

# 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 Operating Officer

*Connie Christopherson*

(w) 316-684-6531, ext. 1552

(c) 316-655-9043

## **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.