



# 4-H Shooting Sports Emergency Plan

A 4-H Shooting Sports emergency plan should consider

- **Potential Risks and Response Procedures:** Identify possible risks and outline the procedures for addressing them.
- **Minor Incidents/First Aid:** Designate who will provide first aid and who will determine the necessary treatment steps.
- **Access to Emergency Medical Treatment:** Ensure a working telephone is available on site. Keep a list of emergency phone numbers, instructions for transportation, and clear directions to the nearest medical facility.
- **Two-Deep Leadership:** Ensure at least two adults are present, both familiar with the emergency plan and procedures.
- **Natural Disaster Procedures:** Outline specific actions for emergencies such as fire, tornadoes, lightning, etc.



## Example

### Discipline

Archery

### Potential Risks and Procedures Planned

Before any range activity, inspect the range and equipment. If found inadequate, reschedule the event until the issue is resolved. Brief all agents and volunteers on the emergency plan and procedures to follow.

### Minor Incident that Requires First Aid

*Reid Nevins and Brad Staton* will administer first aid.

*Al Temple and Courtney Headley* will maintain participants on the range.

*Rebecca Perkins* will ensure an incident form is filled out and provided to the Extension agent.

## Emergency Contacts and Telephone Numbers

Emergency Service (contact first): \_\_\_\_\_

4-H staff: \_\_\_\_\_

Interim Head, Center for 4-H Youth Development: Dr. Mariah Morgan, 662-325-3350 (office)

4-H Shooting Sports Coordinator: Reid Nevins, 662-325-7960 (office), 662-436-6268 (cell)

Regional Extension Coordinator: \_\_\_\_\_

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

## Natural Catastrophe Procedures

**Fire:** *Courtney Headley* will contact the fire department. *Reid Nevins* and *Al Temple* will ensure participants and volunteers are in a safe area.

**Tornado:** *Courtney Headley* and *Brad Staton* will lead everyone to the tornado-safe room in the range house. *Dr. Mariah Morgan* and a *designated volunteer* will monitor weather conditions via cell phone.

**Lightning:** *Reid Nevins* will clear the range and move everyone to the inner room. *Courtney Headley* and a *designated volunteer* will monitor the weather. Activities will resume 30 minutes after the last lightning flash.

## Emergency Checklist

The following is a checklist of procedures to follow for 4-H Shooting Sports 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 regularly	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/meeting	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

### Lightning 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 down-range 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
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**Child Protection and Required Forms**

All adults helping with program have been approved by the county Extension office	Yes	No
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All participants have a medical form filled out and signed by parent/guardian	Yes	No
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All participants have a parental consent form filled out and signed by parent/guardian	Yes	No
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**Supervision**

Establish in writing what levels of supervision are required during a 4-H Shooting Sports event	Yes	No
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All adults helping with activity have been trained according to WV 4-H Shooting Sports Policy	Yes	No
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**Records**

Up-to-date records of training activities kept	Yes	No
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All equipment and sites have been inspected by a qualified individual and a log kept	Yes	No
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Equipment fits shooters	Yes	No
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**Warnings**

The following signs are posted at trainings and activities:

Range rules	Yes	No
Range commands	Yes	No
Do not enter signs on all entries	Yes	No
Other signs as needed	Yes	No

Students are instructed and understand the inherent risks of shooting sports activities	Yes	No
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All participants are required to wear safety equipment appropriate to activity	Yes	No
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**Adequate and Safe Equipment**

Proper for the program	Yes	No
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Fits participants	Yes	No
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Mechanically safe	Yes	No
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Inspected and certified by a qualified individual before each activity	Yes	No
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Equipment log maintained for all equipment	Yes	No
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Backstops/targets in good working condition	Yes	No
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Equipment stored on site in a locked room with key access available only to certified instructors or their appointed designees	Yes	No
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Stored at instructors' place of residence	Yes	No
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**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



**Form 1187** (POD-10-24)

Distributed by **Reid Nevins**, 4-H Environmental Science and Education Specialist, Center for 4-H Youth Development.

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Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914.  
ANGUS L. CATCHOT JR., Director