

_____ County 4-H Camp
Risk Management Plan (RMP)

Camp Name: _____ Date(s): _____
Camp Director(s): _____

The process of risk management planning is fairly routine. It's something we probably all do without naming it, or even acknowledging the process. Risk management planning is the process of reviewing all the different aspects of a project, or event, to determine what steps need to be taken to ensure the safety and well being of all parties involved. The phrase "all parties" refers to anyone with an interest in the activity: those who plan it, those who sponsor it, and those who enjoy the activity as a participant. For example, all parties involved with a 4-H resident camp might include (but not be limited to) local 4-H staff, 4-H resident camp volunteers and/or paid staff, WSU, the specific county (both sponsoring county for the camp and any county that sends campers), parents of campers, and the campers and/or counselors themselves.

The first step in risk management planning must include identifying all the areas of camp that might have some risk involved. This step entails careful review of all activities, facilities, personnel actions, etc.

After identifying risks, it is necessary to determine how that risk will be managed. There are three ways to manage risk: reduce it, transfer it, or avoid it.

Writing the Risk Management Plan

The risk management plan itself does not need to include each and every identifiable risk in the camp. Nor does it contain statements that specific tasks have been completed. The plan is merely a road map of the steps your camp will be taking to ensure that a process has been completed that includes identifying risks in your resident camp and choosing how your camp will manage those risks.

Below are suggestions for components of a risk management plan:

- Indicate the areas of camp that will be reviewed for possible risks.
- Indicate who will be responsible for completing this review.
- Indicate how often this review will be completed.
- Indicate that any new activities will be thoroughly reviewed for risks prior to being added to the camp program.
- Indicate that emergency procedures, where determined necessary, will be developed.

- Indicate where those procedures will be kept, how they will be reviewed with staff and volunteers, etc.
- Indicate those steps that will be taken to reduce risks.
- Indicate those areas of risk that will be transferred to a third party. (Remember to determine who "all parties" refers to; transferring risks to one of the parties involved is actually not a transfer at all)
- Include in your plan the plan for reviewing and revising the plan itself.

The numbered headings outside the boxes are some, but not necessarily all, of the areas you should be addressing. The bulleted items inside the boxes are things to consider while writing your RMP.

1. Program Activities

- Activities timeline for developing camp agenda
- Materials to be used during the activity
- Location
- Certification or training of the instructor
- Age appropriateness of the activity
- Instructor-to-student ratio
- Safety equipment

2. Health Care Procedures

- Health care personnel
- Camper check-in
- Treatment procedures
- Medication storage
- Health log
- Supply and equipment needs
- Staff notification of campers' medical needs
- Health center location
- Accessibility

3. Food Service

- Food handler's card
- Dish washing procedures
- Food storage
- Food preparation procedures
- Menu development
- General kitchen safety
- Dining hall hygiene

4. Administrative Preparation

- Intent Form filed
- Risk management plan completed
- Notification to local health and safety agencies that camp will be in session
- Insurance
- Forms
- Brochures

5. Transportation Guidelines

- WSU safety policies and procedures
- Applicable county policy
- Drivers have valid WA drivers license & insurance
- Drivers enrolled 4-H volunteers
- Drivers at least 18 years old
- Fire extinguisher and first aid kit in vehicle
- Proof of minimum insurance with vehicle

6. Personnel Selection, Training & Evaluation

- Describe the process for selecting and screening all staff
- Include staff training plan and outlines
- Explain the procedure for staff evaluation

7. Code of Conduct

Consider:

- 4-H pledge
- 4-H volunteers pledge,
- 4-H Challenge Full Value Contract or other

8. Trips & Travel

- Emergency Response plan for each trip
- Communication plan for each trip
- Trip plan

9. Emergency Response procedures

- Missing or runaway campers
- First response actions
- Fire or weather related/natural disasters
- Local medical facilities phone number and address posted
- Hospital emergency procedure
- Notification of parties protocol

10. Crisis plan

- Media response
- Notification of stakeholders: list with telephone numbers, location of camp roster
- Protocol for major incidents, serious injury or death
- Witness statements: get written description of “what, where, who and when” by witnesses ASAP
- Phone log: record phone calls (numbers, person(s) and time)

11. Maintenance

- Equipment/tool needs and repairs
- Plan in place and documented