

# Emergency Contact & Procedures (South Dakota, Iowa, & Southern Minnesota)

Volunteers and other adults on the scene should:

1. **ASSESS** the scene for safety.
2. **CHECK** the person for responsiveness and life-threatening injuries.
3. **CALL 9-1-1** for assistance.
4. **CARE** for the injured person.
5. **KEEP** uninjured girls together with a responsible adult.
6. **CONTACT** the following to report emergency:
  - VP of Membership & Member Services: Rochelle Rasmussen | (605) 359-3943
7. **SPEAK ONLY TO AUTHORITIES.**
8. **REFER ALL MEDIA** (press, radio, TV) to:  
Chief Development Officer: Jennifer Hoelsing | (605) 906-2871
9. **MAKE NO STATEMENTS TO PRESS OR MEDIA.**  
Do not place blame or accept liability.



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## Driver Information

Driver Name \_\_\_\_\_

Girl Scouts Dakota Horizons Group/Troop # \_\_\_\_\_ (if applicable)

City \_\_\_\_\_ State \_\_\_\_\_

Group/Troop Emergency Contact  
Person \_\_\_\_\_

Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

### Important

- Each driver should have a copy of these procedures, a Health and Permission Card for each girl riding in their vehicle, and a First Aid Kit.
- Separate cards on the next sheet.
- Carry one on your person and attach one to top of First Aid Kit. Make copies as needed.

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Girl Scouts Dakota Horizons

1101 S Marion Road, Sioux Falls, SD 57106 | 800.666.2141

Revised May 2024

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