

4-H Shooting Sports Club Risk Management Plan (SS04)

Date _____ Club shooting sports discipline(s) Archery _____ Hunting _____ Pistol _____ Rifle _____ Shotgun _____ Club name _____

Primary 4-H Master Shooting Sports Leader:

Assistant Leader: _____

Assistant Leader: _____

The 4-H Shooting Sports Club Risk Management Plan Worksheet is based on procedures and policies provided in the 4-H Master Shooting Sports Leader workshop, the National 4-H Leader manual and supplemental handouts. The completed plan should be reviewed annually by the club leaders, parents, and members.

1-SUPERVISION

All 4-H Shooting Sports activities will be organized and conducted with at least one 4-H Master Shooting Sports Leader present.

2- RECORDS

- Only enrolled 4-H members in grades 4- 12 will participate in the activities of this club.
- The **Planned** sections of the Oregon 4-H Club State Shooting Sports Activity Planning and Reporting Form (SS05) must be completed before club activities begin each year.
- The Oregon 4-H Shooting Sports Youth Participation Record (SS05) will be used to ensure that
 - (1) youth do not participate in live fire until they have completed their:
 - 4-H member enrollment form,
 - Official 4-H Health and Code of Conduct Form,
 - insurance form and payment, and
 - safe firearm handling lesson(s).
 - (2) each session is noted by date on the Oregon 4-H State Shooting Sports Planning and Reporting Activity Form (SS06) and youth present on that date are noted on the Youth Participation Record (SS05).
 - (3) youth who miss lessons in a sequence are required to make up the material before proceeding with new material.

3-EQUIPMENT LOG

When any equipment is provided to an enrolled 4-H club member for use in club activities by any 4-H leader or the 4-H program, a log will be kept of the inspections and maintenance given to that equipment. The log will include:

- (1) the date,
- (2) the name of the person performing the inspection or maintenance,
- (3) and the identification number of the specific firearm.

A copy of this log is attached labeled Attachment 4A. If youth only use firearms owned by them and their families fill in "Does not apply" in the space provided.

4-EQUIPMENT STORAGE

The club will explicitly follow the procedures outlined in Oregon 4-H Shooting Sports Plan under Storage of Firearms and Ammunition.

5-HEALTH AND SAFETY-

5A Official 4-H Health Form

Leaders will collect and confidentially review each participant's Health Statement on the Official 4-H Health and Code of Conduct Form at the time of enrollment. A copy of the health form will be provided by the county office for your club records. A copy of each youth and adult participant's Official 4-H Health and Code of Conduct Form will be present at each activity or event.

Emergency Phone Numbers

Ambulance _____

Fire _____

Sheriff _____

Poison Control Center _____

Emergency Room _____

Urgency Care Center _____

Person responsible to call: _____

Notes:

5B In the event of any incident, accident, near miss or emergency immediately contact:

1. County 4-H
faculty: _____
(name) (phone)

(If county 4-H faculty is not available)

2. County Extension staff chair:

(name) (phone)

3. The parent(s) of the youth(s) involved will be contacted by: _____

5C First-Aid

- It is advisable to have one person with current 1st Aid and CPR certifications present at all club activities.
- A first-aid kit will be present at all club activities. Contact your Red Cross for information on what to include in the kit.
- The first aid kit will be checked for supplies and re-stocked as needed at each club activity.

5D Safety Equipment

- Eye protection will be worn by all participants, leaders and observers whenever there is live fire.
- Rifle and shotgun participants, leaders and observes will wear ear protection when there is live fire.
- Archery participants, leaders and observers will wear ear protection when the archery range is located near to a gun range when there is live fire.

5E Minimization of Lead Exposure

No persons will eat or drink until washing hands after being on the range. If water is not available leaders will provide anti-bacterial moist towel-lets, water-less soap, or similar product for wiping hands once shooting has concluded.

5F Additional Health and Safety Notes Specific to Our Program or Site:

6-PROPERTY USE

Written permission has been secured to use the (name/address)

for meetings and live fire exercises of this 4-H club. Responsibility for the following items has been determined:

- Drinking water
- Evacuation of the site in an emergency
- Fire extinguisher(s)
- Garbage collection and removal
- Toilet facilities and maintenance

- Telephone/ Emergency communications
- Back up communications
- Utility (electricity, gas, water, telephone, sewage) Emergency shut down locations and procedures

7-SITE HAZARDS

A safety inspection of the range will be completed before the club meets for the first time each year and throughout the year as needed. Safety procedures (signage, berms, safety lines) will be reviewed with the site owner. All hazards, both natural and man-made, will be identified and eliminated or reduced.

8-TRANSPORTATION

Club leaders and parents will follow county and state guidelines when volunteers provide transportation to 4-H club members as part of a 4-H club activity.

9-MISSING PERSON(S)

In the event that a person(s) become missing from an activity the following minimum steps will be taken (Use an additional sheet to explain a more detailed plan):

1. Determine number of people missing. Make note of the time.
2. Question those who saw person(s) last, were they alone or with someone?
3. A team of two people will search the immediate area.
4. Notify law enforcement officials.
5. Notify of county 4-H faculty.
6. Notify the parent(s) of the youth(s) involved.
7. While the search is taking place, the other youth and parents will remain as a group at the site or return home at the direction of the county 4-H faculty or law enforcement officials.

10-WEATHER AND ENVIRONMENTAL EFFECTS ON PROGRAM ACTIVITIES

- When the temperature goes above _____degrees, activities will be changed as follows:

- When the temperature goes below _____degrees, activities will be changed as follows:

Additional weather or environmental conditions (i.e. thunderstorms) may affect program activities in our area and how the activities are carried out.

11-DISASTER EMERGENCIES-

These may include, but are not limited to, fire, explosion, lightening, wind storm, flood, landslide, Earthquake, car accidents and terrorism or acts of war. A separate disaster plan will be needed for some situations, while others may be grouped as “Evacuation Emergencies.” Each disaster plan must explain how participants will be protected and include specific information on the individual(s) responsible for each action step. Action steps may include the plan for transportation, and the contact of emergency services, the 4-H Agent and parents.