



**Risk Management Plan
Kentucky 4-H Summit
March 12-14, 2020
March 19-21, 2020
March 26-28, 2020**

- I. Lake Cumberland 4-H Educational Center
 - 17500 KY-196, Nancy, Ky 42544
- II. Leadership:
 - Rachel Noble, Kentucky 4-H Extension Specialist (all dates above)
 - Torey Earle, Kentucky 4-H Extension Specialist for SET (March 12-14)
 - Ashley Osbourne, Kentucky 4-H Extension Specialist and Isaac Hilpp, Kentucky 4-H Extension Specialist (March 19-21)
 - Jennifer Tackett, Kentucky 4-H Extension Specialist (March 26-28)
- III. Safe Practices:
 - 4-H Agent will provide and collect proper paperwork from parents/guardians of each delegate involved in event.
 - 4-H Agent will provide an orientation for all delegates, parents/guardians and chaperones attending.
 - County Chaperone will be responsible for keeping medical forms and delegates' medications.
 - The 4-H Summit will include orientation including rules/expectations on the first day.
 - Delegates will be introduced to small group leaders and 4-H Summit leadership.
- IV. Special Risks:
 - Risks related to interaction with the natural environment (snakes, insects, etc.) Youth may choose workshops that will require hiking, playing sports or being outdoors for a period of time.
 - County Chaperones will be aware of health needs; needs will be noted on online registration and prior accommodations will be made with notice.
- V. Medical Supervision:
 - A University of Kentucky 4-H Camping Program Healthcare Professional (HCP) will be at each Summit session to handle medical needs.
 - Each county will determine how to handle medication. If youth bring medication to the event the proper paperwork must accompany.
 - The HCP will handle all first aid needs.
- VI. Crisis Management
 - The Lake Cumberland Emergency Crisis Management Plan is attached and will be utilized in case of an emergency.



- All 4-H Agents/Adult Chaperones will turn in PIE Forms to the HCP upon registration at the event.
- Walkie Talkie's will be provided for each event. The individuals who will have those Walkie Talkie's are as follows:
 - i. State Coordinator
 - ii. One adult per district
 - iii. One State Officer or STC representative
 - iv. HCP
 - v. Others as necessary
- At each event the following individuals will be identified to handle matters if a medical emergency arises:
 - i. Medical Services:
 - 1. HCP will be medical point of contact or appointed First Aid 4-H Agent.
 - 2. 4-H Agent or adult chaperone of individual will be with the HCP and individual.
- State Coordinator:
 - ii. 911 Point of Contact:

DO NOT CALL 911, CALL PULASKI DISPATCH. 1-606-679-3200
 - iii. Paperwork for insurance claim, incident report forms, necessary follow-up
- HCP Assistant
 - i. One individual will be HCP Assistant in emergency.
 - ii. Individual will make decisions on changing or modifying program based on the emergency.
 - iii. For privacy reasons, we ask the message to be, "There has been a medical emergency and it is being taken care of as quickly as possible."
 - iv. Individual will be responsible for notifying other agents of what is needed.
 - v. Individual will be responsible for notifying youth of what is needed.
 - vi. Determine if any attention is needed for others involved in situation (friend groups, etc.) and appoint an appropriate support person, STC and Adult (if needed).
- All Adults
 - i. Follow-up with individuals of their county to reassure and support. For privacy reasons, we ask the message to be, "There has been a medical emergency and it is being taken care of as quickly as possible."
 - ii. Follow directions of Program Support Contact
 - iii. Stay clear of emergency area, if not directly appointed to help



- Communication
 - i. The State Coordinator will follow-up with the Director of Kentucky 4-H.
 - ii. All proper paperwork will be completed by the State Coordinator and 4-H Agent/adult chaperone.

VII. Travel Considerations:

- No travel will be provided by the State 4-H Office.
- Delegates will be responsible for providing their own travel to and from Summit.

VIII. Insurance Information:

- All Health Forms must be completed for youth to attend 4-H Summit, insurance information for each youth will be included on those forms.
- Event Insurance will be obtained through University of Kentucky Risk Management.

IX. Emergency Contacts:

- Rachel Noble: 859-661-1559
- Lake Cumberland 4-H Educational Center: 270-866-4215

