

OTERO COUNTY SHOOTING SPORTS
Policies and Procedures Adopted: 03/19/2019

Risk Management
POLICY:

Recommended Management Procedures – Otero County 4-H Shooting Sports Program

1. State 4-H volunteer leader procedures and policies followed.

Leader application forms completed, signed, approved, and on file in the Extension Office for all Certified Leaders. All instruction must be done under the supervision of a NM 4-H Certified Shooting Sports Instructor Leader. Records of Instructor Certification and Teaching Logs will be maintained by the County NMSU Extension Office. All instructors will meet annually to update this risk management Policy and the Emergency plans as related to each individual discipline.

2. Waiver of liability/Parental permission form

All 4-H members enrolled in the Shooting Sports are to have parent or guardian read and sign the Shooting Sports waiver before beginning project meetings. The certified instructor or county coordinator must ascertain that all members have the forms signed before participation. Forms are to be turned into and kept in a permanent file in the Extension Office.

3. Health Statement - Parent Medical Consent form

All 4-H Shooting Sports members/parents are to complete and sign the standardized NM 4-H Health Statement and parental consent form prior to participation in 4-H Shooting Sports. A photo copy of the form should be given to the county extension office to be kept on file. *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.

4. Accident insurance

Each county program should take out accident insurance coverage on Shooting Sports Group members. Although, shooting sports are designed to virtually eliminate injury, they will inevitably occur. Otero County Shooting Sports members and leaders are covered by the standard \$1.00 policy with American Income Life Insurance. All shooting sports leaders should know the policy number and procedures required. A copy of the policy should be kept with the certified leader and the original kept in the Extension Office.

5. Emergency Plan

An emergency plan of action should be developed by each discipline instruction team and this written plan followed for each training site and/or activity.

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.)

6. Incident Report

A “4-H Event/Activity Incident Report” 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

Shooting Sports activity sessions may 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.

PROCEDURES:

First Aid

Emergency phone numbers posted

Fire Department	Yes <u>X</u> No
Doctor	Yes <u>X</u> No
Hospital	Yes <u>X</u> No
Emergency Responders	Yes <u>X</u> No

Designated person to call emergency responders in case of accident Yes X No

Employees/volunteers trained in first aid procedures Yes X No

Employees/volunteers trained in CPR procedures Yes No X

First aid supplies are maintained Yes X No

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

All secondary injuries are reported to parents/guardian Yes X No

Signed 4-H Health Forms at site and Travelling Binder Yes X No

Medical facilities

Physician or clinic designated for referral of injuries Yes X No

Emergency Responders notified of event/meetings Yes X No

Safety review

Key operational and product hazards identified

Before accident Yes X No

After accident Yes X No

Only Program Approved equipment purchased and used Yes X No

Safety and security review of new facilities and operations Yes X No

Procedure for compliance with government regulatory requirements Yes X No

Lightening emergencies

Written plan for emergency action and recovery

Fire and explosion Yes _____ No X

Tornado and flood Yes _____ No X

Evacuation procedure Yes X No

Recovery plan Yes X No

Provisions for:

Copies of vital records Health Forms and Consents Yes X No

Temporary equipment Yes X No

Guidelines for Handling 4-H Funds followed Yes X No

Personnel trained to report suspicious persons Yes X No

Exterior access down range barricaded off or locked Yes X No

Transportation

County Driving Policy Followed Yes X No

Written driving rules circulated Yes X No

A plan to assure youth are being picked up by proper person(s) Yes X No

Accident review

Organization reviews all accidents Yes X 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 NM 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 **X** No _____

Inspected and certified by a qualified individual before each activity Yes **X** No _____

Maintain equipment log for all equipment Yes **X** No _____

Backstops/targets is good working conditions Yes **X** No _____

Equipment is stored on site in a locked room. Key access only
only available to certified instructors. Yes **X** No _____

Equipment Transported by Certified Instructors or their
appointed designees Yes **X** No _____

Firearm equipment stored at Instructors' place of residence Yes **X** No _____

Inspection of premises

Lighting is adequate, including stairways Yes **X** No _____

Emergency lighting needed Yes **X** No _____

Overloaded electrical circuits Yes _____ No **X**

Use of extension cords forbidden Yes _____ No **X**

Handrails on stairs in good repair Yes **X** No _____

Loose treads on stairways Yes _____ No **X**

Loose carpets or tiles on floors Yes _____ No **X**

Adequate space between gas and electric
Equipment and combustibles Yes **X** No _____

Combustibles stored under stairs
or in concealed spaces Yes _____ No **N/A**

Smoking forbidden or restricted Yes **X** No _____

Trash is removed after each session Yes **X** No _____

Fire extinguishes
Located throughout premises, including kitchen Yes **X** No _____

Maintained in good condition Yes **X** No _____

Personnel trained in proper usage Yes _____ No **N/A**

Personnel trained in fire procedures Yes _____ No **N/A**

Restrooms kept safe and sanitary Yes **X** No _____

Range Swept [Cleaned] and returned to arrival condition Yes **X** No _____