

# EMERGENCY PROCEDURE CARD



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**HEADQUARTERS:**  
360 Lexington Road, Wichita, Kan. 67218  
316-684-6531 or Toll Free: 888-686-6468

### CRISIS LEAD

Director of Property

Jerry Primm

(w) 316-684-6531, ext. 1519

(c) 316-253-6985

### CRISIS SECONDARY

Chief Executive Officer

Rolinda Sample

(w) 316-684-6531, ext. 1581

(c) 316-285-3163

### COUNCIL SPOKESPERSON

Director of Communications

Muriel Boyce

(w) 316-684-6531, ext. 1523

(c) 316-295-0743

## 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.