

Hunterdon Deadeyes Risk Management Plan

Club Leaders: Matt and Sherrie Peterson

Club Shoots: Third Sunday of each month 1:00-3:00 PM (Quakertown Recreation Club or County Range)

Club Meeting: Fourth Sunday of each month, 7:00 PM Quakertown Recreation Club

1. Staffing/Supervision

A. Training

- a. Instructors – Instructors / range officers will be oriented before the program year starts. All emergency procedures found in this document will be reviewed, emergency contact numbers shared, communication chain established and responsibilities in the event of an emergency will be designated. A review of specific range rules and consistent cease fire procedures will be identified.
- b. Youth /Parents- Youth and parents will receive a brief orientation before the start of the program year. Cease fire procedures will be discussed along with any other emergency procedures and event rules.

B. Certification – All Instructors / range officers will be 4-H certified instructors and appointed 4-H volunteers.

C. Age Recruitment/Experience: All 4-H Shooting Sports members in good standing within their 4-H club and county, who have met all the NJ 4-H Member in good standing guidelines with 70% participation at club meetings, one club presentation (current year), and have a standard club record book up to date. If participants meet these requirements then they are eligible to compete in 4-H shooting sports events, subject to limitations imposed by the specific event and the rules for active membership instituted by their state. Official 4-H enrollment is required.

D. Adult/Youth Ratio: The minimum ratio of adults to youth recommended is as follows:

- Youth in 1st to 7th grades – one adult for every six youth
- Youth in 8th to 13th grades – one adult for every 10 youth

At least two adults should be present at all 4-H club meetings.

II. Insurance Issues

A. Waivers – all participants will be registered members. Emergency contact information and club member lists will be collected and held by the club leaders, and a hard copy emergency contact lists will be kept at the active range by the club leaders in the event of an emergency.

B. Health History/Parental Permission- Information for health history and permission is included in the membership registration.

C. Health Insurance – When possible, the club leader will apply for accident insurance through American Income Life (<http://www.americanincomelife.com/>). The fees for insurance and reporting for the event will be handled by the club leader.

D. Liability – In the event that a certificate of liability insurance is required for the meeting

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location (such as gun ranges, Sportsmen clubs, etc.) Club Leaders will secure a certificate of liability from Rutgers Risk Management through their 4-H office and keep the certificate on site for the event.

- E. Equipment Insurance- Each participant will bring their equipment- Insurance is not needed.
- F. Leases – all leases and agreements with the hosting facility must be kept on site during the event/club meetings.

III. Emergence Procedures

- A. Transportation/Emergency Vehicle – All life threatening injuries will be transported by EMS. Any non-life threatening injuries may be transported by the parent of the participant. It is recommended that all injuries be assessed by EMS, and they will determine the mode of transportation. As is policy with Rutgers Youth Protection, leaders are not to transport children in their vehicles unless given written permission from the parents.
- B. Communication – Range officers will have cell phones, and numbers will be given to each officer at the orientation meeting. In the event of poor cell coverage, hand held radios will be purchased and used for the club meetings.
- C. CPR /First Aid – A complete first aid kit will be at each range, accessible to the range officer. During the club emergency procedure orientation all range officers and Instructors will be instructed on procedures in the event EMS is contacted. It is recommended that each club have at least one individual certified in 1st aid/CPR to be available and designated for the club.
- D. Parental Notification- In the event of an accident, the Club leaders will contact the parents to give them details of the situation.
- E. Rutgers Notification – The club leader will contact the County Agent /Program Staff with details of the incident. If the Agent cannot be reached, the club leader will contact the 4-H Shooting Sports Coordinator or the 4-H Department Chair. The Coordinator/ Department Chair will contact Risk Management, The Director of Extension, and other departments as needed.

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IV. Emergency Plans

- A. Range Accident –
 - a. A cease fire is called, and all non-injured participants are to move away from scene. If it is a life threatening injury, EMS will be contacted immediately.
 - b. The club leader will be contacted via the communication system, and the volunteer trained in first aid will be called to respond.
 - c. After a brief assessment, a determination will be made to contact EMS.
 - d. If EMS is contacted, the designated volunteer will report to the entrance of the range road and will direct the ambulance to the range entrance. A second designated volunteer will be at the midway point and will direct the ambulance to the range. Another volunteer will be positioned near parking and will direct EMS to the scene.
 - e. The Club leader will contact the parents and the County Agent and make any additional calls.
 - f. The Club leader will fill out the incident report form (see appendix A), and interview witnesses, including the range officer.
 - g. All media requests will be directed to the 4-H Department Chair or County Agent.
- B. Lost Child
 - a. A cease fire for all ranges will be called.
 - b. Participants will be contacted to assemble in a central location, and leaders will be take attendance of their participants.
 - c. If the missing person is not located...
 - i. The club leader will designate a number pairs of individuals to check key locations. The pairs are to search and report back immediately. Those locations include the ranges, parking area, rest rooms and paths to range areas. If the child is found, the search pairs will immediately contact the club leader and the remaining search teams will be called back.
 - ii. The Club leader will interview the other club members to ascertain the situation. Basic information (such as name, age, sex, height, weight, race, clothing worn and other general facts will be gathered to help identify this person.
 - iii. If a child was transported by their own parent, the parent will be contacted to see if they picked up their child.
 - d. If the missing person is not located after initial search...
 - i. The local Police will be notified (Dial 911). The Club leader will inform the Police of actions being taken to find the participant. The Police will usually indicate that the Instructors should continue to search for the child. If they are not located in an allotted amount of time, the local Police will step in and organize the search.
 - ii. The parents of the child will be notified.
 - iii. The State Coordinator /4-H department Chair /County Agent /Risk management will be notified
 - e. The event will be suspended, and participants sent home.

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- C. Cease Fire- At the end of the stage or at any time when an unsafe condition develops, the range officer will call “cease fire.” At that command the shooters must immediately stop shooting, unload and open their rifles and place them on the bench or shooting mat with the action exposed and the muzzle pointing down range. Anyone may call cease fire if they see an unsafe situation.
- D. Misfire –If a malfunction or equipment problem occurs a shooter should raise his or her hand to signal the range officer or an assistant. The rifle must remain pointed down-range at all times. Keeping the rifle pointed down range is particularly important if an ammunition malfunction or misfire occurs. The rifle should remain pointed down range for at least three minutes before the action is opened. Faulty ammunition should be placed in the misfire barrel provided for proper disposal. The range officer may call for a cease fire to solve the issue.
- E. Rabid Animal
 - a. A cease fire for all ranges will be called.
 - b. Participants will be contacted and sent to vehicles.
 - c. The local Police will be notified (Dial 911). The Club leader will inform the Police of the situation.
 - d. The County Agent will be notified
 - e. Once the all clear has been given by the police, the event may resume if the coordinator feels it is appropriate to do so.
- F. Fire
 - a. At the first sign of fire, a cease fire for all ranges will be called.
 - b. Participants will be contacted and sent to vehicles or buildings around the facility.
 - c. Range officers will use extinguishers if plausible.
 - d. Participants will be evacuated to a safe area, away from locations where emergency vehicles will be.
 - e. Once attendance has been taken, youth will be evacuated from the scene.
 - f. The County Agent will be notified.
- G. Flood/ Severe Weather
 - a. Weather forecasts will be checked before the event by the club leader. If necessary, the event will be delayed or postponed due to weather.
 - b. At the first sign of thunder, a cease fire for all ranges will be called.
 - c. Participants will be contacted and sent to vehicles or buildings around the facility.
 - d. If a persistent storm, when possible and deemed safe, the participants will evacuate the event.
 - e. Participants will not be allowed to return to the range until at least 15 minutes to ½ hour after the last sound of thunder has been heard, depending upon the discretion of the club leader.
 - f. The County Agent will be notified.
- H. Behavior – The 4-H Code of Conduct is in effect for all youth activities involving Rutgers Cooperative Extension and the Department of 4-H Youth Development. It applies to all participants in 4-H activities, with participants defined as 4-H members of any age or

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grade, all other registered youth and adults, and all other individuals who take part and/or attend 4-H events. If an individual continually disrupts the group or engages in illegal behavior, he or she will be given an opportunity to discuss the problem with the club leader before more drastic action is taken. If, after discussion, the behavior continues, or in the opinion of the club leader it would be detrimental for the individual to continue attending the event, he or she will be asked to leave.

Club meetings are youth events, as such the use of tobacco and alcoholic beverages, during an event or on the grounds of the New Jersey 4-H Shooting Event is prohibited. Violation of this policy by a participant is grounds for dismissal from the NJ 4-H Shooting Sports program.

If a person is asked to leave, the club leader will fill out the incident report form, and interview witnesses, including the range officer. They will contact the County Agent as soon as possible.

IV. Equipment

Clubs often use club equipment, which must be checked and serviced regularly. All records of such service must be kept by the club leader, along with a list of club equipment.

The club member is responsible for the safe function and operation of his or her own equipment. The equipment should be checked by the range officer for safety and make sure it meets all criterion for the range it is being used at.

- A. Safety Check Procedures - Firearms, and other equipment must be checked-in with range officer prior to beginning the club shoot. Non-compliant equipment, accessories or ammunition discovered during club meeting will result in its removal from the range.
- B. All firearms and air guns are required to utilize the appropriate safety indicator [Clear Barrel Indicators (CBI), Empty Chamber Indicators (ECI)] with the action open during check-in (in the case and during inspection).
- C. Eye and Ear Protection Requirements –
 - a. Eye Protection: Adequate eye protection (shooting glasses, safety glasses or safety goggles, or hardened prescription glasses) is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. Such protection is strongly advised for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.
 - b. Ear Protection: Adequate ear protection is required for all participants in Muzzle Loading, Pistol, Rifle, and Shotgun disciplines. Where electronic hearing protection is used, it may not include radio or similar broadcasts as background noise, since that could interfere with range commands. Such protection is strongly advised by the National 4-H Shooting sports committee for archery events as well. Coaches or spectators on or near firing lines are subject to the same requirements.

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- c. Footwear - Any participant while on the shooting line or shooting in any outdoor shooting event is required to wear shoes that completely cover their feet. Examples of footwear that are not acceptable include, but not limited to: sandals, clogs, crocks, flip-flops, and bare feet.
- D. Ammunition-Only factory ammunition is used at 4-H shooting sports competitive events.
- E. Proper Storage – Rifles will be stored in a carry case when not in use, and kept in vehicles when youth have completed the event.
- F. Transportation – participants will follow all NJ rules and regulations when transporting equipment to and from the state matches.
- G. Reactive Targets - Targets which make use of or are composed of (1) live ammunition, (2) explosives, chemicals or flammable substances, or (3) pressurized containers are never to be used at any 4-H event or activity.

V. Facility

- A. Safety Inspection – all ranges will be checked by the club leader prior to use. Any unsafe conditions will need to be corrected before the range can be used by youth.
- B. Safety Procedures (signage, berms, lines)
 - a. Ranges will be set up in accordance to 4-H curriculum guidelines.
 - b. Range will be clearly identified with shooting line, waiting line and spectator line. Pa
 - c. Red Flags need to be displayed upon arrival along the driveway, and at the entrance gate to show that the range is active.
 - d. Coaching /observation areas will be clearly marked.
 - e. Whenever possible, warning signs will be posted .
 - f. Range officers will wear highly visibility orange, yellow or green vests, be issued whistles and first aid kits.
- C. Insurance-See Insurance issues above.

Emergency Numbers

Ambulance 911
Fire 911
Police 911
County Program Assistant (908) 418-7578
Range Owner /Authority (908) 507-0866
State Coordinator (732) 986-4928
4-H Department Chair (908)642-3744