

Before you Leave for an Event...

Make sure you have/completed the following:

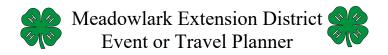
| | First Aid Kit |
|---|--|
| | Have completed Kansas 4-H Participation Forms for all involved (Youth & Adults) |
| | Have you checked for kids with special needs (dietary, medical & physical) |
| | All Volunteers are 4-H Volunteer Screened |
| | A copy of this Travel Form on file at Local Extension Office turned in a week prior to event |
| | You have proof of vehicle and any other necessary insurance |
| | Seat belts are provided for each passenger in your vehicle |
| | All drivers currently have a valid driver's license, insurance, and are at least 21 years of |
| _ | age |
| | A Communication Plan (your local extension office, and between multiple vehicles, etc.) |
| | is in place |
| | You have "In case of emergency" contact information for parents or guardians of all participants |

Meadowlark Extension District Contact Information

| Office Phone Numbers | Agen | t Cell Phone Numbers | |
|----------------------|--|---|------|
| | 54-4775 Teres | Hallauer 785-851-95 a Hatfield 316-519-18 Robinson 785-545-64 | 308 |
| | 63-3511 Cindy | Roland 317-498-7 Williams 785-766-8 Gantz 785-640-8 | 8658 |
| | 36-2184 David 36-6060 Ross Deb I | Mosteller 785-541-10 | 012 |

THIS FORM MUST BE TURNED INTO THE EXTENSION OFFICE AT LEAST A WEEK PRIOR TO EVENT!!





| Event | Event ChaperonePhone Number | | | | | | |
|---|-------------------------------|--|--|--|--|--|--|
| Office Name | | | | | | | |
| Phone Number | Contact AgentPhone Number | | | | | | |
| Anticipated Departure or Event Date/Time | | | | | | | |
| Departure Location | | | | | | | |
| | Anticipated Arrival Date/Time | | | | | | |
| Arrival Location | | | | | | | |
| Transportation (vehicle type, driver, etc.) | | | | | | | |
| | | | | | | | |
| Driver/Chaperone Name & Contact Info | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Names of Youth Involved | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| COMPLETE BELOW FOR RETU | JRN TRIP | | | | | | |
| Estimated Departure Date/Time | | | | | | | |
| Departure Location | | | | | | | |
| Estimated Arrival Date/Time | | | | | | | |
| | | | | | | | |

| rans | sportation (vehicle type, driver, etc.) | |
|---------|---|--|
| ——)rive | er/Chaperone Name & Contact Info | |
| Jame | es of Youth Involved | |
| | | |
| ıny a | additional information regarding the trip or event. | |
| | | |
| | | |
| | | |
| | | |
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| | | |

Steps to take in case of a crisis or potential crisis...

- 1. Call appropriate emergency personnel: 911 (Emergency); Cellular *47 (Kansas Highway Patrol); Cellular *582 (Kansas Turnpike Authority.
- 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 Meadowlark District Extension Office, if it is open, and ask it to make the remaining contacts.
- 5. Be prepared to tell Extension Personnel as much information as possible-even information that has yet to be confirmed. This includes:

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).

- 6. Because office phones may quickly become clogged with calls for information, contact another Meadowlark District Extension Office or call a Meadowlark District Agent's cellular phone.
- 7. Tell any news media that call or show up:
 That no information is available yet but will be soon through the Meadowlark District Extension Office.
- 8. If the Meadowlark District office is closed, contact any Meadowlark District Extension Agent, beginning with your local agents.
- 9. Have insurance information available for hospital or other emergency personnel.
- 10. Release children and their luggage, if available, only to parents or guardians listed on the "in case of emergency" contact form.
- 11. Get name of investigating officer(s) and appropriate contact information.



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