



# Crisis Management Plan for Events

<b>RISK MANAGEMENT PLAN for 4-H Shooting Sports Events</b>	
<b>County :</b>	<b>Regional/County Plan</b>
<b>INFORMATION</b>	
<b>Date Created:</b>	
<b>Event Leader Name:</b>	
<b>Lead Contact Information:</b>	
<b>Assistant(s) Contact Information:</b>	
<b>Disciplines Involved:</b>	
<b>EVENT OR ACTIVITY</b>	
<b>Name:</b>	
<b>Location and Coordinates:</b>	
<b>Dates of the Event:</b>	
<b>EXTENSION CONTACT INFORMATION</b>	
<b>4-H Educator</b>	
Name: Address: Phone: Email:	
<b>Executive Director</b>	
Name: Location: Office Phone: Email:	

**State 4-H Shooting Sports**

Director: Bill Schwerd  
Address: 50 West High St., Ballston Spa, NY  
12020  
Phone: (518)885-8995  
Email: wms4@cornell.edu

Assistant Director: Jim Tavares  
Address: 50 West High St., Ballston Spa, NY  
12020  
Phone: 518-430-6231  
Email: jat29@cornell.edu

**State 4-H Program Leader**

Name: Alexa Maille  
Address: Address: Bronfenbrenner Center for Translational Research, Cornell University  
Phone: 518-921-8928  
Email: ask37@cornell.edu

**P.W. Wood & Sons, Inc.**

Contact: Jamie Ferris  
Address: THE WOOD OFFICE,P.O. Box 4798, Ithaca, NY  
Phone: 607-266-3303.  
Fax: 607-266-9663  
Email: jamie@thewoodoffice.com

**HEALTH AND SAFETY**

**Emergency Phone**

Person Responsible for Calling: \_\_\_\_\_  
EMT: 911                                      Local #:  
Fire: 911                                        Local #:  
Sheriff: 911                                    Local #:  
Police: 911                                     Local #:  
Poison Control:  
Closest Hospital:

**RISK CHECK LIST**

- 4-H Online Registration Checked
- Waivers signed (if not enrolled)
- Health Forms Available & Secured
- Weather Conditions Checked
- Rules posted
- Pre-event meeting held to cover range rules and emergency procedures
- Learning/Behavior Expectations Posted
- If transporting:*
- Transportation Waivers Signed
- Copy of Driver's License secured
- Seat Belts used by all

- Leases secured/signed
- Certificates of Insurance secured
- Equipment secured – Firearms
- Equipment Inspected
- Site Hazards Marked/Identified
- Emergency # List Available for area
- First Aid Kit on-site (at each range preferable)
- Sign-in sheet ready at entry
- Emergency Signal System Established
- Lesson plan filled out
- Incident Report Form Completed (mark N/A if not incidence occurred)

## Crisis Management

Prior to the event, all 4-H club leaders, volunteers, and parents are required to attend a mandatory safety briefing. This briefing will outline range rules, emergency procedures, how to contact the event leader, the location of the emergency assembly area, and the method by which participants will be notified to assemble there. The Event leader will demonstrate the way emergency assembly signal will be made. (if the range officers are give air horns, the leader will demonstrate to the group that three blasts, followed by a moment of silence, followed by three blast and repeated is the signal to cease fire, make the line safe, and evacuate to the assembly area.

First Aid kits will be available on-site.

**Injury** (these may be done simultaneously with adults helping, document who did each step to insure all steps were completed.)

1. If it is a minor injury, a first aid kit will be used to treat the injury. The range officer will ensure the safety of those participants remaining on the range. He/she will call for a cease fire, order all firearms cleared and instruct all shooters to step away from the firing line until the situation can be properly handled.
2. In the event the injury requires additional medical treatment, the local EMS will be contacted by the Event Leader.
  - a. Secure safety of others in the area- Ask other participants to leave the area
  - b. Notify emergency contact
    - i. **Identification:** "Mrs. Jones, This is Tammy from 4-H.
    - ii. **Situation/Relationship to call:** We are at the 4-H workshop, and you are listed as Chris Clover's emergency contact.
    - iii. **Incident:** Chris slipped on a rock by the lake, and has a potential leg injury.
    - iv. **Steps Taken:** We have called 911 and have an ambulance in route. He will be taken to Memorial Hospital.
    - v. **Steps Requested:** Can you meet the ambulance at the hospital?
    - vi. **Contact:** I will text you my phone number and name so we can keep in contact about Chris.
    - vii. **Follow-up:** Do you have any questions for me at this time?
  - c. Notify Chain of Command List
  - d. Write incident report
  - e. Share incident report with Chain of Command
  - f. Notify P.W. Wood of situation
  - g. Debrief with volunteers, staff, and youth.

## **Weather – During an Outdoor event**

- Weather watches – have an adult keep an eye on the weather for any sudden changes by sight and sound, as well as electronically
- Weather warnings
  - If the event has started, secure all youth to a safe area. Invite all adults to the safe area or instruct where to go for safety. Debrief with all volunteers, staff, and youth.
  - If event has not started, cancel the event or postpone until the warning has concluded.
- Lightning Delay
  - Secure all youth to an enclosure to protect from lightning
  - Wait 30 minutes after a lightning strike is visible or thunder is heard by the ear
- Flooding
  - Assist youth in getting to higher ground immediately.
  - Notify emergency personnel or contacts where the group is moving to.
  - Avoid rushing waters, and try to secure objects likely not to move in a flood.
- Rain Delay
  - During an outdoor event, if the rain becomes so heavy that safety is compromised at the shooting line, the Range Safety Officer may call Cease Fire until the weather allows safe shooting.

**Participants are not allowed to return to the ranges until the Event Leader announces all clear**

## **Lost Group Member**

Prevent lost people by the following:

- Have a list of everyone in a group to be carried by the adult leading the group.
- Train group leaders to do head counts before transferring between activities.
- Sign in people as they arrive.
- Sign out people as they leave.

If a group member is missing take the following steps.

- Ask each person individually if they have seen lost person. Or the last time they saw them. (do not ask as a group as some people may not be attentive to the question).
- Notify another adult that a person is missing. Have them go to the Event leader to make an announcement for the individual.
- Event Leader

- If the participant is not found.
  - Call cease fire and have all participants to the emergency assembly area and check attendance. If the individual is not located...
  - Event leader assigns teams of two adults to check the common places first – bathrooms, classrooms, or sleeping rooms and report back as quickly as possible. If the individual is not located...
  - Once the search adults return, they will be reassigned to an extended search area until a) the child is found, b) it is too dangerous to continue, or c) they are relieved by emergency personnel
  - If person is not found, call in law enforcement for assistance.
  - At this point, follow procedure for injured party reporting.
  - Debrief with all volunteers, staff, and youth.

## **Fire**

At the first sign of fire, the range officer or leader should sound the emergency assembly signal.

- All participants should cease fire, make the line safe, and quickly travel to the main assembly area.
- Group leaders should take attendance
- Event Leader contacts the fire department.
- All participants and adults need to be moved to a safe location out of the way of emergency service.
- At this point, follow procedure for injured party reporting.
- Debrief with all volunteers, staff, and youth.

## **Intruder (or Off-line active firearm)**

If any participant or guest of a Shooting Sports event witnesses or experiences a person exhibiting inappropriate, abusive, or violent behavior, the Event Leader should be notified immediately. The Event Leader or a designated adult volunteer will contact the Extension Educator and report any incident. The person(s) will be visually identified and observed and the person alerting the Event Leader will be interviewed.

If there is reason to believe that this person is a threat to the safety of those attending, the local authorities will be contacted. An appropriate Incident Report Form will be completed and a copy sent to the county Office.