



Emergency Procedures

In the event that an emergency should occur, the following procedures will be followed:

1. Cease-fire command will be given, and all shooting activities will stop.
2. **Stay calm** and be reassuring.
3. Care for any injured persons using appropriate first aid procedures.
4. Case all firearms and secure them in one location.
5. Take other participants to a safe location to avoid further injuries.
6. If any injury occurs, notify the appropriate authorities (medical personnel, parents/guardians, ACES).
7. If all of the adult leader(s) **must** leave the event, they will designate a Senior 4-Her to be in charge.
8. Documentation **must** be recorded for each incident and submitted to the County Extension Office and State 4-H Office in a timely manner. Documentation to include Activity Log and Incident Report Form, and any other pertinent information.
9. In the event of an emergency or crisis, all requests for information from the media should be directed to the State 4-H Leader.
10. Get names of investigating officer(s) or other relevant individuals and appropriate contact information.

Investigating officer: _____

From (jurisdiction): _____

11. Have insurance information and Health Forms available for emergency personnel.
12. Emergency Contact Information:

Name, Address, Phone Number and Fax Number of County Extension Office

Name and Title of Each County Extension Staff Member

Name and Phone Number for State 4-H Leader

Dr. Lamar Nichols—334-844-2227 (office) or 334-750-3214 (cell)

Name and Phone Number for all County Shooting Sports Instructors