



### 4-H Crisis Management Plan

**In the event there is an emergency please be prepared to follow protocol.**

1. Clubs have step one included as part of their Activity and Event Intent form 7 filed with county office prior to the event.
2. Extension Educators should have form 9 when attending any Oklahoma 4-H/Oklahoma Cooperative Extension activity along with emergency contact information for parents of all youth attending. A copy of the Plan (form 9) is to be left quickly accessible in the county office.

#### STEP ONE – Club Leadership or County Educator

1. Severe Weather/Fire/Evacuation Plan. Be sure it is communicated to youth and adults.	<input type="checkbox"/> Done
2. Safety and Security <input type="checkbox"/> Site has been inspected for any safety or security concerns. <input type="checkbox"/> Concerns have been verbally communicated, visually documented and addressed with the facility/site. <input type="checkbox"/> Participants/families, volunteers, spectators, chaperones have been provided with instructions on minimizing potential for accident and/or injury at the facility/site. Does the facility/site have liability insurance? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Done
3. Call 911 or appropriate emergency personnel _____ (Local hospital, minor emergency, etc.) Have medical release and insurance information available for emergency personnel/hospital/clinic.	<input type="checkbox"/> Done
4. See to any injured persons-using appropriate first aid. ASAP document treatment/action on Form 8.	<input type="checkbox"/> Done
5. Notify OSU Extension Office/Staff and be prepared to provide as much information as possible County Office # _____ Alternate number: _____ <i>In the event the office is closed call:</i> 4-H Educator _____ County Extension Director: _____ The Extension Office/personnel will continue communications through the appropriate protocol sequence. <b>Do not talk to the any news media. All statements and information will be handled by OSU/OCES.</b>	<input type="checkbox"/> Done
6. Call or instruct the Extension Office to contact all parents of youth participating in accordance with the Clery Act (federal <a href="#">statute</a> codified at <a href="#">20 U.S.C. § 1092(f)</a> ). Release children only to parents or guardians listed on the “in case of emergency” contact form.	<input type="checkbox"/> Done
7. Thoroughly complete and then file Form 8, Incident and Accident Form, with the Extension office immediately following the event.	<input type="checkbox"/> Done

#### STEP TWO – County Office

8. Get all pertinent information, even information yet to be confirmed. Use the Incident/Accident Form 8 to assist in documenting what happened. The volunteer/county educator is responsible for filing their own version with extension office ASAP following the event.	<input type="checkbox"/> Done
9. Alternate phone number in the event the Extension Office phones become clogged with calls for information. Phone # _____	<input type="checkbox"/> Done

10. Contact the District Office with all information during the work day. Outside of office hours contact the appropriate district specialist _____ and/or district director _____.	<input type="checkbox"/> Done
11. As instructed by volunteer/county educator contact all parents of youth participating in accordance with the Clery Act (federal <a href="#">statute</a> codified at <a href="#">20 U.S.C. § 1092(f)</a> ). Be sure families understand that only the “in case of emergency” contact person(s) listed on the Participation form will be allowed to pick up children.	<input type="checkbox"/> Done
12. Resources for Crisis Communication (8/2018) <a href="#">Ag Communications Services</a> See Protocol and Checklist for additional resources.	<input type="checkbox"/> Done
13. News Media – tell any form of media to call... <ul style="list-style-type: none"> <li>• Make the following statement “No information is available at this time and any official statements will be release from OCES/OSU.”</li> <li>• District Extension 4-H Program Specialist/District Extension Director at _____</li> <li>• State 4-H Program Leader at (405) 744-5394      Cell: 405-368-2145</li> </ul>	<input type="checkbox"/> Done
<b>STEP THREE– District Office</b>	
14. The District Office will contact: <ul style="list-style-type: none"> <li>• State 4-H Program Leader - Dr. Steve Beck Office: 405-744-5394      Cell: 405-368-2145</li> </ul>	<input type="checkbox"/> Done
<b>STEP FOUR– State Office</b>	
15. The State 4-H Program Leader will contact: <ul style="list-style-type: none"> <li>• Associate Vice President for OCES - Dr. Damona Doye Office: 405-744-5398      Cell: 405-612-4967</li> <li>• Vice-President for DASNR - Dr. Tom Coon Office: 405 744-2474      Cell: 405 880 4359</li> </ul>	<input type="checkbox"/> Done
16. State Administration will issue a written statement for the media as soon as possible to the County Extension Office or another designated location. At the same time, they will release the statement from Stillwater, using standard media distribution channels. After that, Administrative staff will provide updates in the same manner, as soon as additional information becomes available.	<input type="checkbox"/> Done
<b>STEP FIVE– Post Crisis Recovery for Club and County Office</b>	
17. File any necessary post-trip insurance reports/forms with insurance company (crisis and non-crisis accidents). Be prepared for insurance claim questions.	<input type="checkbox"/> Done
18. Make sure the victims and their families understand exactly what happened.	<input type="checkbox"/> Done
19. Schedule sessions to deal with talking about the event. Take advantage of county and state resources for counseling, both for individuals and for the group immediately. Families need to be told what to expect. Continued communication with the families is important.	<input type="checkbox"/> Done
20. Keep records. Questions of liability are possible for 3 years after the age of majority (18 years old plus 3).	<input type="checkbox"/> Done
21. Return any belongings not claimed or lost during the accident/incident.	<input type="checkbox"/> Done