



Lafourche Parish 4-H Shooting Sports Risk Management Manual



IN 4-H SHOOTING SPORTS PROGRAMS

EVERY PERSON IS RESPONSIBLE FOR:

- **Reporting potential risk to the 4-H Leader/Agent or Range Officer IMMEDIATELY**
- **Calling 'cease fire'**
- **Following ALL range rules**
- **Following ALL 4-H rules, making a fun, safe learning environment for ALL youth!**

RISK MANAGEMENT PLAN for Lafourche Parish 4-H Shooting Sports	
EXTENSION CONTACT INFORMATION	
<p align="center">Lafourche Parish 4-H Shooting Sports Extension Agents Sara Guidry and Suzanne Troxclair, 4-H Agents</p> <p>115 Texas Street Raceland, LA 70394 Office: (985) 446-1316 Cell Numbers: Sara-(985) 696-0237 Suzanne-(985) 209-7386 Emails: sguidry@agcenter.lsu.edu stroxclair@agcenter.lsu.edu</p>	
<p>Disciplines Involved:</p> <p>Archery BB Gun Hunting/Outdoor Skills Shotgun Small Bore Rifle</p>	
<p align="center">Location and Addresses</p> <p>Lafourche Parish Practice Locations:</p> <ul style="list-style-type: none"> • Lafourche Parish Sheriff's Office Rifle Range: 3451 Hwy. 182, Raceland, LA 70394, (985)537-6841 • LSU AgCenter, 115 Texas Street, Raceland, LA 70394 (985)446-1316 <p>Southern Shoot:</p> <ul style="list-style-type: none"> • Bridgeview Gun Club, 1365 Northwest Dr, Port Allen, LA 7076 • Ascension Parish Sheriff's Range, 9134 South St. Landry Road, Gonzales, LA 7073 • Louis A. Mouch Jr Multi-Purpose Facility, 210 Turner Dr, Port Allen, LA 70767 <p>State Shoot:</p> <ul style="list-style-type: none"> • Bridgeview Gun Club, 1365 Northwest Dr, Port Allen, LA 7076 • Ascension Parish Sheriff's Range, 9134 South St. Landry Road, Gonzales, LA 7073 • Louis A. Mouch Jr Multi-Purpose Facility, 210 Turner Dr, Port Allen, LA 70767 • Shreveport Gun Club, 4435 Meriwether Road, Shreveport, LA 71109 • Long-Range Alley Gun Club, 2007 Highway 5, Grand Cane, LA 71032 • DeSoto Ext. Office/David Means Memorial 4H Center 10117 Hwy 171Grand Cane, LA 71032 	

Emergency Information

Person Responsible for Calling: Sara Guidry or Suzanne Troxclair (4-H Agents), 4-H Volunteer

EMT: 911

Fire: 911

Sheriff: 911

Non-emergency:

- Lafourche (985) 448-2111
- Ascension (225) 621-8300
- West Baton Rouge (225) 343-9234
- Iberville (225) 687-5100)

Police: 911

Poison Control: 1-800-222-1222

Parish Practice Locations

- Lafourche Parish Sheriff's Office Rifle Range: 3451 Hwy. 182, Raceland, LA 70394, (985)537-6841

Closest Hospital: Ochsner St. Anne Hospital

4608 LA Hwy. 1, Raceland, LA 70394

(985) 537-6841

- LSU AgCenter Ag Building, 115 Texas Street, Raceland, LA 70394, (985)446-1316

Closest Hospital: Ochsner St. Anne Hospital

4608 LA Hwy. 1, Raceland, LA 70394

(985) 537-6841

INCIDENT REPORT FORM	
<p align="center">Participant</p> <p>Full Name:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p>Parent/Guardian:</p>	
<p align="center">Reporter</p> <p>Full Name:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p>	
Date of Incident:	Time of Incident:
<p align="center">Witnesses</p>	
<p>Full Name:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p>Signature:</p>	<p>Full Name:</p> <p>Address:</p> <p>Phone:</p> <p>Email:</p> <p>Signature:</p>
<p>Nature of Incident:</p>	
<p>Witnesses' Observations:</p>	
<p>Actions Taken:</p>	
<p>Report Submitted to:</p>	

PROGRAM EQUIPMENT LOG			
Club Name:			
Date Created:			
DATE	CUSTODIAN	ITEM	MAKE, MODEL, SERIAL NUMBER

TRANSFER OF CUSTODY			
INSTRUCTIONS 1. Use ink. 2. Fill out and duplicate/copy/scan. 3. Keep an original copy for your records and duplicate for transferee records.			
Person Distributing the Equipment			
Name: Street Address: City, State, Zip: Phone: I have personally inspected the equipment and have trained the person receiving the equipment on proper use and safety procedures that must be followed. <div style="display: flex; justify-content: space-between;"> Signature: Date: </div>			
4-H Parent, Leader, or Member taking responsibility for equipment			
Name: Street Address: City, State, Zip: Phone: If a minor, a parent, or guardian must also sign. By signing below, I agree I have taken custody of equipment in good condition, have trained on how to use it, and will follow all safety procedures as instructed. I will return the equipment in good condition and will report any accidents, malfunctions, and/or damage to the person checking this out to me. <div style="display: flex; justify-content: space-between;"> Signature: Date: </div> <div style="display: flex; justify-content: space-between;"> Parent/Guardian Signature: Date: </div>			
Date of Transfer:	Time of Transfer:	Location of Transfer:	
Make/Model	Serial Number	Caliber	Other



4-H Shooting Sports Log-in for _____ (discipline)

Date: ____/____/____ Practice time: _____ to _____

What will the 4-H members do?

What will the 4-H members learn?

Every person in the building/at the practice must sign both first and last names. Please check your 'role' in the box to the right. If leaving scheduled practice early, please indicate time signed out next to your name.	4-H'er	Guest/ Parent	Shooting Sports Coach

Agent Best Practices for Managing Risk

For Injury (These may be done simultaneously with adults helping; document who did each step to ensure all steps were completed.)

1. Call for help and secure the immediate help for injured party.
2. Secure safety of others in the area.
3. Notify emergency contact.

Identification: *"Mrs. Jones, This is Tammy from 4-H.*

Situation/Relationship to call: *We are at the 4-H Fishing workshop, and you are listed as Chris Clover's emergency contact.*

Incident: *Chris slipped on a rock by the lake and has a potential leg injury.*

Steps Taken: *We have called 911 and have an ambulance enroute. He will be taken to Memorial Hospital.*

Steps Requested: *Can you meet the ambulance at the hospital?*

Contact: *I will text you my phone number and name so we can keep in contact about Chris.*

Follow-up: *Do you have any questions for me at this time?*

4. Notify Chain of Command List.
5. Write incident report.
6. Share incident report with Chain of Command.
7. Notify American Income Life of situation (if reimbursement will be requested.)
8. Debrief with volunteers, staff, and youth.

For Weather – make sure to study weather.gov Severe Weather Tips, and provide club lessons from the website.

- Weather watches – have an adult keep an eye on the weather for any sudden changes by sight and sound, as well as electronically.
- Weather warnings
 - If the 4-H event has started, secure all youth to a safe area. Invite all adults to the safe area or instruct where to go for safety. Debrief with all volunteers, staff, and youth.
 - If event has not started, cancel the event or postpone until the warning has concluded.
- Lightning Delay
 - Secure all youth to an enclosure to protect from lightning.
 - Wait 30 minutes after a lightning strike is visible or thunder is heard by the ear.
- Flooding
 - Assist youth in getting to higher ground immediately.
 - If life jackets are available, distribute immediately.
 - Notify emergency personnel or contacts of location of group.
 - Avoid rushing waters and try to secure objects likely not to move in a flood.

- Rain Delay
 - Help youth secure rain gear, especially in cold weather.
 - If the rain hinders the youth's vision for sight related activities, postpone or cancel until youth can be reasonably safe.
 - If the rain hinders youth's movement or creates an additional slip hazard, postpone or cancel until youth can be reasonably safe.

Lost Group Member

- Prevent lost people by the following:
 - Have a list of everyone in a group.
 - Train group leaders to do head counts before transferring between activities.
 - Sign in people as they arrive.
 - Sign out people as they leave.
- If a group member is missing take the following steps:
 - Ask each person individually if they have seen 'Chris Clover' or the last time they saw them (do not ask as a group, as some people may not be attentive to the question).
 - Notify another adult that a person is missing. Have them enlist help in looking.
 - Check the common places first – bathrooms, classrooms, or sleeping rooms.
 - Set up a grid to look for the person with all people either within arm's reach or eye contact as the grid is searched.
 - If person is not found, call in law enforcement for assistance.
 - At this point, follow procedure for injured party reporting.
 - Debrief with all volunteers, staff, and youth.