Audience – 4-H Volunteers and/or Staff

Time Allocated – 10 minutes

Purpose: Increase confidence in good risk management practices with emphasis on reporting and the documentation of an incidents or accidents at a sanctioned 4-H club meetings, project groups, activity or events.

Key Concepts:
1. Difference in an Incident and Accident
2. Reducing risk in advance and being prepared in the event “something” happens
3. Handling the “situation.”
4. Reporting action taken

Materials and Equipment Needed:
Copies of the following forms
• Activity and Event Intent
• Incident and Accident
Optional – Internet Access to illustrate where forms can be located and down loaded.
• http://4h.okstate.edu/events-and-activities/forms
• http://4h.okstate.edu/volunteer-development

Preparation: Review all materials and ask questions of district or state staff if something is unclear or to confirm your understanding.

Presentation:
Risk is inherent in everything we do...getting out of bed in the morning, drinking a hot cup of chocolate, learning how to use a new power tool, etc.

With just a little planning we can reduce the opportunities for risk and plan for the possibility of an accident or incident. The planning does not take a lot of time and will increase your confidence and ability to handle any possible accident.

Let’s define incident and accident for our program:
• Incident: An incident could be harassment, hazing, bullying, inappropriate language, a threat (verbal, physical, mental), inappropriate use of electronics/intranet, etc.
• Accident:
  1. Bump, sprain, scrape, cut, scratch, etc. needing attention/mediation.
  2. Bug bite, sunburn, headache, stomachache, etc. needing attention/medication.
  3. Emergencies medical treatment requiring professional attention.
  4. Accident involving car, equipment, ATV, bicycle, tractor, boat, etc.

Reduce Risk with a Plan – Use the tool “Activity and Event Intent” form 7 to outline the who, what, where and when of the activity or event. (Talk the audience through the content and elaborate on pieces and parts. Answer any questions that may be asked.) Stress the importance of using this form for anything outside of the regularly scheduled club meeting.

Examples of use: field trip, tour, overnight trip, conducting an event/activity such as a horse show, dog show, livestock show, community service project, project group meeting, etc.
The plan must be submitted before the activity/event for it to be a “sanctioned” program. Keep a copy and either email, deliver, FAX or mail a copy to the Extension Office. In the event “something” would happen and the plan had not been filed, then staff would not be able to legally document that it was a “sanctioned” activity/event.

We are going to assume everything went well, fun by all and all return home with fond memories of our educational experience. But….things do happen.

When that “something” happens there is a protocol to follow. Use the Incident and Accident form 8 to document injuries/incidents. It is a good practice to always have copies of this form when doing anything with kids in 4-H, because “stuff” happens. *(Talk audience through the form content and stress the importance of documenting details.)*

The completed form is turned in to the Extension Office.

In the event there is a serious accident or incident, please follow the protocol outlined in the “Crisis Management Plan” form 11. These steps are not for a simple scrap or behavioral problem. *(Review the Crisis Management Plan and answer questions.)*