

# **Girl Scouts Dakota Horizons**

## **Emergency Contact & Procedures**

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:
  - Director of Community & Member Engagement: Mellisa Mesowski (605) 484-1013
  - 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 June 2025

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