

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 which includes 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 a minimum of 21 years of age, a current registered volunteer, and have completed a state level 4-H shooting sports 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 twelve (12) hours of instruction; including a minimum of nine (9) hours instruction in each specific discipline and a minimum of three (3) hours instruction in teaching 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 three (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 paint ball guns, air-soft guns, laser guns, laser paint-ball, archery tag bows & arrows or sighting devices at any person or any humanoid shaped target is inappropriate in any 4-H program activity.
9. **Reactive Targets** - Targets which 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 will be 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 a minimum of 8 years old and not have surpassed their 18th birthday as of January 1 of the current 4-H year.
12. 4-H Club Leaders/Certified Instructors/Extension Agents are to ensure that all 4-H S.A.F.E.T.Y activities will be 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 complete a series of steps each of which must be satisfied to 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 Volunteer Application Packet that involves 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 to the State 4-H Office, the volunteer may now register to take a discipline in the 4-H S.A.F.E.T.Y certification course. The certification course is a twofold 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 or greater than 80%. Each moodle is independent of a training and cannot be transferred to another training, with the exception of documented health issue, military service, and/or death of a family member. Any such transfer request must be made in writing to the 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 should have a complete and up to date Health and Code of Conduct Card. The Extension Agent must ascertain that all members have the forms signed before participation. This card should be on file at the County Extension office in which the 4-H member is enrolled. The original is to be kept on hand

at all shooting sports 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. by the standard \$1.00 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 should 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

An emergency plan of action should be developed by each discipline instruction team and their written plan 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 - who treats or determines procedure (first aid kit)
- Access to emergency medical treatment (telephone on site, phone numbers to call, transportation, etc.)
- Two-deep leadership (at least two adults on hand) both know the plan and procedures
- Natural catastrophe procedure (fire, tornado, lightning, etc.)

Incident Report

A “Mississippi 4-H S.A.F.E.T.Y Incident Report” (Extension Form F1104) should be completed for any incident. Incidents include but are not limited to illness, injuries, 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 should 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 insure safety. Additional shooting venues will be utilized throughout the course of the program as the need presents. All appropriate precautions in regards to range, participant and spectator safety are the responsibility of the prudent lead Instructor. The significant addition would be the accessibility of a cellular phone for emergency communications.

Mississippi State University does not offer liability insurance to those landowners or ranges that allows 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: _____

A check list of procedures that should be followed in relation to 4-H S.A.F.E.T.Y activities is listed below:

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 are maintained Yes ___ No ___

First aid supplies and procedures are checked on a regular basis Yes ___ No ___

All secondary injuries are reported to parents/guardian Yes ___ No ___
Signed 4-H Health Forms at site and Travelling 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 for:

Copies of vital records Health Forms and Consents 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 down range barricaded off or locked Yes ___ No ___

Transportation

County Driving Policy Followed Yes ___ No ___
Written driving rules circulated Yes ___ No ___
A plan to assure youth are being 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 Shooting Sports 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 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 safety equipment that's appropriate to activity Yes ___ No ___

Adequate and Safe Equipment

Equipment is proper for the program	Yes ___ No ___
Equipment fits participants	Yes ___ No ___
Are mechanically safe	Yes ___ No ___
Inspected and Certified by a qualified individual before each activity	Yes ___ No ___
Maintain equipment log for all equipment	Yes ___ No ___
Backstops/targets is good working conditions	Yes ___ No ___
Equipment is stored on site in a locked room. Key access only only available 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 is removed after each session	Yes ___ No ___
Fire extinguishes	
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 allowed to be used for the activity.

Reloaded ammunition is NOT allowed during any 4-H S.A.F.E.T.Y event. Only approved factory loaded ammunition in compliance with the discipline in which is being participated in is allowed.

Storage

Firearms should be secured and stored in a locked cabinet/gun safe. Ammunition should not be stored 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 locked vehicle or storage container before and after an event. Storage of a firearm is to be in an approved case. **At no time should ammunition be in the same case as the firearm. Any violation of this safety standard will be disqualified/ineligible to participate in that days events.**

Firearms, ammunition, and archery equipment will be stored and properly secured at a 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, ammunition, or archery equipment should be listed with respective inventory number, serial number, along with a description of the firearm, ammunition, or equipment. This list will be kept 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. 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 will 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 should also have access to the inventory list, and sign-out records.
4. Equipment inventory should be audited at least annually by local/state personnel responsible for the 4-H S.A.F.E.T.Y program.

Care

Firearms should be cleaned after each use. If you are using state loaned equipment, it is required to be returned cleaned and in condition as to that in which 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 will be worn by all participants, leaders and observers whenever there is live fire.
- Rifle, black powder, and shotgun participants, leaders and observers will 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 will be allowed.
- Caution tape must be put in areas that should be occupied during the event.
- Doors should be locked and signed in areas that should not be used at the event.
- Course or range set up should take into consideration normal grounds or building traffic patterns and avoid creating a hazard