



## EMERGENCY CONTACT & PROCEDURES Southeast District

1. **CHECK** and secure the scene.
2. **CALL 9-1-1** for assistance.
3. **CARE** for the injured.
4. **CONTACT one** of the following to report emergency and secure additional assistance.
  - 1<sup>st</sup> **After Hours Emergency Phone Number** 605-553-3465
  - 2<sup>nd</sup> **Paige Carda – District Director** (H) 605-330-9029 (C) 605-366-0893
  - 3<sup>rd</sup> **Tami Haug-Davis – CEO** (C) 605-553-2310
5. **KEEP** uninjured girls together with responsible adult.
6. **SPEAK ONLY TO POLICE** or other authorities.
7. **REFER ALL MEDIA** (press, radio, TV) to Girl Scout emergency contacted person above.
8. **MAKE NO STATEMENTS TO PRESS OR MEDIA.**  
Do not discuss the incident, place blame or accept liability.

### DRIVER INFORMATION

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

Girl Scouts—Dakota Horizons 5 Digit Group # \_\_\_\_\_ (if applicable)

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

Group Emergency Contact Person \_\_\_\_\_

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

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 as many copies as needed.

**Girl Scouts—Dakota Horizons Headquarters**  
**1101 S Marion Rd, Sioux Falls, SD 57106**  
**605-336-2978 or 800-666-2141 Fax 605-336-6841**  
[www.gsdakotahorizons.org](http://www.gsdakotahorizons.org)



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