



4-H Crisis Management Plan

This document (Form 9) is a comprehensive emergency preparedness plan used by Extension educators. Form 7, completed by volunteers, is an abridged version of Form 9 and includes only Step 1 and Step 5. Staff should be aware that Form 9 contains all five steps and is intended for use by Extension personnel.

Extension Educators attending any Oklahoma 4-H/Oklahoma Cooperative Extension activity must have Form 9 and emergency contact information for all participating youth.

A copy of Form 9 should be stored in an easily accessible location at the County Office and others knowledgeable of its location.

STEP ONE – County Educator/Club Leadership

1. Severe Weather/Fire/Evacuation Plan. Be sure it is communicated to youth and adults.	Done
2. Safety and Security The site has been inspected for safety and security concerns. Any concerns have been communicated, documented, and addressed with the facility/site. Participants, families, volunteers, spectators, and chaperones have received instructions on minimizing risks of accidents or injuries. Does the facility/site have liability insurance? Yes No	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.	Done
4. Respond to any injuries using appropriate first aid. Document all treatment/actions on Form 8 as soon as possible.	Done
5. Notify OSU Extension Office/Staff and be prepared to provide as much information as possible County Office # Alternates 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. Do not talk to the news media. All statements and information will be handled by OSU/OCES.	Done
6. Call or instruct the Extension Office to contact all parents of youth participating in accordance with the Clery Act (20 U.S.C. § 1092(f)). Release children only to parents or guardians listed on the "in case of emergency" contact form.	Done
7. Thoroughly complete and then file Form 8, Incident/Accident Form, with the Extension office immediately following the event.	Done

STEP TWO – County Office

8. Gather all pertinent information, even if not yet confirmed. Use Form 8 – Incident/Accident Report to document what happened. The volunteer or county educator involved is responsible for submitting their own completed version to the Extension Office as soon as possible after the event.	Done
9. Alternate phone number(s) in the event the Extension Office phones become clogged with calls for information. Phone # _____	Done

10. Contact the District Office with all the information during the workday. Outside of office hours contact the appropriate district specialist _____ and/or district director _____.	Done
11. As instructed by volunteer/county educator contact all parents of youth participating in accordance with the Clery Act (20 U.S.C. § 1092(f)). Be sure families understand that only the “in case of emergency” contact person(s) listed on the Youth Participation Form 1 will be allowed to pick up children.	Done
12. Resources for Crisis Communication (7/2023) Office of Communications and Marketing See Protocol and Checklist for additional resources [The HUB, 2025]	Done
13. News Media – tell any form of media to call... - Make the following statement “No information is available at this time and any official statements will be release from OCES/OSU.” - District Extension 4-H Program Specialist/District Extension Director at _____ - State 4-H Program Leader at (405) 744-5394 Cell: 405-368-2145	Done
STEP THREE– District Office	
14. The District Office will contact: State 4-H Program Leader - Dr. Steve Beck Office: 405-744-5394 Cell: 405-368-2145	Done
STEP FOUR– State Office	
15. The State 4-H Program Leader will contact: - Associate Vice President for OCES - Dr. Damona Doye Office: 405-744-5398 Cell: 405-612-4967 - Vice-President for DASNR – Dr. Jayson Lusk Office: 405 744-2474 Cell: 765-491-8355	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.	Done
STEP FIVE– Post Crisis Recovery for Club and County Office	
17. File any required post-trip insurance forms (for both crisis and non-crisis incidents) with the insurance company. Be prepared to answer questions related to the claim.	Done
18. Make sure the victims and their families understand exactly what happened.	Done
19 Schedule debrief sessions to discuss the event. Utilize county and state counseling resources for individuals and groups as needed. Inform families about what to expect and maintain ongoing communication.	Done
20. Maintain records. Per Oklahoma House Bill 1935 (2025), liability questions may arise until the victim reaches age 45. Keep all related paperwork indefinitely in the designated file in the Extension office. File an electronic copy with the district office and State 4-H office.	Done
21. Return any belongings not claimed or lost during the accident/incident.	Done