# Spokane County 4-H

# 2018 Risk Management Plan

**Spokane Valley Rifle and Pistol Club (Shooting Sport Ranges)**

# I. Staffing/ Supervision

**A: Training**- All event staff shall have met the minimum training requirements set by WSU and the National 4-H Shooting Sports Committee.

**B: Certification**- All required certifications will be verified by the State Coordinator prior to staff being selected.

**C: Age/Experience-** All age requirements set by WSU will be strictly observed for participation in these events, (min. age 8, max. age 18) by October 1 of the current 4-H year.

## D: Adult/ Child Ratio- There will be a minimum of one adult per every ten youth participating in these events.

**F: Specific Requirements**- All specific requirements are out lined in the event general rules and event synopsis as detailed by the National 4-H Shooting Sports for Shotgun events. This includes the promotion of the 4-H Code of Conduct by all Staff and Participants.

**G: An Event Director (E.D.) and a Communications Officer (C.O.)** Will be selected by Spokane County 4-H and the Spokane County 4-H Club using this facility, for any associated practice or event, to handle administrative duties relating to event operation and communication with EMS, Law Enforcement, Parent Contacts and Media when necessary.

### **II. Insurance**

**A:&B:** All waivers, health histories, and parent permissions will be verified and collected by 4-H staff and 4-H club leaders prior to any participation.

**C:** No Vehicles will be used in the course of this event.

**D:** Each 4-H club using this facility shall have the appropriate and up-to-date club insurance prior to using this facility, and Additional Event Insurance will be purchased for participant coverage during shoots, camps, clinics and other special events.

**E:** No equipment coverage is necessary.

**F:** Facility Liability coverage shall be verified prior to event.

**G:** There are no leases involved with this event.

#### III. Emergency

1. **Procedures**
   1. Local EMS will be coordinated with in advance of the event to establish a procedure for response and emergency transport of sick or injured individuals attending this event. Emergency transport will not be conducted by event staff under any circumstance.

The Spokane County Fire Department has staffed EMT services at the Valleyford Station, about 5.6 miles from the Spokane Valley Rifle and Pistol Club. The Valley Hospital, located at 12606 East Mission Avenue , Spokane Valley, WA 99216, is closest and approximately 11.3 miles from the Spokane Valley Rifle and Pistol Club.

An EMT will be on standby if needed at all venues.

* 1. The selected C.O. (communication officer, Louise Cavender) will be responsible for all communications with EMS, Law Enforcement, Parent Contacts, and responses to media. No other event staff will be authorized to make these communications.
  2. There will be a First Aid Station located in the range office or club house of each shotgun event. Trained First Aid staff will be available to respond as needed to all areas of the range. Emergency contacts and locations will be posted throughout the shooting venue. Cellphone coverage is available at each venue.
  3. Parent Notification will be conducted by C.O. as directed by the E.D.

##### Additional Situations

* 1. **Range Accident**- An immediate cease fire will be called, all firearms will be made safe and properly secured. E.D. will be contacted and First Aid will be administered as needed. C.O. will initiate appropriate contacts.
  2. **Lost Child**- E.D. and C.O. notified. C.O. contacts Law Enforcement, and the range access road will be secured, Ranges will be searched west to east. Each participant will be identified and counted, and will be required to stay in the area in which they were counted until a search of the whole range is completed.
  3. **Misfires**- Will be handled on a case by case basis per shooting sports approved procedure. The Range Officer or official present should be immediately notified and the firearm should not be opened or unloaded, but should be kept pointing in a safe direction for 60 seconds. Then the firearm should be unloaded and the offending cartridge inspected for light primer indentation, contamination, etc.
  4. **Dangerous or Rabid Animals**- Will be observed from a safe distance, C.O. will notify Law Enforcement/ Animal Control for containment. Injuries resulting from animal contact will be reported by C.O. to EMS regardless of severity.
  5. **Natural Disaster-** In the event of a natural disaster all ranges will be evacuated to a staging area located in the parking lot of the range office. A count will be conducted to establish that all participants are safe. Further evacuation from the facility property will be directed by EMS personnel.

* 1. **Vehicle Accident**-No Vehicles will be used in the course of this event. If an accident does occur the C.O. will notify Law Enforcement.
  2. **Other Areas**- Any unanticipated emergencies will be handled in good faith by the E.D. and event staff using his/her best judgment and the resources available.

# IV. Equipment

**A**: **Safety Check & Maintenance**- All equipment will have routine safety checks conducted prior to event.

**B: Handling**- All equipment will be handled with approved methods in a safe manner.

**C: Storage-** Firearms will be stored in racks or cased when not in use and ammunition will be stored separately under the direction of event staff.

**D:** **Transporting**-At each facility, All Firearms will be transported to and from assigned ranges unloaded, chambers open, and under the supervision of adults.

**V. Facility**

**A: Safety Inspection**- A thorough safety inspection of the facilities will be conducted by the E.D. to ensure the safety of the public prior to the event. Unsafe conditions will be flagged and use of the facility will be suspended until conditions are corrected.

**B: Safety Procedures**- All boundaries will be clearly marked, safety rules clearly posted and safety areas (spectator, coaches, staff, and participant) will be well defined.

**C: Insurance**- Adequate facility liability insurance will be verified with the facility owner prior to the event.

**D: Leases**- There are no leases involved with this event.

E: **Contract**- Event Approved by Board of Directors and/or Operations Manager.