

Planning for the Best and the Worst

Nothing can replace the good management practices of planning, documentation and extension of that information to your representatives through good training. In order to adequately prepare for any activity you must prepare for the best and the worst to occur. While there is no inclusive list of items from which to plan your activity, there are some general points from which to start. Remember the Risk Management Office should be involved in the review of all policy, procedural and curriculum items that affect Cooperative Extension on a state wide basis. The following are some items which may assist you in your planning process.

Items to be Considered When Evaluating Risk

Be aware of the necessity to know

- Types of activities
- Plan of supervision
- Location, number, and competence of supervisors
- Crowd control
- Safety procedures
- First aid procedures and practices
- Plant and equipment maintenance
- **If at any time you fear for your safety, remove yourself from the situation immediately.**

Be alert to dangerous conditions:

- Physical facilities and areas
- Participants: rowdiness, horseplay, general observations, discipline

Put overall administration into specific written procedures

- Medical treatment authorization forms
- Schedules
- Registration forms
- Do's and Don'ts for participants
- Emergency procedures (before and after accident)
- Safety rules
- Job descriptions (Includes Volunteers)
- Participant Insurance requirements

Ensure specific supervision criteria

- Communicate, so that participants understand the responsibilities of their position.
- Be sure all representatives understand and adhere to safety practices and procedures.
- Be alert to changing conditions which can bring about hazardous conditions.
- Ensure existing Cooperative Extension policy regarding activity is followed.

Be clear on instruction given to those involved in activity regarding

- Skills needed for various jobs
- Instruction for safety, courtesies of the game, etc.
- Protective devices.
- Rules and regulations.
- WARNINGS

Complete all necessary forms

- Medical form
- General Waivers
- Equine Waivers, if necessary
- Accident insurance, if necessary