

## Ohio 4-H Risk Management Plan

This document covers the considerations to take to ensure that risks are avoided or mitigated as best as possible for Ohio 4-H program participants. A checklist is used for easy identification of tasks to complete, in addition to communication that needs to be sent to participants and parents/guardians. Please note: this is the minimum guidance. If a specific program has more stringent guidance that is to be followed (for instance, overnight residential camps follow “Camping Annual Requirements”).

### **Facilities**

Considerations must be given related to safety and liability.

Site chosen meets the following Safety Requirements

- Provides a safe environment for participants.
- Accessible for individuals with disabilities and special needs.
- Emergency exits clearly marked, unlocked and easily accessible.
- Emergency equipment exists and is accessible if needed.
- Aware of other groups using the facility and any potential conflicts.

Site chosen meets the following Liability Requirements

- Obtain facility use forms, agreements and/or contracts from management of the facility chosen. Send form/agreement/contract through appropriate channels for review and proper signature. If payment of facility used is required, follow proper guidelines for submitting payment.

### **Transportation**

The following must occur if parents are not providing transportation for their own child or if the minor is not providing their own transportation. Encourage parents to bring their own child or make arrangements for transportation on their own.

Required for All Drivers

- Meet all requirements set forth in Ohio State University Transportation Policy for Employees & Volunteers.
- Copy of driver’s license and insurance on file with event coordinator or local Extension Office.
  - The personal insurance of driver is the primary coverage.
- All drivers oriented of planned route, provided with maps and directions, have set meeting times & destinations and ability to communicate by cell phone or two-way radio.

Required for All Participants

- Wear seat belts at all times.
- Refrain from behavior that is distracting to the driver.

## **Health / Emergency**

It is best to plan for emergencies and other health related needs. The following outline items to tend to in order to fully prepare for a variety of situations.

### Participant Health Related Requirements:

- Collecting emergency contact information, dietary needs or other accommodations, etc. for each participant (youth and adult) is best practice for any event. A complete signed Ohio 4-H Health form is required for overnight events. This should be accessible by person(s) in charge.
- Access to health care in emergency is known and understood even when traveling out of town.
- Have emergency action plan in place with a backup system known by all leaders.
- Share emergency action plan with all participants.
- Current and up-to-date First Aid kit available.
- Health and/or accident insurance secured. (i.e. – American Income Life)
- Incident or accident report forms available for use by person(s) in charge.
- Identify and schedule EMT, nurse, doctor, or CPR trained personnel (on site or on call). Adults in this role must be certified in a minimum of First-Aid and CPR.

### Unexpected Situations Planned For:

- Plan for unexpected weather (i.e. access to shelter, means to contact parents of changes in location, etc.)
- Two-way radios and/or cell phones carried and used for emergencies and on-going communication.

## **Activity or Event Parties**

Multiple types of people are involved in the activity/event. Each group has specific considerations and requirements.

### Supervising Adults:

- Volunteers and/or chaperones are approved Ohio State University Extension Volunteers and/or are current Ohio State University Extension employees
- Volunteers and/or chaperones oriented and trained of their roles, working with youth, emergency procedures and event/activity responsibilities.
- All medications are accounted for and secured.
- Provide an adequate number of approved chaperones, and consider if gender representation is needed due to sleeping arrangements.
  - Refer to the “Ohio 4-H Chaperone Guidance” for chaperone requirements.
- Take steps to ensure safety of youth and adults from suspicions of child abuse, mishandling of funds, or mishandling of emergency situations.

### Parents of Participants:

- Parent Orientation (face-to-face, virtually, or in writing) conducted including purpose of program, rules and policies for participation, safety and emergency procedures, itinerary, emergency contacts, etc.
- Drop-Off & pick-up procedures communicated to parents (including Restricted & Early Release Forms, if needed).
- Sign permission to participate or informed consent forms for child.
- Understand financial obligations and pay any required costs by deadlines.

### Participants:

- Ensure participants are in an organized tracking system (who's present, check in and out system, location, emergency numbers)
- If an overnight event, separate sleeping quarters are provided for male and female participants.
- Participant orientation conducted includes rules, policies, guidelines, safety and emergency procedures.
- Make sure that participants know how to handle equipment properly and safely.
- Event is organized to prevent injury, fatigue, or undue stress to participants.

### **Activities/Other Considerations**

Additional items should be considered when planning an event. There may be other items to note, in particular if your event is unique.

- Know safety rules for the area (e.g. cross in a crosswalk; be aware of your belongings in an airport, if traveling by metro know where your exits are, use the buddy system, be respectful of seating priorities, be aware of surroundings, etc.)
- Have a shared communication plan, such as exchanging cell phone numbers or creating a GroupMe type of chat for alerts or other questions.
- Share additional considerations and expectations of participants:
  - Participant information is needed for Extension clientele in certain situations. When personal information is collected, remember to keep all information confidential.
  - The privacy of individuals is to be respected.
  - The nature of Extension work does not provide for the role of an Extension professional to evolve to that of a guardian, "surrogate," or "foster parent."
  - Be considerate of individuals who are different from you and maintain a respectful, while curious, mindset.
  - Inform program participants about the appropriate use of cell phones and cameras appropriate for the Extension event.
  - Teens serving in leadership roles are to be supervised and monitored by adults. Extension professionals and approved adult volunteers must monitor and guide the leadership techniques used by teen leaders and ensure that Extension policies are followed.
  - Discipline shall be constructive and reflect Extension's values. Corporal punishment is never permitted.
  - Jokes, stories, and discussions of a sexual nature are not permissible.
  - Hazing and initiations are prohibited and may not be included as part of any Extension activity.
  - Verbal, physical, and cyberbullying are prohibited.
  - Be sensitive to the risks involved in participating in some contact sports with youth and exercise particular caution when doing so.
  - Participants, volunteers, staff who do not follow these guidelines of the Ohio 4-H Youth Development Program will be asked to leave the event.

### **Communication Plan**

The following is a sample of what should be communicated with participants and parent/guardians about the events/trips. This can be sent as a welcome letter, part of an orientation, or other appropriate method of communication.

- Objectives / overview of the event / activity
- Emergency contact person(s) name and cell phone
- Chaperones (if different from contact person(s))
- Forms to complete and turn in, along with the respective deadline for each (e.g. health history, transportation, permission to participate, code of conduct)
- Cost (if applicable)
- Event location (specific address and contact information)
- Check in / arrival times and information
  - Address and other GPS or map, including helpful information to note, including heightened traffic patterns, construction, etc.
- Departure time / check out information
- What to bring/pack
- What to wear (dress code)
- Where to store luggage and supplies (if applicable)
- What participants will do / engage in (agenda)
- Meals / snacks (what is provided, what participants need to bring, how much money to bring to purchase, etc.)
- Sleeping arrangements
- Transportation throughout the event (vehicles, airplanes, shuttles, etc.)
- Medication requirements / accessibility
- Emergency medical plan
- First aid kit
- General information
  - Cell phone or other policies to share
  - Include key information from the checklist (e.g. other considerations) that are pertinent for families to note.