

K-STATE CRISIS MANAGEMENT PLANNING

Research and Extension

Take one copy of this sheet with you when you attend any K-State Research and Extension or Extension-involved activity. Leave a second copy with your office staff and/or your local unit board chair.

ON-SITE IN A CRISIS OR POTENTIAL CRISIS

1. Call appropriate emergency personnel: **911** (Emergency); Cellular ***47** (Kansas Highway Patrol); Cellular ***582** (Kansas Turnpike Authority); or _____.
2. See to any injured persons—using appropriate **first aid**.
3. Get other participants to a **safe location** — to avoid further injuries.
4. Call your local **K-State Research and Extension office**, if it is open, and ask someone to make the remaining contacts.
Local office number(s): _____ or
Home number(s) _____
Cell number(s) _____

AT THE LOCAL UNIT OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. Be prepared to **tell K-State Research and Extension personnel** as much information as possible—even information that has yet to be confirmed. (Campus office personnel can help confirm the facts.) Include this information:
 - number and extent of injuries.
 - names of injured.
 - location of responding hospital or emergency care center.
 - description and location of the incident.
 - total number of people involved (number of youth, number of adults).
2. Because local office phones may quickly become clogged with calls for information, identify an **alternative phone** (office next door or local unit chair's office), if at all possible: _____.
3. **Tell any news media** who call or show up:
 - to call **Jerry Grasso**, Director of Communications Solutions, 785-532-5806 (office) or 404-822-2047 (cell) or if unavailable **Jason Ellis** 785-532-5804 (office) 785-317-4556 (cell).
 - *or*, that no information is available yet but will be soon through the local K-State Research and Extension office.
4. **If the local K-State Research and Extension office is closed, make sure the following are notified as soon as possible.** Be prepared to pass along the information listed in #1. If you can, also include the local K-State Research and Extension office phone # _____, and/or alternative phone # _____.
Call:
 - Local personnel at home and/or other offices that have people involved in the activity.
Number(s): _____.
 - Local Unit Board Chair
Name and number: _____;
Or, designated backup: _____.
 - Regional extension director or other administrative office. (*Don't just leave a message, talk to a person!*)
Name and number: _____;
Cell phone number: _____;
Backup #1, if administrator is not available: _____;
Or, designated backup #2: _____.

AT THE REGIONAL OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The regional director or his/her backup will contact:
 - Director for Extension—
Gregg Hadley, 785-532-5820 (office, with Susie Wilkinson, backup) or 715-821-8209 (cell).

AT THE STATE OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The Director for Extension or his backup will contact:
 - Department of Communications and Agricultural Education staff—
Jason Ellis, Department Head, 785-532-5804 (office) 785-317-4556 (cell);
Or, backup, **Jerry Grasso**, Director of Communications Solutions, 785-532-5806 (office) or 404-822-2047 (cell).
 - Director of K-State Research and Extension—
Ernie Minton, 785-532-7137 (office); 785-317-1729 (cell);
Or, backup, Dorothy Doan 785-532-7137 (office, open 8-5, M-F).
 - Other appropriate State Program Leader / Associate Director—
Sarah Maass, 4-H Youth Development Program Leader, 785-532-5800 (office) or 620-344-0527 (cell);
Rick Peterson, Associate Director for Extension Programs, 785-532-5838 (office) or 979-575-8743 (cell);
Chris Onstad, Associate Director for Field Operations, 785-532-3519 (office) or 785-789-2783 (cell).
2. **Communications staff will write a statement for the media** as soon as possible and forward it by phone, or email to the local K-State Research and Extension office or another designated location. At the same time, they will release the statement from Manhattan, using standard media distribution channels. After that, communications staff will provide updates in the same manner, as soon as additional information becomes available.

IN THE EVENT OF AN EMERGENCY OR CRISIS

1. Have insurance information available for hospital or other emergency personnel.
2. Release children and their luggage, if available, only to parents or guardians listed on the “in case of emergency” contact form.
3. Get name of investigating officer(s) and appropriate contact information.

BEFORE YOU LEAVE FOR AN ACTIVITY OR EVENT

1. Do you have the completed crisis form with you?
2. Do you have signed and completed health forms for all participants?
Have you reviewed the health forms for any special conditions or other pertinent information?
3. Make sure you and your office have “in case of emergency” contact information for parents or guardians of all participants. Make sure parents or guardians understand that only those persons listed on the form will be allowed to pick up the children in case of an accident.
4. Have you sent in any required pretrip forms to your insurance company?
5. Do you have all of the following:
 - cellphone?
 - first aid kit?
 - surgical gloves?
 - insurance information from your local office?

PACKING TO LEAVE FOR AN ACTIVITY OR EVENT

1. Pack large suitcases securely under the bus or in another vehicle.
2. Make sure passengers know evacuation plans or appropriate emergency procedures.

POST-CRISIS RECOVERY

1. Return any necessary post-trip insurance forms required by the insurance company (applies to noncrisis events as well).
2. Make sure the victims and their families understand exactly what happened.
3. Know where victim's belongings are and when and if they will be returned.
4. Schedule sessions to deal with talking about the event.
5. Take advantage of county and state resources for counseling, both for individuals and for the group—immediately.
Families need to be told what to expect. Continued communication with the families is important.
6. Be prepared for insurance claim form questions.
7. Know when and where the event will be rescheduled if applicable.