



What to do?: 4-H Event Crisis Management

Take one copy of this sheet with you when you attend any University of Arizona Cooperative Extension or Extension involved activity.

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.