

## **4-H Crisis & Risk Management Planning Guidelines**

The following information is meant to be a practical application of the information located in the Risk Management Guidelines for University of Connecticut Cooperative Extension System Employees and Volunteers. Please refer to this document if you have questions. The following sheets were designed to help you implement the guidelines in a practical way.

The goal of the crisis and risk management documents is to assist volunteers and 4-H staff to prepare for emergencies. By using the Risk Assessment and Crisis Management Worksheets you should be able to create a brief Crisis Management Plan to go on file.

Crisis Plan: All 4-H Programs/activities should create a crisis management plan that includes the following:

- ✿ A risk assessment of the specific program activity and the location and duration
- ✿ Location of closest hospital, EMS, Fire and Police
- ✿ Steps to take in an emergency situation
- ✿ Travel, driving and emergency overnight procedures

We have provided both fill in pages and check lists for your use in this packet. Please use them to create crisis plans for your programs and submit those programs to your local office. If you ever have questions about your crisis plan, please call your 4-H Educator.

## 4-H Risk Assessment Worksheet

Answer the following questions to assist in your ability to assess the risk involved in a particular activity.

1. What is the activity or event?
2. What is the location and duration of this activity or event? What is the general itinerary if traveling?
3. What programmatic safety training has been done with your participants (and/or parents) prior to this activity or event?
4. List all safety equipment that is used in conjunction with this activity? Is it all in working order and is there enough for all participants? Have all participants been trained in its proper use? Are any of the certifications or equipment out of date?
5. List some risk factors involved in this activity?

6. Should emergency professionals close to the location be aware of the activity or event? Do I need a EMT or RN in attendance? Will medications need to be dispensed?
  
7. Do I need health forms and permission to transport with me for this activity or event? Do I know how to contact each member's parent or guardian in the event of an emergency? (please note: if you keep health forms for members on file they must be locked or secured so no HIPAA regulations are inadvertently ignored) Do I need a phone tree? Is 911 operating and functional in the area our event is being held? Is there likely cell service in that area?
  
8. Is insurance needed for this activity? If so write the information on the lines provided below.  
  
Carrier: \_\_\_\_\_  
  
Policy number \_\_\_\_\_  
  
Other information \_\_\_\_\_  
  
\_\_\_\_\_
  
9. Are all my drivers (if applicable) properly licensed and insured? Are all vehicles being used in good working condition and are all seat belts functioning?
  
  
10. Do I have enough adult coverage in case of an emergency? Do I have accident report forms with me? If we have to stay overnight somewhere do I have the people and resources to do that in a safe and well managed way?
  
  
11. Do we have a chain of command list so that no matter who gets injured the group understands their roles and who is in charge?

4-H Crisis Management Worksheet 1  
Local Emergency Contact Information

Event or Activity

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Date\_\_\_\_\_

Location\_\_\_\_\_

Phone for Local EMS (if 911 service is not available)

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Closest Hospital and Phone

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Name & Phone Numbers for 4-H Staff Person(s)

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State 4-H Office

1-888-FOURHCT

(1-888-368-7428)

University of CT Police

860-486-4800

Other important numbers

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## 4-H Crisis Management Worksheet 2

### Safety and Emergency Procedure Checklist

In the event of a crisis the following things may need to be considered:

- ✿ Is everyone safe?
- ✿ Are we safe to stay in the present location?
- ✿ Has EMS (911) been called?
- ✿ Have the injured or ill been separated from the uninjured or well – and are both groups being provided adult supervision?
- ✿ Are all members of your party accounted for?
- ✿ Is someone missing?
- ✿ Have the Police (or security) been contacted?
- ✿ Has the injured, ill or missing person's (people's) parents or guardians been contacted?
- ✿ Do you have permission to transport and a health form for the injured or ill person?
- ✿ Has my local 4-H Educator been contacted?
- ✿ Is the media likely to become involved?  
(If so please tell your local educator, as they will need to know!)
- ✿ Has the manager/property owner been contacted?
- ✿ Will we have to stay overnight in our location?
- ✿ Other \_\_\_\_\_

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## 4-H Crisis Management Worksheet 3

### Chain of Command List

It is important to have a chain of command. You never know who will be injured, lost or become ill. It is important to decide in advance who will take charge and what the other adult's roles will then be.

Lead – this could be the trip organizer, the 4-H Staff member, or the club leader. It is important that the lead monitor the situation – so it is best if they are not the one calling EMS or going for help if needed.

Replacement Lead & Helpers – this group of people would be the head chaperones, drivers, or other volunteers like event staff. One of these people should be contacting EMS if needed, another should move the unhurt to a safe distance, and still another could help by remaining with the sick or injured.

Other volunteers – this group could involve parents who are along with the group or other adults at the activity or event. Parents are usually willing to help in a crisis. They could help monitor the “well” group, be sent to the road or end of the driveway to alert EMS personnel, and if the situation is not a grave one – they could even do an activity with the remaining members.

Use the following as a worksheet to help with chain of command planning

Who is the Lead \_\_\_\_\_

Who is the Replacement Lead \_\_\_\_\_ or \_\_\_\_\_

Who will be the EMS Contact \_\_\_\_\_ or \_\_\_\_\_

Who will manage the “well group” \_\_\_\_\_ or \_\_\_\_\_

Who are the situational helpers \_\_\_\_\_ or \_\_\_\_\_

Who are the directional helpers \_\_\_\_\_ or \_\_\_\_\_

Who will manage the phone tree \_\_\_\_\_ or \_\_\_\_\_

Who are the animal handlers \_\_\_\_\_ or \_\_\_\_\_

Leaders Name: \_\_\_\_\_

Volunteer Application on file: \_\_\_\_\_

Date Turned into office: \_\_\_\_\_

# 4-H Crisis Management Plan

Please fill out and file in your local 4-H Office prior to your event or activity. Leaders should keep a management plan on hand for meetings that happen in their group's "home" location. For events or activities where travel is necessary, or events that involve your group hosting the general public, you should file this plan with your local office. If you have any question as to whether you should file a plan, call your educator for guidance

My name \_\_\_\_\_

My Phone contact information (including cell) \_\_\_\_\_

\_\_\_\_\_

Activity Name \_\_\_\_\_

Activity Location \_\_\_\_\_

Activity Duration \_\_\_\_\_

Activity Date(s) \_\_\_\_\_

4-H Staff or Lead Volunteer \_\_\_\_\_

Additional Volunteers working directly with the activity or who are responsible for transportation to the activity \_\_\_\_\_

\_\_\_\_\_

Insurance Information \_\_\_\_\_

Fill in the following:

Emergency Number to activate EMS \_\_\_\_\_

Nearest Hospital phone number \_\_\_\_\_

First Person on Phone Tree & Number (if traveling) \_\_\_\_\_

\_\_\_\_\_

Outline safety training and any concerns with your activity or location

Outline your entire itinerary (if traveling – please attach if needed)

I am carrying health forms for the following 4-H members who are participating in this activity: (list all)

I \_\_\_\_\_ have checked all equipment, collected all emergency numbers and I have reviewed crisis plan with other adult volunteers.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Staff Signature

\_\_\_\_\_  
Date