KANSAS STATE UNIVERSITY Extension

Incident Management Planning

Take one copy of this sheet with you when you attend any K-State Extension or Extension-involved activity. Leave a second copy with your office staff and/or your local unit board chair.

ON-SITE IN AN INCIDENT

1. Call appropriate emergency personnel: **911** (Emergency); Cellular ***47** (Kansas Highway Patrol); Cellular ***582** (Kansas Turnpike Authority); or _____.
2. See to any injured persons—using appropriate **first aid**.
3. Get other participants to a **safe location** — to avoid further injuries.
4. Call your local **K-State Extension office**, if it is open, and ask someone to contact the remaining personnel.
   Local office number(s): Minneapolis 785-392-2147 or Salina 785-309-5850 or
   Home number(s) _____
   Cell number(s) Cade 785-392-0022; Justine 530-410-2476; Ellie 785-822-9944

AT THE LOCAL UNIT OFFICE IN AN INCIDENT

1. Be prepared to **tell *K-State Extension personnel*** as much information as possible—even information that has yet to be confirmed. (Campus office personnel can help confirm the facts.) Include this information:
   - number and extent of injuries.
   - names of injured.
   - location of responding hospital or emergency care center.
   - description and location of the incident.
   - total number of people involved (number of youth, number of adults).
2. Because local office phones may quickly become clogged with calls for information, identify an **alternative phone** (office next door or local unit chair's office), if at all possible: Salina 785-309-5850.
3. **Tell any news media** who call or show up:
   - to call **Jerry Grasso**, Executive Director of Communications Solutions, 404-822-2047 or if unavailable **Kirsten Conard** 784-477-2784.
   - *or*, that no information is available yet but will be soon through the local K-State Extension office.
4. **If the local K-State Extension office is closed, *make sure* the following are notified *as soon as possible*.**
   Be prepared to pass along the information listed in #1. If you can, also include the local K-State Extension office phone # Mpls 785-392-2147, and/or alternative phone # Salina 785-309-5850.
   Call:
   - Local personnel at home and/or other offices that have people involved in the activity.
     Number(s): Cade 785-392-0022; Justine 530-410-2476; Ellie 785-822-9944.
   - Local Unit Board Chair
     Name and number: Mary Bernhardt 785-825-7762 (Home) or 785-820-6314 (Cell);
     Or, designated backup: Denise Stein 785-822-8786.
   - Regional extension director or other administrative office. (*Don't just leave a message, **talk to a person**!*)
     Name and number: Aliesa Good (Cell)785-822-7347 (Office) 785-822-7347;
     Cell phone number: _____.
     Backup #1, if administrator is not available: Carla Nemecek 620-363-2092 (Cell);
     Or, designated backup #2: _____.

AT THE REGIONAL OFFICE IN A INCIDENT OR POTENTIAL INCIDENT

1. The regional director or his/her backup will contact:
   - Assistant Vice President and Director for Extension—
     Gregg Hadley, 785-532-5820 (office, with Susie Wilkinson, backup) or 715-821-8209 (cell).

AT THE STATE OFFICE IN A INCIDENT OR POTENTIAL INCIDENT

1. The Director for Extension or his backup will contact:
   - Department of Communications and Agricultural Education staff—
     Jerry Grasso, Executive Director of Communications Solutions, 404-822-2047 or if unavailable
     Kirsten Conard, 784-477-2784.
   - Other appropriate State Program Leader / Associate Director—
     Sarah Maass, 4-H Youth Development Program Leader, 785-532-5800 (office) or 620-344-0527 (cell);
     Erin Martinez, Interim Associate Director for Extension Programs, 330-309-7452.
     Chris Onstad, Associate Director for Field Operations, 785-532-3519 (office) or 785-789-2783 (cell).
2. **Communications staff will write a statement for the media** as soon as possible and forward it by Microsoft Teams, or email to the local K-State Research and Extension office or another designated location. At the same time, they will release the statement from Manhattan, using standard media distribution channels. After that, communications staff will provide updates in the same manner, as soon as additional information becomes available.

IMMEDIATELY FOLLOWING AN INCIDENT AND FOLLOW-UPS

1. Have insurance information available for hospitals or other emergency personnel.
2. Release children and their belongings, if available, only to parents or guardians listed on the "in case of emergency" contact form.
3. Collect the name of the investigating officer(s) and appropriate contact information.
4. Make sure the impacted person(s), families or guardians are communicated with and understand exactly what happened (unless law enforcement/investigating officer gives different instructions/direction).
5. Know where the impacted person(s) belongings are, and communicate when they will be returned.
6. As soon as possible, liaise with your supervisor to discuss instructions/direction on next steps on communicating about the event to relevant parties.
7. Direction may be given to approach county and state resources for counseling services, both for individuals and for others. Reach out immediately to begin the process.
8. Continue engaging in communication with relevant parties so questions are answered and expectations are set around next steps and potential outcomes.
9. Complete and file electronically the incident report on the K-State Extension reporting form (online).
10. File any other necessary forms immediately, and upon return, all necessary post-trip forms required by the insurance company (applies to non-incident events as well).
11. Work with insurance representatives and prioritize completing insurance questions and all claims and other relevant forms.
12. If the event has been rescheduled, communicate the relevant logistics to all relevant parties.

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