

Kansas Department of 4-H Youth Development

Risk Management Protocols

January 2016



Kansas 4-H Risk Management Protocols

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Introduction

The following protocols are suggestions for you to follow in the case of a crisis during a statewide Kansas 4-H event. Read this document and supporting documents and familiarize yourself with these protocols before the event. Please reference the Kansas 4-H Policy Guide should you have any questions about Kansas 4-H Policy at <http://www.kansas4-h.org/about/policy-guide.html>.

Kansas State 4-H Youth Development

Risk Management for Kansas 4-H Events — to be used by the Site Coordinator and any assisting staff.

Prior to the event

1 Month

All health and participation forms are signed and complete.
Purchase event insurance.
Secure a medical professional for the event.

2 Weeks

Confirm that all adults attending are volunteer registered, with the exception of extension professionals.

Review participation forms for any special conditions or other pertinent information and make according arrangements.

Assign supervision in housing areas.

1 Week

Share your contact information/cell phone information with all of those attending.
Fill out the Crisis Management Planning tool.

http://www.ksre.k-state.edu/employee_resources/documents/forms/KSU8-33.pdf

At the event

Have a first aid kit.
Review chaperone information with all adults attending.
Review emergency weather plans.

Psychological/Mental Health Crisis Protocol

An event like this may be considered a psychological emergency when people feel overwhelmed and unable to function effectively in dealing with a problem using their own resources. At times a psychological emergency may entail a person who indicates either verbally and/or behaviorally that he/she is unable to ensure the personal safety of self or of others. This includes incidents of suicidal or homicidal threats or gestures, unusual or “acting out” behavior, or emotional trauma.

Is the youth expressing a risk of imminent harm to themselves or others?

Yes	No
1. Call 911 — Police will respond and evaluate the situation.	1. Contact chaperone.
2. Contact Parent/Guardian.	2. Contact parent/guardian.
3. Contact chaperone.	3. Document incident and follow up with local extension agent.
4. Contact State 4-H Leader, Dr. Barbara Stone, 785-410-0612.	4. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.
5. Follow the Crisis Management Planning Document. (URL listed on the first page)	
6. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.	
7. Document and follow up with the local extension agent.	

Safety Crisis Protocol

An event like this may be considered a safety crisis when the health or well being of a youth or adult is threatened. Such emergencies include serious crimes, sexual assault, or the death of a 4-H'er or volunteer.

The following outline provides possible steps to deal with the crisis and should be modified to fit each situation and the abilities/responsibilities of the people providing assistance.

Victim of a Serious Crime?

Yes

1. Call 911.
2. Transport to emergency room if physical injuries.
3. Have a crime report taken by local police.
4. Follow the Crisis Management Planning Document. (URL listed above).
5. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.
6. Document and follow up with local extension agent.

Safety Crisis Protocol

Victim of a Sexual Assault

Ask the victim if immediate medical assistance is needed.

Yes	No
1. Call 911	1. First Responder* should visit with the victim privately. <ul style="list-style-type: none">• Identify the victim's critical concerns.• Advise the victim of their options.
2. Transport to emergency room.	2. Contact local police to report.
3. Have a crime report taken by local police.	3. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.
4. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.	4. Document and follow up with local extension agent.
5. Document and follow up with the local extension agent.	

*First Responder — Someone designated or trained to respond to an emergency.

Safety Crisis Protocol

Death of a 4-H'er

The death of a 4-H'er or volunteer at an event will impact the entire State 4-H program. It is important to show understanding of the needs of the family, 4-H'ers, and all members of the extension community. Provide timely intervention and support but also follow up on additional services needed.

1. Call 911 and notify local law enforcement.
2. Call the State 4-H Program Leader, Dr. Barbara Stone, 785-410-0612.
3. Follow the Crisis Management Planning Document (URL listed above).
4. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.
5. Document and follow up with local extension agent.

Medical/Health Crisis Protocol

An event is considered a medical/health crisis when the health of a 4-H'er or volunteer is threatened. Such emergencies include medical emergencies, substance abuse or overdose, infectious disease outbreak and hazardous substance release.

The following outline is meant to assist in understanding possible steps to deal with the crisis. The procedures listed below should be modified to fit each situation and the abilities/responsibilities of the person providing the assistance.

1. Call 911
2. Transport victim to local emergency room
3. Call the State 4-H Program Leader, Dr. Barbara Stone, 785-410-0612.
4. Follow the Crisis Management Planning Document (URL listed on first page).
5. Consult with the State 4-H Leader to see if the K-State Critical Incident Response Team (CIRT) should be involved.
6. Document and follow up with local extension agent.



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