



4-H Event Risk Management Worksheet – Contacts

Title of Event/Activity: _____

Contact Person: _____ Primary Phone Number: _____

Please complete the following information prior to your event, and then keep this sheet in an accessible location where volunteers and staff can easy access if necessary.

Emergency Contact	Phone Numbers	Phone Numbers
Police Non-Emergency	520-791-4444(City of Tucson)	520-351-4900(Pima County Sheriffs)
Rural Metro Pima County Fire Department Non-Emergency	520-624-9913	
AZ Department of Public Safety	602-223-2000 (Operator)	
Red Cross	520-318-6740 (2916 E Broadway Blvd)	
Arizona Department of Health Services	602-542-1025 (General)	
(Facility Contact)		
(nearest emergency room)		
(nearest animal hospital)		

Extension Contacts	Phone Number	Phone Number
Joshua Moore- Pima 4-H Agent		520-626-4773(work)
Kalee Hunter- Pima 4-H Agent	623-271-2329 (cell can text)	520-621-0846 (work)
Lauren Hanshaw- Pima 4-H Prog. Coord.		520-626-4775 (work)
Dan McDonald- Pima County Director		520-626-4792(work)
Jeremy Elliott-Engel – State 4-H Director		520-621-3390 (work)

Departments	Phone Number	Phone Number
Poison Control	1-800-222-1222	
Child Abuse Hotline	1-888-767-2446	1-800-530-1831
AZ Department of Child Safety	1-602-255-2500	
Crisis Intervention Hotline	1-602-222-9444	1-800-631-1314
Child Advocacy Center	1-480-922-8212	
National Child Abuse Hotline	1-800-422-4453	

4-H Event Crisis Management Plan



Take one copy of this sheet with you when you attend any University of Arizona Cooperative Extension or Extension involved activity. Leave a second copy with your office/registration staff.

ON-SITE IN A CRISIS OR POTENTIAL CRISIS

1. Call appropriate emergency personnel: **911** (Emergency) or the appropriate agencies on 4-H Event Risk Management Plan – Contacts.
2. See to any injured persons using appropriate **first aid**.
3. Get other participants to a **safe location** to avoid further injuries, and to provide enough room to work on the injured person.
4. Call the injured persons emergency contact, can be found on 4HOnline Medical Release Form
5. Call your county **Extension Office**, if it is open, and ask them to contact the remaining contacts. If the office is not open please call your agent directly, after all other appropriate emergency contacts have been notified.
 - a. **County Office Number – 520-626-5161**
 - b. **4-H Staff Phone numbers – see “4-H Event Risk Management Plan – Contacts”**

AT THE COUNTY OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. Be prepared to tell **Extension personnel**, including the County Extension Director, as much information as possible, even information that has yet to be confirmed.
This includes:
 - 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. **Tell any news media** that call or show up:
 - To call Dan McDonald, Pima County Director for most complete information.
 - Or, that no information is available yet, but will be available soon through the county or state Extension office.
 - Do not give the media any information please allow the office to do that.
3. **If the county office is closed, make sure the following individuals are notified as soon as possible.** Be prepared to pass along the information listed in #1. If you can, also include the **county Extension office**:
 - **Joshua Moore**
 - **Kalee Hunter**
 - **Community Club Leader/ Project Coordinator**

Call: Extension Agents, if they do not answer leave a message- they get voicemails to their emails, if possible text or email them as well to let them know to check their voicemails urgently.



4210 N Campbell Ave Tucson, AZ 85719 • Phone: (520)626-5161 • extension.arizona.edu/pima

4-H Event Risk Management Worksheet

List potential risks and the steps you will take to prevent accidents or injuries.
 Consider risks to participants, volunteers, property, equipment, or the 4-H organization.

Examples of risks to consider when planning an event:

- Physical harm – participants, by-standers, and animals
- Emotional harm – rejecting, ignoring, etc.

Potential Risks to Participants	Steps to Manage Risk
<i>Example:</i> Participant could be stepped on by livestock,	<i>Example:</i> Request participants wear appropriate closed toed shoes.
<i>Example:</i> By-standers could yell cruel things at a member based of their religious affiliations.	<i>Example:</i> Though you can't prevent or predict what by-standers will do, you can discuss with your member how in 4-H we don't discriminate.



4-H Event Risk Management Worksheet - Checklist

Please verify that the following has been completed or you have it prior to and during your event.

Risk Management Forms for Each Participant	Completed	Date Completed
Verified that member is enrolled in 4-H		
Verified that Youth has signed Behavior Guideline		
Photo, Video, and Audio Release Form		
Youth Medical Form (recommend you have these printed and available in case of incident)		
Adult Volunteer Medical Form		
Incident / Accident Report – blank form		

Additional Risk Management Tools	Completed/ On Hand	Not Needed
Special Event Insurance		
First Aid Kit		
Emergency telephone list including parent contact information		
Available telephone		
Additional supervision by older youth, parents, or volunteers – screened if required if alone with youth		

Office Use Only

Received by: _____ Date Received: _____

Meets required risk management standards: Yes No

If no, explain why _____

Assigned staff to handle risk management concerns: _____

Agent Approval: _____