ON-SITE IN A CRISIS OR POTENTIAL CRISIS
1. Call appropriate emergency personnel: 911 (Emergency) or the appropriate agencies on
4-H Event Risk Management Plan – Contacts.
2. See to any injured persons using appropriate first aid.
3. Get other participants to a safe location to avoid further injuries, and to provide enough
room to work on the injured person.
4. Call your county Extension Office or 4-H staff person immediately. Be prepared to tell
extension personnel as much information as possible, even information that has yet to
be confirmed.
   a. This includes:
      i. Number and extent of injuries.
      ii. Names of injured.
      iii. Location of responding hospital or emergency care center.
      iv. Description and location of the incident.
      v. Total number of people involved (number of youth, number of adults.)
5. Because county office phones may quickly become clogged with calls for information,
request an alternate phone (office next door, etc.). ______________
6. Tell any news media that call or show up:
   • Do not comment or disclose any information about the situation or people
     involved.
   • Refer media requests to University of Arizona personnel for more complete
     information.

Call: County-based 4-H professional at home and/or other offices that have people
involved in the activity. See “4-H Event Risk Management – Contacts” for county-based
4-H professional contact information.