

IN CASE OF AN EMERGENCY

Special
Olympics
Pennsylvania



Crisis Card

Follow these steps...

1. Survey the situation
2. Contact the proper authorities or emergency personnel (Ex. 911)
3. Assure the safety of those around
4. Notify Program Manager/Team Leader or SOPA contact based on the level of emergency
5. Complete an Incident Report Form

As a volunteer, you are a Mandated Reporter. Report suspected child abuse by calling ChildLine at **1-800-932-0313 or to report suspected abuse of adults with disabilities, call the Adult Protective Services Hotline at **1-800-490-8505**.*

If the situation has the potential to damage SOPA's reputation, you must contact the state office's Crisis Communications Coordinator at **855-701-9030, who will serve as the single designated spokesperson for media inquiries.*

WHAT IS AN EMERGENCY ?

- Level 1** Emergency: is a localized emergency, minor incident which city/county volunteers can manage. (Ex. Delayed Event , Injured Participant not requiring hospitalization.)
- Level 2** Emergency: is a moderate to serious emergency, incident, accident or situation that may extend beyond the city/county program's response capability. (Ex. Missing Coach/Athlete, Cancelled Event, Behavioral Crisis .)
- Level 3** Emergency: is a critical incident affecting beyond the immediate area, where extensive aid assistance is required. (Ex. Fire, Bomb Threat, Fatal Accident, Contagious Health Threat, Criminal Activity.)

IMPORTANT NUMBERS:

Program Manager/Team Leader - _____

Crisis Communications Coordinator - 855-701-9030

***NOTE: Some Level 2 and ALL Level 3 Emergencies Require Notifying The State Office!
If in doubt, contact the Crisis Communications Coordinator.***