

K-STATE CRISIS MANAGEMENT PLANNING

Research and Extension

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

ON-SITE IN A CRISIS OR POTENTIAL CRISIS

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 Research and Extension office**, if it is open, and ask someone to make the remaining contacts.
Local office number(s): _____ or
Home number(s) _____
Cell number(s) _____

AT THE LOCAL UNIT OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. Be prepared to **tell K-State Research and 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: _____.
3. **Tell any news media** who call or show up:
 - to call **Jerry Grasso**, Director of Communications Solutions, 785-532-5806 (office) or 404-822-2047 (cell) or if unavailable **Jason Ellis** 785-532-5804 (office) 785-317-4556 (cell).
 - *or*, that no information is available yet but will be soon through the local K-State Research and Extension office.
4. **If the local K-State Research and 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 Research and Extension office phone # _____, and/or alternative phone # _____.
Call:
 - Local personnel at home and/or other offices that have people involved in the activity.
Number(s): _____.
 - Local Unit Board Chair
Name and number: _____;
Or, designated backup: _____.
 - Regional extension director or other administrative office. (*Don't just leave a message, talk to a person!*)
Name and number: _____;
Cell phone number: _____;
Backup #1, if administrator is not available: _____;
Or, designated backup #2: _____.

AT THE REGIONAL OFFICE IN A CRISIS OR POTENTIAL CRISIS

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

