

NE MN Synod Journey

Notification Procedures

In case of emergency, questions, concerns, or other, this is the order of people to contact. Whenever there is a minor or major emergency involving a youth (such as a medical emergency, missing child, etc.), all people on this list must be notified within 24 hours (or immediately, depending on the severity) even if the issue has been resolved. If you have any question on whether or not an incident should be reported, please contact Catherine Anderson or Patti Maguire!

1. 911 or Local Emergency Number

- In a medical or other pertinent emergency, always call this number first.

2. Interpersonal Conflicts

- First, sit down with the person with whom you have the conflict and try to resolve the conflict one-on-one.
- If that does not resolve your conflict, bring an adult leader into the conversation.
- If you are still not able to resolve the conflict, notify Catherine Anderson.
- If the conflict is still not resolved after discussions with Catherine Anderson, the following will be notified as appropriate and needed:
 - Parents
 - Senior Pastor and/or Church Council President
 - Bishop Aitken: 218/724-4424

3. Minor Emergencies

- In cases of minor injuries (beyond a simple bandage but not requiring 911 assistance), notify Synod Journey Leadership, the ELCA Gathering Team, or other appropriate personnel to attend to the youth or adult.
- The participant who first attended the youth or adult must fill out an incident report. If more action was taken after the first responder departed, Synod Leadership or other appropriate personnel should also fill out an incident report. Attach both incident reports together.
- Incident reports should be given to Catherine Anderson. Additional forms are available from Catherine.
- Parents, emergency contacts, pastor, Bishop Aitken, Kathy Wimer and/or the ELCA Gathering Team will be notified as deemed appropriate.

4. Major Emergencies

- A major emergency is any incident in which a participant needs assistance beyond the scope of our personnel. A trip to the emergency room, call to 911, suicide attempt, weather disaster, and missing person are examples of a major emergency.
- In a major emergency, the following people should be notified immediately:
 - Call 911 first.
 - If the participant involved is a youth, contact the adult leader from his or her group. If the participant is an adult, contact another adult leader from his or her group.
 - Contact Catherine Anderson or Patti Maguire: 218/310-8528 or see Synod Wristband.
- In a major emergency, the following people must be notified within 24 hours:
 - Parent or emergency contact.
 - Pastor and/or Church Council President
 - Bishop Tom Aitken: 218/724-4424
 - Kathy Wimer (as needed to notify the synod insurance agency): 218/724-4424
 - ELCA Gathering Team: See Gathering Wristband (during Gathering)