Steps to be followed by person(s) in charge at the scene of an accident:
1. Give priority attention to providing all possible care to the injured.
2. Secure doctor, ambulance, police, and clergy as deemed appropriate.
3. To report emergency and secure additional assistance, call the council office at 888-771-5170 M-F, 8:30 a.m.-5:00 p.m. Other times, call Jackie Ford, Chief Executive Officer Cell 912-346-7099 Jennifer Wilcox, Chief Operations Officer Cell 502-592-9319
4. In the event of a fatality or other serious accident, always notify the police.
5. Refer any media inquiries (press, radio, television) to Jackie Ford. Make no statements to media. Do not discuss the incident, place any blame, or accept liability.

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**Girl Scouts of Kentuckiana**
2115 Lexington Road, Louisville, KY 40206
Phone: 502-636-0900 or 888-771-5170
www.gskentuckiana.org