

# Emergency Action Plan

4-H Clubs, Committees, and Affiliates

This document does not cover ALL potential emergencies that could happen. This is simply a tool to help prepare for when an emergency does happen.

EAP's need 3 things:

1. Who to call?
2. What actions to take?
3. How to report?

## Who to Call

Is someone at risk of serious injury or death? – Call 911 and have Health History available

Then immediately call victims parent/guardians and alert them of the situation and that 911 was called.

Then fill out an incident report form

Did a child just get a bump, bruise, cut, or throw up (something minor)? – Call parent/guardians

Then fill out an incident report form

## What Action to Take

Create a plan for as many emergencies as you feel would cover your club during the year. Fire, tornado, missing person, transportation waiver/travel, etc.

## How to Report

Incident/Accident Report Form – Return to the Extension Office within 24 hours



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# Sample Emergency Action Plan

## Who to Call

Include local Fire, EMS, Sheriff/Police station, Health Department, Veterinarian, etc.

Ravenna Police: 330-296-6486

Ravenna Fire/EMS: Emergency – 330-296-6422, non-emergency – 330-297-5738

Health Department: 330-296-9919

Veterinarian: Alger Vet. Clinic 330-274-3463

## What Action to take

Our Club meets at 705 Oakwood Street – Room 101

Fire Escape – Escape one of 5 doorways. The only one that is wheel chair accessible is the south entrance with the elevator. (provide map is possible)

Tornado/weather safety area – The basement of 705 Oakwood Street, is the tornado safety area.

Missing person – gather everyone and do a proper head count. Designate 2 people go to bathrooms and other parts of the building/location to search. If no one is found, call 911/local sheriffs.

In case of a medical emergency, these are the steps we should take:

1. Scan the scene – make sure whatever hurt the victim, cannot hurt others.
2. Call 911
3. Someone with First Aid experience should maintain care of victim
4. The head advisor always carries the filled out health history forms for all 4-H members. Find binder with the person's name/picture on it to report to EMS.
5. Call parents/guardians
6. Make sure all other 4-H members are safe and keep them calm
7. Fill out incident/accident report form
8. Call all parents/guardians of youth in attendance to inform them what happened

In case of any emergency, once we go through the proper steps, we must take head count by the advisor or person in charge who is not injured.

## How to Report

Have Incident/Accident Report Forms available for all witnesses to file reports. Send these reports to the Extension Office within 24 hours of incident/accident.

Blank reports can be found with Head Advisor in binder.