

//EMERGENCY PROCEDURES//

EMERGENCY PROCEDURES APPLY TO ALL YOUTH MINISTRY ACTIVITIES.

EMERGENCY PROCEDURES SHOULD BE COMMUNICATED TO ALL YOUTH LEADERS.

- Provide all youth leaders with a written manual including emergency procedures.
- Verbally explain emergency procedures during new leadership training.
- Assign emergency or crisis managers for each event. Make sure a male and female is assigned.
- Leaders and staff must be made aware of who the crisis managers are or who is on duty if the event requires multiple crisis managers.
- Keep a well stocked medical kit easily accessible.
- Make sure all leaders know the plans for making emergency notifications prior to any emergency. Unless otherwise assigned, notifications are to be made by the senior staff member or event leader ONLY.
- Consider offering first-aid and CPR classes for all leaders.
- Identify emergency care facilities in advance.
- Be sure a certified lifeguard is on duty when swimming is part of an activity.

Emergency Medical Phone Number/ _____

Hospital Phone Number/ _____

Other Important Phone Number/ _____

Other Important Phone Number/ _____

Other Important Phone Number/ _____

//MEDICAL EMERGENCIES//

- If there is ANY DOUBT call 911.
- Always have 2 adults/chaperones accompany the injured/ill student for medical attention.
- Become aware of special medical conditions prior to event.
- Contacting parents or guardians is the responsibility of the senior staff member or event leader ONLY.
- Address/inform entire group in one gathering, as soon as practical.
- Fully document incident/illness as soon as practical.

Emergency Medical Phone Number/ _____

Hospital Phone Number/ _____

Other Important Phone Number/ _____

Other Important Phone Number/ _____

NON-MEDICAL EMERGENCIES

- Secure group in a safe location. This is especially important when dealing with a vehicle breakdown.
- Establish a plan for dealing with emergency expenses in advance. If this involves a church credit card make sure more than one individual has been assigned a card.
- Establish a calling plan to inform parents of late arrivals, breakdowns etc.
- For serious emergencies conduct a parent information meeting immediately upon return.