

Tennessee 4-H Crisis Management Planning - 4-H Project Leaders

County _____

Project _____

Leader _____

Take a copy of this sheet with you when you attend any 4-H involved activity. Leave a copy at home.

I. On-Site In A Crisis Or Potential Crisis

- A. Call appropriate emergency personnel
- B. Give location of project meeting or accident location if on a field trip
- C. See to any injured persons using appropriate first aid procedures
- D. Get other participants to a safe location to avoid further injuries.
- E. Call your county extension office, if it is open, and ask extension personnel to make the remaining contacts.

- 1. County Office Number _____
- 2. Fax Number _____
- 3. Alternate Numbers _____

II. In The Event Of An Emergency Or Crisis

A. Be prepared to tell extension personnel as much information as possible. Write the following information on *Report of Occurrence*.

- 1. Number and extent of injuries
 - 2. Names of injured
 - 3. Location of responding hospital or emergency care center
 - 4. Description and location of the incident
 - 5. Total number of people involved
- B. Have insurance information available for hospital or other emergency personnel
- C. Release children only to parents or guardians listed on the **IN CASE OF EMERGENCY** contact form
- D. Get name of the investigating officer and appropriate contact information

III. Before You Leave For An Activity Or Event

- A. Do you have the completed crisis form with you?
- B. Do you have completed and signed Event and Activity Acceptance (health) Forms?
- C. Have you reviewed the health forms for any special conditions or other pertinent information?
- D. Do you have the **In Case Of Emergency Contact** information for all participants?
- E. Have you sent in the required pre-trip forms to the insurance carrier?
- F. Do you have the following?
 - 1. Cell phone
 - 2. First aid kit
 - 3. Insurance information for your county
- G. Have you made sure that parents and guardians understand that only persons listed on the Event and Activity Acceptance Form will be allowed to pick up children in case of an accident?

IV. Post Crisis Recovery

- A. Return any necessary post-trip insurance forms required by the insurance company to county extension personnel. This applies to non-crisis events as well.
- B. Make sure the victims and their families understand exactly what happened.
- C. Know where victim's belongings are and if or when they will be returned.
- D. Work with county extension personnel to schedule sessions to deal with and talk about the event. They will immediately take advantage of county and state resources for counseling - families need to know what to expect. Continued communication with the families is important.
- E. Be prepared for insurance claim form questions.