center manager at 847-840-8200.



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If you are the person in authority on the scene of a major emergency, such as a serious accident or fatality:

1. **Give aid to injured.** Have someone notify doctor, police, clergy, and fire department as needed.
2. **Call the Vernon Hills Regional Service Center manager at 847-840-8200.** Be prepared to provide pertinent information: who, what, where, when, and how. Give a telephone number where you can be reached so a council representative can return your call.

MAKE NO STATEMENTS TO THE PRESS.

A council spokesperson will call parents/guardians, if needed, and make all official statements. Remain courteous and cooperative with press and public. **Never say: No comment.** Say, "All of your questions will be answered by the official spokesperson."

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