

VOLUNTEER Emergency Contacts

Local Emergency: 911

First Emergency Contact in Counties/Communities:

4-H Educator: **Kim Hause 507-220-0314**

1st Alt – EE-Operations: **Nancy Hegland 507-649-1553**

2nd Alt – EE-Operations: **Trish Sheehan 320-894-8703**

First Emergency Contact for Regional and State Programs:

Program Lead:

Alternate Program Lead:

Department of Youth Development Administration:

Contact: Becky Harrington 612-624-7974 rolls to cell phone

Emergency Procedures

Ensure all steps are followed in accidents resulting in serious injury and/or fatality.

1. Priority attention: care for injured; stabilize the situation.
2. Call 911 or police, ambulance and clergy as appropriate.
3. If the injured is removed from the scene, the Extension employee or MN 4-H Volunteer in charge of the program stays at the scene. A parent/guardian, Extension employee, or a MN 4-H Volunteer must accompany the injured.
4. Immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
5. Immediately call your “first emergency contact.” Call alternate if first contact is not available. (FYI - Emergency contact will inform Extension administration.)
6. Complete the additional procedures for reporting an accident, including the completion of the U of M Bodily Injury/Property Damage Incident Report Form. The “emergency contact” will guide you.

Continued ➡

VOLUNTEER Emergency Contacts

Local Emergency: 911

First Emergency Contact in Counties/Communities:

4-H Educator: **Kim Hause 507-220-0314**

1st Alt – EE-Operations: **Nancy Hegland 507-649-1553**

2nd Alt – EE-Operations: **Trish Sheehan 320-894-8703**

First Emergency Contact for Regional and State Programs:

Program Lead:

Alternate Program Lead:

Department of Youth Development Administration:

Contact: Becky Harrington 612-624-7974 rolls to cell phone

Emergency Procedures

Ensure all steps are followed in accidents resulting in serious injury and/or fatality.

1. Priority attention: care for injured; stabilize the situation.
2. Call 911 or police, ambulance and clergy as appropriate.
3. If the injured is removed from the scene, the Extension employee or MN 4-H Volunteer in charge of the program stays at the scene. A parent/guardian, Extension employee, or a MN 4-H Volunteer must accompany the injured.
4. Immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
5. Immediately call your “first emergency contact.” Call alternate if first contact is not available. (FYI - Emergency contact will inform Extension administration.)
6. Complete the additional procedures for reporting an accident, including the completion of the U of M Bodily Injury/Property Damage Incident Report Form. The “emergency contact” will guide you.

Continued ➡

VOLUNTEER Emergency Contacts

Local Emergency: 911

First Emergency Contact in Counties/Communities:

4-H Educator: **Kim Hause 507-220-0314**

1st Alt – EE-Operations: **Nancy Hegland 507-649-1553**

2nd Alt – EE-Operations: **Trish Sheehan 320-894-8703**

First Emergency Contact for Regional and State Programs:

Program Lead:

Alternate Program Lead:

Department of Youth Development Administration:

Contact: Becky Harrington 612-624-7974 rolls to cell phone

Emergency Procedures

Ensure all steps are followed in accidents resulting in serious injury and/or fatality.

1. Priority attention: care for injured; stabilize the situation.
2. Call 911 or police, ambulance and clergy as appropriate.
3. If the injured is removed from the scene, the Extension employee or MN 4-H Volunteer in charge of the program stays at the scene. A parent/guardian, Extension employee, or a MN 4-H Volunteer must accompany the injured.
4. Immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
5. Immediately call your “first emergency contact.” Call alternate if first contact is not available. (FYI - Emergency contact will inform Extension administration.)
6. Complete the additional procedures for reporting an accident, including the completion of the U of M Bodily Injury/Property Damage Incident Report Form. The “emergency contact” will guide you.

VOLUNTEER Emergency Contacts

Local Emergency: 911

First Emergency Contact in Counties/Communities:

4-H Educator: **Kim Hause 507-220-0314**

1st Alt – EE-Operations: **Nancy Hegland 507-649-1553**

2nd Alt – EE-Operations: **Trish Sheehan 320-894-8703**

First Emergency Contact for Regional and State Programs:

Program Lead:

Alternate Program Lead:

Department of Youth Development Administration:

Contact: Becky Harrington 612-624-7974 rolls to cell phone

Emergency Procedures

Ensure all steps are followed in accidents resulting in serious injury and/or fatality.

1. Priority attention: care for injured; stabilize the situation.
2. Call 911 or police, ambulance and clergy as appropriate.
3. If the injured is removed from the scene, the Extension employee or MN 4-H Volunteer in charge of the program stays at the scene. A parent/guardian, Extension employee, or a MN 4-H Volunteer must accompany the injured.
4. Immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
5. Immediately call your “first emergency contact.” Call alternate if first contact is not available. (FYI - Emergency contact will inform Extension administration.)
6. Complete the additional procedures for reporting an accident, including the completion of the U of M Bodily Injury/Property Damage Incident Report Form. The “emergency contact” will guide you.

University of Minnesota Extension
Center for Youth Development
MINNESOTA 4-H VOLUNTEERS
Emergency Contacts and Procedures
Updated April 2023

NOTE:

- [] DO NOT make any statements to anyone other than the police, youth development emergency contacts, Extension administration, and officials at the University of Minnesota as directed by your supervisor or Extension administration.
- [] Ask the witness NOT to post anything about the incident on social media. It is important to respect the privacy of the individual(s) and allow for appropriate notification.
- [] Refer all media to Allison Sandve, Extension media relations manager, at 651-492-0811 (cell) or 612-626-4077 (office). Please do not make comments to new media; this will be handled by designated spokesperson(s).

The University of Minnesota Extension is an equal opportunity educator and employer.
Copyright @ 2020 Regents of the University of Minnesota. All rights reserved.

University of Minnesota Extension
Center for Youth Development
MINNESOTA 4-H VOLUNTEERS
Emergency Contacts and Procedures
Updated April 2023

NOTE:

- [] DO NOT make any statements to anyone other than the police, youth development emergency contacts, Extension administration, and officials at the University of Minnesota as directed by your supervisor or Extension administration.
- [] Ask the witness NOT to post anything about the incident on social media. It is important to respect the privacy of the individual(s) and allow for appropriate notification.
- [] Refer all media to Allison Sandve, Extension media relations manager, at 651-492-0811 (cell) or 612-626-4077 (office). Please do not make comments to new media; this will be handled by designated spokesperson(s).

The University of Minnesota Extension is an equal opportunity educator and employer.
Copyright @ 2020 Regents of the University of Minnesota. All rights reserved.

University of Minnesota Extension
Center for Youth Development
MINNESOTA 4-H VOLUNTEERS
Emergency Contacts and Procedures
Updated April 2023

NOTE:

- [] DO NOT make any statements to anyone other than the police, youth development emergency contacts, Extension administration, and officials at the University of Minnesota as directed by your supervisor or Extension administration.
- [] Ask the witness NOT to post anything about the incident on social media. It is important to respect the privacy of the individual(s) and allow for appropriate notification.
- [] Refer all media to Allison Sandve, Extension media relations manager, at 651-492-0811 (cell) or 612-626-4077 (office). Please do not make comments to new media; this will be handled by designated spokesperson(s).

The University of Minnesota Extension is an equal opportunity educator and employer.
Copyright @ 2020 Regents of the University of Minnesota. All rights reserved.

University of Minnesota Extension
Center for Youth Development
MINNESOTA 4-H VOLUNTEERS
Emergency Contacts and Procedures
Updated April 2023

NOTE:

- [] DO NOT make any statements to anyone other than the police, youth development emergency contacts, Extension administration, and officials at the University of Minnesota as directed by your supervisor or Extension administration.
- [] Ask the witness NOT to post anything about the incident on social media. It is important to respect the privacy of the individual(s) and allow for appropriate notification.
- [] Refer all media to Allison Sandve, Extension media relations manager, at 651-492-0811 (cell) or 612-626-4077 (office). Please do not make comments to new media; this will be handled by designated spokesperson(s).

The University of Minnesota Extension is an equal opportunity educator and employer.
Copyright @ 2020 Regents of the University of Minnesota. All rights reserved.