RISK MANAGEMENT YOUTH EVENT CHECKLIST
This list is not intended to be all inclusive, but rather to provide a starting point for analyzing your risk management plan.

MEDICAL
____ Official “4-H Participation Form” for all participants
____ Phone numbers of nearest hospital, ambulance, law enforcement
____ Cellular phone or radio
____ First Aid Kit (check expiration dates and replace any used or out-of-date-contents).
Make sure it is available and accessible. Provide information and/or training about universal precautions for blood and body fluids. Have plenty of drinking water available to prevent dehydration/heat exhaustion. Allow for rest periods and quiet activities.

First Aid Kit Content suggestions:
* Band-aids (assorted sizes) * Antibiotic cream * Scissors * Antiseptic * Adhesive tape * Safety pins
* 3"x3" gauze patches * Chemical cold pack * Paper/pencil * Flashlight * Disposable gloves * Tweezers
* Roll of gauze * Hand cleaner
____ Check with Extension Agent/Staff about 4-H Activity Insurance and Emergency Management Procedures.

ACTS OF NATURE
____ Storm warning system
____ Nearest shelter in case of:
     Fire  ___________________  Flood  ___________________  Tornado  ___________________

ACTIVITIES
____ Equipment should be appropriate to the activity and the age of the child.
____ Equipment should be maintained in good condition.
____ Make sure that hazardous materials (paint, gasoline, cleaning supplies, etc.) are clearly marked and stored properly.

TRANSPORTATION
____ Individual drivers (who are not covered by your group’s insurance policy) should carry a valid Kansas drivers license and proof of current insurance with a minimum coverage according to Kansas law.
____ Contract transportation (bus company, etc.) Should provide proof of insurance.
____ The driver/sponsor should carry “Kansas 4-H Participation Form” for each person in their vehicle.
____ The number of passengers should not exceed the limit of the vehicle. Each person should have their own seat and wear a seat belt.
____ If the vehicle has a passenger side air bag, do not allow young children to ride in the front passenger seat.
____ Headlights should be turned on for safety.
____ Don’t drive fatigued - start out well rested.
____ Night driving can be dangerous - don’t drive faster than you can see.

PEOPLE
____ Develop a written job description, with training and supervision, for each position for each event.
____ Provide training for emergency response plan.
____ Practice “2-deep” leadership, where there are always 2 adults (over age 18) present at any gathering, meeting, or activity involving a minimum of 10 youth.

OTHER

TURN TO A LAWYER AND/OR INSURANCE PROFESSIONAL FOR HELP WITH:
Waivers/releases Informed Consent Participation forms
Certificate of Insurance Hold Harmless Agreement Additional Insured