



LIVING SAVIOUR LUTHERAN CHURCH

Emergency Plan For LSLC Youth Leaders and Adults in Charge of Activity

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EMERGENCY PROCEDURES are a necessary aspect of any event, gathering or retreat. This is an outline that can be printed prior to events or retreats, and the appropriate contacts included.

GENERAL GUIDELINES CONCERNING EMERGENCIES

These forms will help you and your group formulate an emergency plan and clarify that the adult leader is in charge in the case of an emergency. It will foster communication between leader and adult volunteers as to who will stay with the injured youth while the other is making the call, and who will supervise the rest of the group.

1. Give emergency treatment to injured youth. Don't give first aid beyond your training.
 - If necessary based on your location, send someone for help.
 - If there is enough staff, send a staff person/adult for help.
 - If there is not enough staff, send two capable youth for help.
 - Make sure you have instructed them on who to talk to and how to find them.
2. Keep other participants safe.
3. Continue regular activities.
4. Cooperate with public authorities, but give no information beyond that required.
5. Jot down a list of witnesses. Include names, addresses, and telephone numbers. Fill out Emergency Report Form for the church office as soon as you are able.
6. The lead staff person ONLY will contact parents, insurance company, media, and attorneys.
7. DO NOT ALLOW YOUTH, YOURSELF, OR OTHER STAFF TO USE THEIR CELL PHONES TO CALL ANYONE BUT THE LEAD STAFF PERSON AND EMERGENCY PERSONNEL. Incidents can be misconstrued or blown out of proportion. Only the adult leader can contact anyone other than emergency personnel. No exceptions.

EMERGENCY PLAN CARD

Leader to fill out and make copies for all adults accompanying group

EMERGENCY PLAN

General Procedures to be applied in all emergency situations.

The highest person available on the chain of command or other appointed personnel will:

1. Check area and make sure to direct group to a safe area to wait for your "all clear" signal. Leave group under supervision of another LSLC adult volunteer.
2. **Call 911** to request the proper help and instructions
 - State the nature of the emergency; stay connected, especially if using a cell phone
 - Give directions to the location of the emergency (specify name of city/town and nearest intersection)
 - Dispatch someone to a safe, visible area to guide emergency personnel to the site of the emergency
 - Only emergency vehicles and personnel should be allowed in the vicinity
2. Issue the "all clear" signal when appropriate to do so
3. Complete LSLC's "Accident Report Form" within 24 hours of the accident or emergency

EMERGENCY CHAIN OF COMMAND

*Adult Leader/ Staff : _____ Cell Phone: _____

*Staff / Volunteer Person: _____ Cell Phone: _____

*Staff /Volunteer Person _____ Cell Phone: _____

*Staff /Volunteer Person: _____ Cell Phone: _____

Group Emergency Parent Contact in Charlotte that will contact the rest of the parents in the event of an accident/delay/problem:

Name: _____ Home _____

Cell _____

Remember that only the Lead Staff/Volunteer is to contact parents or give instruction to notify authorities/parents. It is too confusing to allow others to call home from their cell phone when the situation is still being assessed. After the situation has been resolved, please fill out LSLC's Accident Report Form as soon as you are able.

ADULT LEADER AND PARTICPANTS ARE TO CARRY A SET OF COPIES OF THESE TWO FORMS (plus one Emergency Plan) AT ALL TIMES DURING THE ACTIVITY. If it is necessary to carpool, then additional copies must be given to each driver so that they have copies of Forms A and B for each youth riding in his/her car. The driver should keep forms their cell phones and forms handy (by driver's seat) in case of car accident.

- Form A: Notarized "Health Form and Consent to Seek Treatment."
(It is the responsibility of the parent/guardian to have the forms notarized.)
- Form B: Permission Slip and Assumption of Risk, Waiver & Release Agreement.
- Form C: Emergency Plan Cards for each adult leader/chaperone.

ORIGINAL FORMS

All original forms are to be filed in central location in church office in case they need to be faxed to the hospital, or in the event the copies have been left behind or lost.

Remember, chaperones and/or drivers must be 21 or older and have a valid NC driver's license.