

Crisis Management Guidelines

The 2018 NE MN Synod Journey

1. Identify the following every time you come to a new site (hotel, servant event, NRG Stadium, etc.):

- Available phones
- Shelter Areas for tornado warnings, etc.
- Outside meeting location in case of emergency (ex. Specific parking lot of the Hyatt Regency, specific door entrance at NRG Stadium, etc.) For the Synod Journey portion of this event, meeting areas will be:
 - **Texas A&M Campus:** Concrete gathering space in front of Maritime Academy Hall.
 - **Servant Event and/or during other activities:** Your Bus, or parking lot/space where bus will be picking you up.
- Local hospital locations
- Local emergency numbers
- Discuss emergency procedures with your group at beginning of stay at each site.

2. Health and First Aid:

- Each group should carry with them a First Aid Kit containing at least: assorted bandages, antiseptic or alcohol wipes, latex gloves, ice pack, and scissors.
- Keep First Aid Kit with you at all times and in a visible location.
- It is recommended that adult leaders be certified in First Aid and CPR.
- It is recommended that Adult Leaders collect and disburse all prescribed medications taken by youth. Keep medications in a safe, secure location. Discuss with parent(s) how prescribed and over the counter medications will be handled and disbursed.
- Health and Release forms should be carried by an adult leader at all times. Everyone in the group should know where the Health and Release forms are located.

3. In case of a weather warning:

- In a calm manner, lead youth to the shelter area.
- Bring battery operated radio and flashlight if available.
- Sing songs, pray, and do other activities to keep youth calm.
- When given the all clear, meet at designated meeting spot to make sure all youth and adults are safe and accounted for.

4. In case of emergency (medical, missing person, suicide attempt etc.):

- Contact appropriate people on chain of command.
- Stay with injured youth (or adult) until that youth's adult leader arrives, even if other personnel arrive to help.
- In cases where 911 is contacted, the procedures of the medical or law enforcement community will be followed.
- For other emergencies, the participant's emergency contact will be notified, and the participant will be taken to the emergency room as a precautionary measure. Synod Journey leadership will consult health professionals on whether or not a trip to the emergency room is necessary.

5. Security

- Youth must travel in groups of three or more at all times.
- Group should participate fully in all activities according to the covenant. If a youth should become ill during the trip, an adult leader should remain at the hotel with the youth. If there is only one adult leader in your group, contact leaders in your bus group to assist you in supervision for the remainder of your group.
- Dress should be appropriate.
 - Wear appropriate clothing at all times. As a sign of respect for others and for your safety, we ask that clothing cover all underwear (including bra straps and sport bras) and no belly buttons show. Swimsuits should be modest. T-Shirts will be provided for certain program days during The Synod Journey. At other times, t-shirts will be given for participants to wear if clothing is deemed inappropriate.
- Pocket knives, squirt guns, laser pointers, or any other type of material or device that could be seen as a security threat should be left at home.
- Youth may only depart from the planned itinerary (be picked up or dropped off early) with a signed permission slip from a parent or guardian. Both the NE MN Synod Staff and the Primary Contact must be in possession of the permission slip.

6. Emergency numbers to know:

- 911
- Poison Control Center: 1-800-222-1222
- Catherine Anderson's Cell Phone: 218-310-8528 and on Synod Wristband
- ELCA Gathering Team: See ELCA Youth Gathering Wristband