



# CLOVER SAFE

AGRICULTURE AND NATURAL RESOURCES  
ENVIRONMENTAL HEALTH AND SAFETY



#13

## EMERGENCY PREPARATION AND RESPONSE GUIDELINE

*This Clover Safe note is intended primarily for 4-H volunteers and staff.*



### Introduction

Although University of California 4-H YDP activities are planned and conducted to eliminate risk of injury to participants, unforeseen accidents periodically occur whereby injuries are sustained. When an injury occurs, 4-H YDP volunteers and staff need to be prepared to provide an appropriate emergency response to the type and extent of a participant's injury. This Clover Safe describes how to prepare for and respond to an injury emergency.

### Emergency Preparation

4-H YDP volunteers and staff should be prepared for potential participant injuries by:

- Being capable of distinguishing between life threatening and non-life threatening injuries.
- Being competent to determine whether an injury requires immediate Emergency Medical Services (EMS) evacuation or other transportation in a passenger vehicle to a hospital or clinic.
- Knowing the location of and route to the nearest hospital or clinic.
- Having a telephone (cellular or land-line) to be able to immediately communicate with EMS. Dial 911, but remember that some phone systems require you to first dial an outside line.
- Maintaining a confidential youth or adult Medical Release Form for each participant in a 4-H event or activity.
- Knowing whether any participants have special medical conditions stated on the Medical Release Form (such as severe allergies or diabetes) that may require emergency medication or other assistance.

### Primary Emergency Response

4-H YDP volunteers and staff should provide a primary emergency response as follows:

- Evaluate the situation and if a serious injury has occurred, contact EMS.
- Stabilize the situation.
- Evacuate other event participants if a serious hazard continues to exist.
- Provide basic first aid to the extent you are trained.

### Secondary Emergency Response

4-H YDP volunteers and staff should provide secondary emergency response as follows:

- Once EMS has arrived, provide assistance as requested or needed.
- Act as a resource to EMS or responding agency (police, fire dept., etc.)
- Manage other 4-H members and/or event participants to prevent additional injuries.
- Report any injury to the 4-H member's parent/guardian/emergency contact.
- Report any injury and circumstances of the incident to their immediate supervisor and 4-H YDP staff.
- 4-H YDP staff will report any injury through their chain of command until an administrator such as the Cooperative Extension (CE) County Director, Regional Director, or State 4-H Director is notified.

### Incident Reporting Procedures

- 4-H YDP volunteers or staff are not expected to conduct any investigation of a serious injury or incident. Any investigation will be conducted by the responding agency (police, fire, etc.) or directed by ANR Risk Services.
- 4-H YDP volunteers and/or staff will complete an Incident Report form for all injuries regardless of seriousness and submit the form to the CE/4-H county office and CE Director and/or 4-H staff within 24 hours of the incident. Incident Report forms are available from the CE county office or online at: <http://danr.ucop.edu/riskmanagement/>.
- CE county offices will keep a copy of the Incident Report and forward it to ANR Risk Services within two working days of the incident.
- Contact ANR Risk Services at (510) 987-0080 or ANR Environmental Health & Safety at (530) 752-6024 for help with the Incident Report form.