



EMERGENCY CONTACT & PROCEDURES Northeast District

1. **ASSESS** the scene.
2. **CALL 9-1-1** for assistance.
3. **CHECK** and secure the scene.
4. **CARE** for the injured.
5. **KEEP** uninjured girls together with responsible adult.
6. **CONTACT one** of the following to report emergency:
 - 1st **Shaleen Wieland – District Director** (H) 701-526-0977 (C) 651-206-0813
 - 2nd **After Hours Emergency Phone Number** 605-553-3465
 - 3rd **Tami Haug-Davis – CEO** (C) 605-553-2310
7. **SPEAK ONLY TO POLICE** or other authorities.
8. **REFER ALL MEDIA** (press, radio, TV) to Girl Scout staff contacted above.
9. **MAKE NO STATEMENTS TO PRESS OR MEDIA.** Do not place blame or accept liability.

DRIVER INFORMATION

Name of Driver _____

Girl Scouts—Dakota Horizons 5 Digit Group/Troop # _____ (if applicable)

City _____ State _____

Group/Troop 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 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



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