

EMERGENCY PROCEDURE CARD



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HEADQUARTERS:

360 Lexington Road, Wichita, Kan. 67218

In the event of an emergency, contact
(316) 684-6531 or Toll Free: (888) 686-6468.

After business hours,
dial a number above and
ext. 1111.



Procedures for Handling Serious Accidents or Illnesses

1. Give priority attention and care for the sick or injured.
2. Secure doctor, ambulance, police and clergy as appropriate.
3. Contact Crisis Lead (secondary if unavailable) listed on reverse side to report the emergency and secure additional assistance.
4. In the event of a fatality or other serious accident, always notify police. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
5. Refer all media (press, radio, TV) inquiries to Council Spokesperson. Do not make any statement or release names to anyone.
6. Ask appropriate staff or volunteer contact to let parents know if there is a delay.
7. Do not surrender permission slips or medical records. Keep your copies.
8. Refer insurance questions to appropriate council personnel.
9. Fill out Crisis/Incident Information Form.
10. Follow up within 24 hours of the incident with Crisis Lead or Secondary.