



Activity Management Plan

County: _____ Leader: _____

Take one copy of this sheet with you when you attend any 4-H Shooting Sports-involved activity. Leave a second copy at your home.

I. ON-SITE IN A CRISIS OR POTENTIAL CRISIS

1. Call appropriate emergency personnel: 911 or _____.
2. Location of project meeting/or incident location if on a field trip _____.
3. Assist any injured persons – using appropriate first aid.
4. Get other participants to a safe location -- to avoid further injuries.
5. Call your County Extension Office, if it is open, and ask it to make the remaining contacts.
County office number: _____ or _____.
Fax number: _____
Alternate numbers: _____; _____.

II. IN THE EVENT OF AN EMERGENCY OR CRISIS

1. Be prepared to tell Extension personnel as much information as possible – even information that has yet to be confirmed. (Write the information on the back of this sheet.)
 - Number and extent of injuries
 - Names of injured
 - Location of responding hospital or emergency care center
 - Description and location of the incident
 - Total number of people involved (number of youth, number of adults)
2. Have insurance information available for hospital or other emergency personnel (list on back).
3. Release children only to parents or guardians listed on the *In Case of Emergency* contact form (listed on health form).
4. Get name of investigating officer(s) and appropriate contact information.

Investigating Officer(s): _____
_____.

From (town): _____.

Tell any news media that call or show up:

- To call State 4-H Program Leader for most complete information.
(Dr. Lamar Nichols (334) 844-2227 (office) or (334) 750-3214)
- Or, that no information is available yet, but will be soon through the county Extension office. **(Provide the Extension office phone number and the name of the County Extension Coordinator.)**

III. BEFORE YOU LEAVE FOR AN ACTIVITY OR EVENT

1. Do you have the completed crisis form with you (this form)?
2. Do you have signed and completed health forms for all participants? *Have you reviewed the health forms for any special conditions or other pertinent information?*
3. Make sure you have *In Case of Emergency* contact information for parents or guardians of all participants. Make sure parents or guardians understand that only those persons listed on the form will be allowed to pick up the children in case of an accident (top part of health form).
4. Have you or your Extension Agent sent in any required pre-trip forms to your insurance company?
5. Do you have the following:
Cell phone: Yes _____ No _____
First Aid Kit: Yes _____ No _____
Insurance information from your county: Yes _____ No _____

IV. PACKING TO LEAVE FOR AN ACTIVITY OR EVENT

1. Pack large suitcases securely under the bus or in another vehicle.
2. Make sure passengers know evacuation plans or appropriate emergency procedures.

V. POST-CRISIS RECOVERY

1. Return any necessary post-trip insurance forms required by the insurance company (applies to non-crisis events as well).
2. Make sure the victims and their families understand exactly what happened.
3. Know where victims' belongings are and when and if they will be returned.
4. Schedule sessions to deal with talking about the event. (Extension Agent/REA responsibility)
5. 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. (Extension Agent/REA responsibility)
6. Be prepared for insurance claims form questions.
7. Know when and where the event will be rescheduled.

INFORMATION FOR INCIDENT REPORT FROM FRONT PAGE

Number and extent of injuries: _____

Names of injured: _____

Location of responding hospital or emergency care center: _____

Description and location of the incident: _____

Total number of people involved: Youth _____ Adults _____

Insurance Information: _____