**Risk Management Plan**

Mississippi 4-H S.A.F.E.T.Y.

(Safe Archery and Firearms Education and Training for Youth)

County and State Programs

The following minimum standards are not negotiable:

1. The National 4-H Shooting Sports Curriculum is the established adult teaching curriculum for training adults to teach youth the shooting sports within the 4-H program.
2. All instructors accept and abide by the National 4-H Shooting Sports Code of Ethics.
3. State-, county-, and club-level 4-H S.A.F.E.T.Y. Programs will have written risk management plans that include items such as emergency response and preparedness, insurance, safe storage of firearms and ammunition, state-level reloading policies, etc.
4. All certified 4-H S.A.F.E.T.Y. instructors must be at least 21 years of age, be current certified volunteers, and have completed a state-level 4-H S.A.F.E.T.Y. workshop in the specific discipline they will be teaching.
5. State-level 4-H S.A.F.E.T.Y. instructor certification workshops provide a minimum of 12 hours of instruction, including a minimum of 9 hours of instruction in each specific discipline and a minimum of 3 hours of instruction in youth development, life skills, and risk management.
6. To maintain certification as a 4-H S.A.F.E.T.Y. Level I or Level II instructor, one must teach or assist in instruction within the discipline certified at least once every 3 years.
7. Only factory ammunition is used at 4-H S.A.F.E.T.Y. competitive events.
8. **Regarding simulated combat sports, including but not limited to paintball guns, air-soft, laser guns, archery tag:** Pointing any type of gun, including paintball guns, air-soft guns, laser guns, laser paintball guns, archery tag bows and arrows, or sighting devices at any person or any human-shaped target is inappropriate in any 4-H program activity.
9. **Reactive targets:** Targets that make use of or are composed of (1) live ammunition, (2) explosives, chemicals, or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.
10. No youth below the age of 8 are allowed to participate in any 4-H S.A.F.E.T.Y. activity that includes the handling or live-fire of any air guns, firearms, or archery equipment.
11. 4-H youth participating in the 4-H S.A.F.E.T.Y. Program must be at least 8 years old and must not have had their 18th birthday as of January 1 of the current 4-H year.
12. 4-H club leaders/certified instructors/Extension agents must ensure that all 4-H S.A.F.E.T.Y. activities are organized and conducted with a minimum of one certified instructor in a supervision role per 15 youth. Only 4-H S.A.F.E.T.Y. certified instructors will be allowed to run the range or lead the group alone. The recommended adult-to-youth ratio is one to eight with beginners and one to ten with juniors and seniors.

Volunteer Certification Procedure:

To become a certified instructor in the 4-H S.A.F.E.T.Y. program, an individual must complete a series of steps that are approved by the State 4-H Office. The process involves the initial application to become a registered volunteer. The links to each of these steps can be found on the MSU Extension website at: http://extension.msstate.edu/4-h/volunteers.

The procedures to become a registered volunteer are as follows:

1. Submit to required background check
2. Complete the Volunteer Application Packet, which includes watching the 4-H volunteer training module: <https://www.oci.msstate.edu/videos/minors-campus-best-practices-working-underage-participants-and-campers/>
3. Complete the 4-H Volunteer Training Acknowledgement Form: <https://www.oci.msstate.edu/files/AcknowledgmentMinors.pdf>

Once all procedures have been completed and deemed satisfactory by the State 4-H Office, the volunteer may register to take a discipline in the 4-H S.A.F.E.T.Y. certification course. The certification course is a two-fold process, as follows:

*Youth Development Component*

The volunteer must successfully complete the online Youth Development Moodle component for that training. The Moodle consists of a pre- and post-test, and the passing grade for the post-test must be at least 80%. Each Moodle is independent of a training and cannot be transferred to another training, with the exception of a documented health issue, military service, and/or death of a family member. Any such transfer request must be made in writing to the 4-H S.A.F.E.T.Y. state coordinator for further review.

*Hands-on Discipline Training*

Once the volunteer has passed the youth development component, they may now register for the hands-on portion of the training. This part of the training is discipline-specific and consists of 9 hours of training in only one of the 9 disciplines offered.

All leader application forms must be completed, signed, approved, and on file in the County Extension office for all registered volunteer leaders and Certified 4-H S.A.F.E.T.Y Instructors. All discipline instructions must be conducted under the supervision of a discipline specific Mississippi 4-H Certified 4-H S.A.F.E.T.Y Instructor.

Waiver of liability/Parental permission form /Mississippi 4- Code of Conduct

All 4-H members enrolled in the 4-H S.A.F.E.T.Y projects must have a parent or guardian read and sign the 4-H S.A.F.E.T.Y waiver before beginning project meetings. The Extension Agent in each County must ascertain that all members have the forms signed before participation. Forms are to be turned into the Extension Agent in the County office to be kept on permanent file.

Insurance Issues

Each 4-H member must have a complete and up-to-date Mississippi 4-H Health and Medical Emergency form (F696) and 4-H Parental Release and Code of Conduct Agreement form (F807). The Extension agent must ensure that all members have the forms signed before participation. These forms must be on file at the county Extension office in the county the 4-H member is enrolled. The original must be kept on hand at all 4-H S.A.F.E.T.Y. events/activities/meetings by the certified project leader. The leader and all assistants should study the health statements and familiarize themselves with any special medical needs or problems of the 4-H members. Discuss with the parents procedures that should be followed in the case of an incident.

Accident Insurance

Each county program should take out accident insurance coverage on 4-H S.A.F.E.T.Y. members and leaders. Although the program is designed to virtually eliminate the possibility of injury, accidents will inevitably occur. 4-H leaders are covered by the standard $1 policy with American Income Life Insurance. All 4-H S.A.F.E.T.Y. leaders should know the policy number and procedures required. A copy of the policy must be kept with the 4-H S.A.F.E.T.Y. leader and the original kept in the Extension office. Additional information regarding coverage can be obtained at AmericanIncomeLife.com.

Emergency Plan

A written emergency plan of action should be developed by each discipline instruction team and followed for each training site and/or activity. The Extension Agent is responsible in making sure that each plan is implemented.

This plan should consider:

* Potential risks analyzed and procedures planned.
* Minor incidents/first aid kit: Who will treat or determine the treatment procedure?
* Access to emergency medical treatment: Telephone on site, phone numbers to call, transportation, directions to nearest medical facility.
* A two-deep leadership: At least two adults on hand, both knowing the plan and procedures.
* Natural catastrophe procedure: Fire, tornado, lightning, etc.

Incident Report

A 4-H S.A.F.E.T.Y. Incident Report (F1104) should be completed for any incident. Incidents include but are not limited to illness, injury, lost/stolen valuables, accidents, property damage, safety or other rule violations. Other issues of concern may also merit an incident report. All incidents should be reported to the county Extension agent immediately. The written report must be kept on file at the Extension office. Extension staff should take appropriate action and advise the State 4-H Office.

Facilities Management

All 4-H S.A.F.E.T.Y. activity sessions must take place at adequately designed courses to ensure safety. Additional shooting venues will be used throughout the course of the program as needed. All appropriate precautions in regard to range, participant, and spectator safety are the responsibility of the prudent lead instructor. It is highly recommended that the instructor has a mobile phone for emergency communications.

Mississippi State University does not offer liability insurance to those landowners or ranges that allow 4-H S.A.F.E.T.Y. activities.

Procedures

Emergency Procedures

*Ensure all steps are followed in accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.*

* Priority attention: care for injured: stabilize the situation.
* Call 911 or police, ambulance, clergy as appropriate.
* Make no statements to anyone other than the Police or University Relations.
* Appropriate person must immediately contact the parent, guardian or next of kin to the injured and inform them of the situation.
* Contact State Office, Immediate Supervisor ASAP.
* Immediately complete the Accident/Incident report and take notes; FACTS ONLY!
* Refer all media to Mrs. Elizabeth North Head of Agricultural Communications 662-325-2262. DO NOT MAKE ANY COMMENTS!
* Call police for assistance if you cannot reach emergency contacts.

EMERGENCY CONTACTS AND TELEPHONE NUMBERS

First Contact: Emergency Service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H Staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Associate Extension Director: Paula I. Threadgill, Ph.D. 662 -325-3350 (office) 662-312-0615

4-H S.A.F.E.T.Y State Coordinator: Dr. John L. Long (office) 662 325-3350 (cell) 662-769-9842

R/E Center Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Law Enforcement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Following is a checklist of procedures to follow for 4-H S.A.F.E.T.Y. activities:

**First Aid**

Emergency phone numbers posted

Fire department Yes \_\_\_\_ No \_\_\_\_

Doctor Yes \_\_\_\_ No \_\_\_\_

Hospital Yes \_\_\_\_ No \_\_\_\_

Emergency responders Yes \_\_\_\_ No \_\_\_\_

Designated person to call emergency responders

in case of accident Yes \_\_\_\_ No \_\_\_\_

Employees/volunteers trained in first aid procedures Yes \_\_\_\_ No \_\_\_\_

Employees/volunteers trained in CPR procedures Yes \_\_\_\_ No \_\_\_\_

First aid supplies maintained Yes \_\_\_\_ No \_\_\_\_

First aid supplies and procedures checked on a regular basis Yes \_\_\_\_ No \_\_\_\_

All secondary injuries reported to parents/guardians Yes \_\_\_\_ No \_\_\_\_

Signed 4-H health forms at site and in traveling binder Yes \_\_\_\_ No \_\_\_\_

**Medical Facilities**

Physician or clinic designated for referral of injuries Yes \_\_\_\_ No \_\_\_\_

Emergency responders notified of event/meetings Yes \_\_\_\_ No \_\_\_\_

**Safety Review**

Key operational and product hazards identified

Before accident Yes \_\_\_\_ No\_\_\_\_

After accident Yes \_\_\_\_ No\_\_\_\_

Only program-approved equipment purchased and used Yes \_\_\_\_ No \_\_\_\_

Safety and security review of new facilities and operations Yes \_\_\_\_ No \_\_\_\_

Procedure for compliance with government

regulatory requirements Yes \_\_\_\_ No \_\_\_\_

**Lightening Emergencies**

Written plan for emergency action and recovery

Fire and explosion Yes \_\_\_\_ No\_\_\_\_

Tornado and flood Yes \_\_\_\_ No\_\_\_\_

Evacuation procedure Yes \_\_\_\_ No \_\_\_\_

Recovery plan Yes \_\_\_\_ No \_\_\_\_

**Provisions**

Copies of vital records, health forms, and consent forms Yes \_\_\_\_ No \_\_\_\_

Temporary equipment Yes \_\_\_\_ No \_\_\_\_

Guidelines for handling 4-H funds followed Yes \_\_\_\_ No \_\_\_\_

Personnel trained to report suspicious persons Yes \_\_\_\_ No \_\_\_\_

Exterior access downrange barricaded or locked Yes \_\_\_\_ No \_\_\_\_

**Transportation**

County driving policy followed Yes \_\_\_\_ No \_\_\_\_

Written driving rules circulated Yes \_\_\_\_ No \_\_\_\_

A plan to ensure youth are picked up by proper person(s) Yes \_\_\_\_ No \_\_\_\_

**Accident Review**

Organization reviews all accidents Yes \_\_\_\_ No \_\_\_\_

**Child Protection and Required Forms**

All adults helping with program have been approved by the

county Extension office with volunteer application form Yes \_\_\_\_ No \_\_\_\_

All participants have a medical form filled out

and signed by parent/guardian Yes \_\_\_\_ No \_\_\_\_

All participants have a parental consent form filled out

and signed by parent/guardian Yes \_\_\_\_ No \_\_\_\_

**Supervision**

Have established in writing what levels of supervision

are required during a 4-H S.A.F.E.T.Y. event Yes \_\_\_\_ No \_\_\_\_

All adults helping with activity have been trained

according to WV 4-H Shooting Sports Policy Yes \_\_\_\_ No \_\_\_\_

**Records**

Up-to-date records of training activities are kept Yes \_\_\_\_ No \_\_\_\_

All equipment and sites have been inspected by a

qualified individual and a log kept Yes \_\_\_\_ No \_\_\_\_

Equipment fits shooters Yes \_\_\_\_ No \_\_\_\_

**Warnings**

**Following signs posted at trainings and activities**

Range rules Yes \_\_\_\_ No \_\_\_\_

Range commands Yes \_\_\_\_ No \_\_\_\_

Do not enter signs posted on all entries Yes \_\_\_\_ No \_\_\_\_

Other signs as needed posted Yes \_\_\_\_ No \_\_\_\_

Students are instructed and understand the inherent risks

of shooting sports activities Yes \_\_\_\_ No \_\_\_\_

All participants required to wear appropriate

safety equipment Yes \_\_\_\_ No \_\_\_\_

**Adequate and Safe Equipment**

Equipment proper for the program Yes \_\_\_\_ No \_\_\_\_

Equipment fits participants Yes \_\_\_\_ No \_\_\_\_

Equipment is mechanically safe Yes \_\_\_\_ No \_\_\_\_

Equipment inspected and certified by a

qualified individual before each activity Yes \_\_\_\_ No \_\_\_\_

Equipment log maintained Yes \_\_\_\_ No \_\_\_\_

Backstops/targets in good working condition Yes \_\_\_\_ No \_\_\_\_

Equipment stored on-site in a locked room; key access

available only to certified instructors. Yes \_\_\_\_ No \_\_\_\_

Equipment transported by certified instructors or their

appointed designees Yes \_\_\_\_ No \_\_\_\_

Firearm equipment stored at instructors’ place of residence Yes \_\_\_\_ No \_\_\_\_

**Inspection of Premises**

Lighting is adequate, including stairways Yes \_\_\_\_ No \_\_\_\_

Emergency lighting needed Yes \_\_\_\_ No \_\_\_\_

Overloaded electrical circuits Yes \_\_\_\_ No\_\_\_\_

Use of extension cords forbidden Yes \_\_\_\_ No\_\_\_\_

Handrails on stairs in good repair Yes \_\_\_\_ No \_\_\_\_

Loose treads on stairways Yes \_\_\_\_\_ No\_\_\_\_

Loose carpets or tiles on floors Yes \_\_\_\_\_ No\_\_\_\_

Adequate space between gas and electric

equipment and combustibles Yes \_\_\_\_ No\_\_\_\_

Combustibles stored under stairs or in concealed spaces Yes \_\_\_\_ No\_\_\_\_

Smoking forbidden or restricted Yes \_\_\_\_ No\_\_\_\_

Trash removed after each session Yes \_\_\_\_ No\_\_\_\_

Fire extinguishers located throughout

premises, including kitchen Yes \_\_\_\_ No \_\_\_\_

Maintained in good condition Yes \_\_\_\_ No \_\_\_\_

Personnel trained in proper usage Yes \_\_\_\_ No\_\_\_\_

Personnel trained in fire procedures Yes \_\_\_\_ No\_\_\_\_

Restrooms kept safe and sanitary Yes \_\_\_\_ No \_\_\_\_

Range swept (cleaned) and returned to arrival condition Yes \_\_\_\_ No \_\_\_\_

Equipment

*Inspection*

Equipment should be inspected before and after each use. Damaged equipment should be discarded or removed from the activity.**When in doubt—take it out!** Equipment that is brought by youth must be inspected by the instructor before being used for the activity. **Reloaded ammunition is NOT allowed during any 4-H S.A.F.E.T.Y. event.** Only factory-loaded ammunition approved for the specific discipline is allowed.

*Storage*

Firearms must be secured and stored in a locked cabinet/gun safe. Do not store ammunition with the guns. Youth training should include instruction on equipment storage and what to do if you find a loaded gun. In addition, at events, firearms should not be left unattended when not in use. Firearms (including archery equipment) should always be stored in a locked vehicle or storage container before and after an event. Firearms must be stored in an approved case. **At no time should ammunition be in the same case as the firearm. Any person who violates this safety standard will be disqualified/ineligible to participate in that day’s events.**

If office building policies do not allow storage of guns or ammunition, firearms and archery equipment will be stored and properly secured at the certified instructor’s home or another site that meets the requirements of safe and secure storage. **No firearms, ammunition, or archery equipment will be stored in county Extension offices**. Any firearms or archery equipment on county inventories must be listed with respective inventory numbers, serial numbers, and a description of the firearm or equipment; keep this information at the Extension office. No firearms, ammunition, or archery equipment will be on the county Extension inventory.

*Donated equipment*

No firearms, ammunition, or archery equipment will be accepted as a donation to any MSU County Extension office nor be on the county Extension office inventory.

*Inventory Control*

1. An inventory/list of equipment should be maintained by one individual in charge of equipment for the local group/county program/state program. A sign-out process must be used to record who/when/what/when returned.
2. Only approved, current instructors may sign out program equipment from inventory.
3. Extension staff responsible for the 4-H S.A.F.E.T.Y. activities in the county/state must also have access to all program equipment, the inventory list, and sign-out records.
4. Equipment inventory must be audited at least annually by local/state personnel responsible for the 4-H S.A.F.E.T.Y. program.

*Care*

Firearms must be cleaned after each use. If you are using state-loaned equipment, it must be

returned cleaned and in the same condition as when it was initially loaned. All state-loaned

equipment will be checked in and out by hand receipt.

*Safety equipment*

The certified instructor in charge of the activity is to ensure the following:

* Eye and hearing protection must be worn by all participants, leaders, and observers whenever there is live fire.
* Rifle, black powder, and shotgun participants, leaders, and observers must wear ear protection when there is live fire.
* Archery participants must have a hip or ground quiver. No other method, such as back quivers or quivers attached to the bow itself, are allowed.
* Caution tape must be placed in areas that will be occupied during the event.
* Doors must be locked to areas that should not be used at the event.
* Course or range setup should take into consideration normal grounds or building traffic patterns and avoid creating a hazard.

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