

## 4-H Events Information and Risk Management Checklist Jefferson County 4-H



Dear 4-H Event Coordinator,

**Please complete and return the following form and checklist at least 2 weeks prior to your event.** Taking the time to identify potential risks inherent to your event – and then making a plan to avoid, reduce, or respond to such risks – will help you to fulfil your duties as a 4-H leader in providing a safe environment for all youth and adult participants. Please consider asking key adults and/or youth 4-Hers to help you complete this checklist so that all of your event leaders take responsibility for event safety. Please also contact me if I can be of assistance as you plan.

Very best wishes on your event planning, Tanya Barnett (4-H Coordinator, WSU Extension Jefferson County)

### EVENT DETAILS

Event:		Date(s):	
Location(s):	# of Anticipated Participants ENROLLED in 4-H (Youth & Adult):	# of Anticipated <b>Participants NOT Enrolled in 4-H</b> (Youth & Adults):	
Name of Event Coordinator:	Coordinator's Phone # & Email:		
Positive Youth Development Goals for Event:			

### FACILITIES

#### Safety Requirements

✓ or NA	
	The site provides a safe environment for all participants
	The site is accessible for individuals with disabilities and special needs
	Emergency exits are clearly marked, unlocked and easily accessible
	Emergency equipment (e.g., fire extinguishers) exists and is accessible
	Buildings and grounds are free of dangerous objects (e.g., rusty nails, broken glass, hypodermic needles, unsafe equipment, etc.) or dangerous areas are clearly marked as off-limits
	The facilities meet animal needs (if applicable)
	Buildings not in use during event remain locked
	If other groups plan to the site during our event, we have a plan in place to avoid conflicts

#### Liability Requirements

✓ or NA	
	I have obtained facility use forms, agreements, and/or contracts from site managers
	I have shared these forms, agreements, and/or contracts with 4-H Staff so that he/she can take these through the appropriate channels at WSU for review
	I have followed up with facility management and/or 4-H Staff to be sure that forms, agreements, and/or contracts have been received and meet requirements of both entities
	If payment of facility is required, I have made sure that all forms, agreements, and/or contracts have been approved prior to making a payment and/or deposit
	If facility requires a certificate of liability, I have contacted 4-H Staff to arrange this
	<b>If event will involve participants NOT enrolled in 4-H, I have contacted 4-H Staff to arrange Special Event Insurance coverage</b>

### TRANSPORTATION

Compliance with WSU Safety Policies and Procedures Manual (<https://policies.wsu.edu/prf/index/manuals/7-00-motor-vehicle-safety/7-10-requirements-driving-vehicles-university-business>)

✓ or NA	
	I have checked driver qualifications: valid drivers license (valid for vehicle to be driven), at least 18 years old, at least 2 years of driving experience, and insurance coverage
	I have checked driving conditions and condition of vehicle(s) and planned for safest route
	I have oriented drivers re: planned route, arrival time and destination, First Aid Kits, and communication plan (e.g., exchanging cell phone numbers in case of separation)
	Drivers will remind all passengers to wear their seatbelts at all times
	All passengers reminded to talk and act in a manner that will not distract the driver
	Drivers reminded to operate vehicles in a professional and safe manner, and comply with applicable traffic laws and regulations at all time
	Drivers carry a copy of all passengers' emergency contact and medical information

## LEADER & PARTICIPANT RESPONSIBILITIES

✓ or NA	
	We have organized the event schedule to prevent injury, fatigue, and/or undue stress to participants and leaders
	We have an adequate number of enrolled, adult Certified 4-H Volunteers* (including chaperones) – i.e., at least 1 Certified 4-H Volunteer per group of up to 10 youth
	All chaperones, volunteers, and leaders (youth and adult) have received an orientation regarding: their roles and responsibilities, emergency procedures and contacts, event schedule, and incident reporting
	All participants will receive an orientation regarding event and/or facility rules, emergency procedures, event schedule, equipment use, and 4-H Youth Code of Conduct ( <a href="https://s3.wp.wsu.edu/uploads/sites/2077/2018/09/4-H-Youth-Code-of-Conduct.docx">https://s3.wp.wsu.edu/uploads/sites/2077/2018/09/4-H-Youth-Code-of-Conduct.docx</a> )
	All parents/guardians have travel and event schedule and emergency contact information
	We have adequate tracking systems for participant check-in/-out and accompaniment during event, e.g., “buddy system” or “truddy system” (3 youth)

## EMERGENCY

✓ or NA	
	Through <a href="https://wa.4honline.com">https://wa.4honline.com</a> , I will have access to all participants’ health and authorization information (including emergency contacts) and/or I will have printed copies of this information during the event (contact 4-H Staff prior to event to obtain access and/or hardcopy participant information)
	We have an emergency action plan that includes: minor incident/first aid response, access to emergency medical treatment and contact numbers, at least 2 adults on hand at all times, back-up plans, and natural disaster procedures
	We have at least one up-to-date First Aid Kit accessible at all times
	Incident Report Forms are downloaded and available during the event (download at <a href="https://s3.wp.wsu.edu/uploads/sites/2077/2017/06/Incident-Report-Form.pdf">https://s3.wp.wsu.edu/uploads/sites/2077/2017/06/Incident-Report-Form.pdf</a> )
	We have made arrangements for a doctor, nurse, EMT, and/or CPR-trained personnel on site or on call

## OVERNIGHT EVENTS

✓ or NA	
	We have an adequate number of enrolled, adult Certified 4-H Volunteers* – i.e., at least 1 Certified 4-H Volunteer per 10 youth; Volunteer must be 21 for overnight events within WA and 25 for overnight events outside of WA
	We have a minimum of 1 Certified 4-H Volunteer per 10 youth and per gender (i.e., for co-ed overnight events, a minimum of 2 Certified 4-H volunteers needed)

## FOOD

✓ or NA	
	Food handlers will follow WA Food Safety Tips ( <a href="https://www.doh.wa.gov/YouandYourFamily/FoodSafety/Tips">https://www.doh.wa.gov/YouandYourFamily/FoodSafety/Tips</a> ; e.g., raw meat separate from fresh fruit)
	Through <a href="https://wa.4honline.com">https://wa.4honline.com</a> , I will review all participants’ dietary restrictions
	We will have access to clean water at all times

I have reviewed this document and confirm that its contents are accurate:

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 4-H Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### WSU 4-H STAFF CONTACT INFORMATION

Name & Role	Office Phone #	Emergency Phone #	Email Address
Tanya Barnett, 4-H Coordinator in Jeff. Co.	360-379-5610 x208	206-853-0562	<a href="mailto:tanya.barnett@wsu.edu">tanya.barnett@wsu.edu</a>
Joy Lile, WSU 4-H Regional Specialist	360-337-7157 #6266		<a href="mailto:joy.lile@wsu.edu">joy.lile@wsu.edu</a>
Clea Rome, WSU Extension Dir. Jeff. Co.	360-417-2280		<a href="mailto:clea.rome@wsu.edu">clea.rome@wsu.edu</a>
Nancy Deringer, WSU State Program Leader 4-H Youth Development	509-358-7788		<a href="mailto:nancy.deringer@wsu.edu">nancy.deringer@wsu.edu</a>

\* Any adult who will be alone with 4-H youth must successfully complete the 4-H Volunteer Certification Process; contact your 4-H Staff for volunteer application