

Chaperone Handbook



University of California

Agriculture and Natural Resources

■ 4-H Youth Development Program

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Welcome

The University of California, Agriculture and Natural Resource, 4-H Youth Development Program thanks you for your willingness to serve as an overnight chaperone. Our goal for both youth and volunteers is to have a positive and safe experience when participating in any 4-H event. We want to provide you with the tools, resources and information you need to be effective leaders. Through this handbook, we hope that you become better informed and prepared to serve as an overnight chaperone.

Overnight chaperones are important to the delivery of 4-H programs. Overnight chaperones:

- Develop skills in youth
- Serve as positive role models
- Assist youth, other volunteers and 4-H staff in problem solving
- Assist with programming and other duties as assigned

Chaperoning is an important responsibility and its value is priceless. The role of a chaperone is multifaceted and very demanding. The safety of all is compromised when chaperones do not follow the established procedures and guidelines.

This handbook is designed to be an active resource for you during your tenure as an overnight chaperone. It is our hope that it adds value to your 4-H volunteer experience.

Sincerely,

The California 4-H Volunteer Development Advisory Committee



Roles & Responsibilities

High quality 4-H activities engage youth in subject area topics (content) in an environment (context) where youth feel safe and free to share, learn and grow. Focusing on both content and context is a critical piece of the process to help youth thrive.

Research shows that when youth are engaged and self-direct their own learning, the learning is optimized. Adult volunteers and teens as educators are essential to this learning - facilitating the learning process using hands-on, experiential methods, where youth are free to explore.

Below are the key aspects of being a chaperone and how they fit within the [California 4-H Program Framework Youth Development Practices](#) (Appendix A1):

General

- Fulfilling your chaperone responsibility must come before personal preferences or needs.
- California 4-H chaperones are expected to behave in a positive manner that members can use as a model. Chaperone attitudes and actions should reflect the highest levels of excellence that we wish to see in 4-H members.
- Cell phones should be used for business related to the event. Personal calls should be handled privately and at times when you are on breaks. If you have a personal emergency that requires you to be away from your responsibilities, please communicate this to the event leader(s) so that adequate coverage can be arranged.
- It is the responsibility of the chaperone to insure that *those youth for whom you have direct responsibility are dressed appropriately according to established guidelines*. Please refer to both the [California 4-H Dress Guidelines](#) (Appendix A2) as well as any specific dress codes for the particular event. We all have different points of view as to dress that is appropriate and modest, so it is best to follow established guidelines instead of your own sensibilities.

Safety

The primary responsibility of every chaperone is to ensure that youth have a safe, educational and fun experience.

- Know where the youth under your supervision are at all times. To aid you in this responsibility, each chaperone will receive a list of delegation members and their lodging location(s).
- Chaperones are expected to assist and/or provide correction for any and all youth in the care of 4-H if the situation is such that the member or another person is in immediate danger of harm—either physically, emotionally or culturally¹. If the situation is not immediately harmful and does need discussion, please refer the incident to the event’s Leader/Director.

¹ Cultural safety refers to any person being physically or emotionally harassed, bullied, threatened or harmed due to their race, ethnicity, sexual orientation, religion, age etc.



Relationship Building

Chaperones are expected to build relationships with all 4-H youth at the event. Relationship building happens through meaningful and appropriate interactions on all levels. However, under no circumstance should a Chaperone be alone with a member unless that member is their own child.

- Look for opportunities to connect with members. Some common occasions for relationship building occurs during travel, meals, activities/sessions and even free time.
- Act as positive role models for youth (stay with the group, actively engage in the activity of the moment, leave personal items on the bus, be solution-oriented, refrain from cell phone use, refrain from negative or derogatory language about the activity or its leaders/organizers—save this for guided debrief times, etc.)

Youth Engagement

- Attend all scheduled sessions, meals, workshops and activities and be active participants with youth.
- Know where youth, for whom you are responsible, are at all times.
- Be attentive and respectful to all speakers. Model the behavior that you expect from youth.

Community Involvement

- Coach youth to be contributing citizens of the event community and the larger community if appropriate to the event.
- Coach youth in the development and implementation of an approved service learning project if one is associated to the event.

Skill Building

- Assist youth in determining workshops that would be most engaging and helpful to them.
- Facilitate conversations with youth that help them reflect on and create meaning from their experiences.

For a complete list of event focused chaperone responsibilities, please review the role description for the specific event.



Appreciating Diversity

Diversity means how we all are different from one another. Examples of differences include gender, sexual identity, ethnicity or culture, religion or spirituality, family, social economic status, age, body size, and ability. Diversity should be appreciated and celebrated! Loving differences starts with being curious and open-minded when someone seems different from us. Appreciating differences starts with each individual. By building and strengthening these skills, volunteers and youth provide the foundations for developing capable, competent citizens, a primary goal of 4-H youth development programs.

Discrimination is when people treat others badly because they are different from them in some way.

As a 4-H chaperone, it is your responsibility to create a safe and welcoming environment that appreciates the diversity of each person. Some ways that this can be accomplished are:

- Take the time to learn about the background and interests of the youth in your care
- Allow time for youth to learn about each other and gain an appreciation for the diversity they bring to the group
- Immediately intervene when you see or hear bullying, teasing, and other put-down behavior. You should be confident, compassionate and firm in your correction. Most young people know what it feels like to be put down. Establishing ground rules, rights and responsibilities or group agreements that include “no put downs, no teasing, no bullying” is an important way to begin any group adventure.



Guiding Principles

The FiSH Philosophy is a global phenomenon that is helping organizations become active and engaged. It brings life and energy to the work we do with young people. The following four guiding principles, based on the FiSH Philosophy, aid in creating a positive environment and experience for members.

Be Present

The glue in our humanity is being fully present for one another. To be present you can:

- Get to know the participants
- Know the schedule and what is going on
- Listen to the participants
- Put participant's needs first

Choose Your Attitude

You have the power to choose your response to what life brings. So choose your attitude carefully. To do so, you can speak from the heart. Find a message that communicates "choose your attitude" in a way that everyone will understand. By choosing a positive attitude, you will help provide motivation for youth and other adults.

It's also important when you choose your attitude, that you persistently believe the best of everyone. Assume that each member, chaperones and 4-H staff has the best intentions will help in keeping a positive attitude.

Play

Work made fun gets done, especially when we choose to do serious tasks in a lighthearted, spontaneous way. You can add fun and play to participant's day by treating others well and having a playful attitude. When you play, the time passes quickly with less opportunity for discipline problems and people are more likely to have a good, healthy time.

Make their day

The benefits of making participant's day is that it is healthy, will feel good and will unleash even more positive energy. You do this by turning even routine encounters into special memories.

Allowing the guiding principles to shape your chaperone experience will provide a positive and safe learning environment for participants, staff and yourself.



Health, Safety, Security

WHY SHOULD WE LEARN ABOUT HEALTH AND SAFETY?

Good health can prevent many accidents and illnesses. Good health is the result of eating the right food and getting enough rest and exercise.

Although accidents are natural during childhood, some youth have more accidents than others. Accidents like drowning, falls, cuts, burns, and poisoning can often be prevented. It is the job of the chaperone to provide a safe place for members. Although we cannot prevent every accident, it is the job of the chaperone to keep youth alive and safe. This can be done by preventing accidents and doing the right thing quickly in an emergency.

Ninety percent of all childhood accidents are preventable. Each year, 8,000 children die from preventable accidents and 50,000 more are permanently disabled.

One in four children under the age of 15 require medical attention due to accidents, fires, burns, drowning, falls poisoning, and choking.

Health

Maintaining good health and keeping youth safe at an event is a primary role of a chaperone. 4-H staff and volunteers need to use common sense and general health care procedures when responsible for youth.

Self-Care

Make sure youth get to meals and encourage them to make healthy food choices.

Make sure they're hydrated--everyone should carry their personal water bottle with them at all times--and fill it at hydration stations.

Strongly encourage youth to get a good night's sleep by honoring lights out and the established quiet/silent hours. We recommend intentionally building in 10 hours of unstructured time (from 10 pm until 8 am) to address the need for rest and recuperation that the brain needs in order to learn well.

Medication

Medication other than inhalers and epi-pens should be kept and administered by the chaperone. Inhalers and epi-pens should be with the member at all times. Medications that are turned in, but are not on the Health History should be reported to the event Leader/Director as soon as it is known.

Follow the guidelines of the event for storage and security of member and adult medications. In some cases, medications will only be administered by the event health care staff. In other situations the chaperone may be responsible to store, secure and administer medications to members. 4-H members should not be given any medication that is not indicated on the health form, unless the medication is prescribed or administered by a licensed medical professional. If a participant needs over the counter medication that is not included on the health form, the event Leader/Director must obtain parental permission prior to administering any medications. If permission is given in any other form than the health form, the consent must be documented and attached to the health history.



First Aid

There should be at least one adult who is certified in first aid at all 4-H events. Be familiar with where the first-aid station is and emergency procedures. Call 9-1-1 if someone has trouble breathing, has been in a vehicle accident, hits their head, having a seizure, requires medical attention beyond basic first aid, cannot stop bleeding, or is unconscious. Inform the event Leader/Director of the member experiencing the emergency as soon as possible. It is the responsibility of the event Leader/Director to contact parent/guardian.

Safety

The 4-H Program takes its obligation seriously, to provide responsible and reasonable care for the youth involved in 4-H programs. The following are important safety tips to help you in your role as a chaperone:

Get familiar with Emergency Procedures for your event

Each event should begin with an orientation session that provides an overview of the program. During the orientation, procedures should be shared on how to handle discipline, illnesses, injuries, and emergencies.

Identify Emergency Trained Staff

During the orientation, event leaders and key contact persons including those in charge of health and safety should be introduced. Emergency personnel such as doctors, nurses, EMTs, and first responders who are attending the event should be identified. Most 4-H staff have been CPR certified. This process is done to insure that leaders know who is qualified to work with emergency situations should they arise.

Know Where the First Aid Kit Is

A first aid kit should be available for use during 4-H events. It is recommended that the kit meets American Red Cross standards. Only designated personnel should administer treatment.

Handling Emergencies

When dealing with any emergency, it's important to know where emergency numbers can be found. If the emergency is medical in nature, it's important to know the best route to reach the hospital. Ideally, a map with directions of the closest hospital should be available to the staff and volunteers who are dealing with medical emergencies.

Chaperones should be familiar with any special medical conditions of youth. Often times, this information can be ascertained from health forms. Youth with special medical conditions should be monitored on a regular basis to insure they are problem-free or steps are initiated to resolve the issue quickly.



Emergencies happen. It could be a fall, a sudden seizure, a building catching on fire, a child choking, an allergic reaction to a bee sting, a fight between two youth and many other things. You need to be prepared for the wide variety of things that could happen. Most of us will never have to deal with an emergency but if the situation arises, here are some tips

1. Take Prompt, Appropriate Action

Emergencies require prompt, appropriate action. Don't panic. Plan and prepare now so you can provide the appropriate care quickly if an emergency occurs.

2. Assess the Condition of the Victim or Situation

If the situation is medical in nature, you can ask them the following questions to determine if a situation is an emergency:

- Has an alert child become disoriented or confused?
- Is the child short of breath while he is resting?
- Does the child have “cold sweats” along with chest pain, abdominal pain, or light-headedness?
- Is the child in severe pain?
- Is there a major injury, or are there many injuries?
- Is there heavy bleeding that will not stop?
- Is the child unconscious?
- Does a child suddenly seem very drowsy?
- Are they unable to answer simple questions?

If you answer yes to any of these questions, you should treat the situation as an emergency.

Each 4-H member attending the event should have completed a [Youth Treatment Authorization Form](#) (Appendix A3) with details regarding medical history and information. Adult Chaperones should have completed the [Adult Volunteer Treatment Authorization Form](#) (Appendix A4).

These forms also provide permission to administer certain types of medicines and get treatment. Volunteers and staff should be aware of any medical conditions present in children under their care; however, they should handle the information on the medical form as confidential and need-to-know. If the emergency is of a non-medical nature, assess the situation to determine the best course of action.

3. Call or Send for Help if Needed

It's important that designated personnel be called to assist with the diagnosis and potential treatment of the emergency or situation.

4. Inform the Lead 4-H Professional

The event Leader/Director should be brought into the situation as soon as possible after it occurs and they will follow higher levels of notification as appropriate.

5. Clear the Scene

Non-medically trained or other personnel should clear the scene of all individuals who are not involved in the emergency. It's important to secure the scene, identify witnesses as well as create a quiet environment for the victim(s).



6. Program as Usual

Non-emergency personnel should take responsibility for calming the other children and keeping them safe. It's important to find a way to keep as many participants as possible into the regularly scheduled program as possible or at minimum, entertaining them until they can return to the program.

7. Select the Best Course of Action

Based on medical history provided in the Health Form and other factors, select the best course of action. It's important to err on the side of safety and caution.

8. Keep Medical and Accident Reports

All medical treatment and incidents reports must be completed within 48 hours of the emergency. Reports will be filed with the adult in charge of health and safety or the event Leader/Director. The leader is responsible to insure that actions and conversations are documented and filed with the incident report.

Mental Health Concerns

Participants who exhibit behaviors that are a danger to themselves or others are beyond the scope of health-care services that a typical 4-H event can provide. Participants presenting a mental health emergency will be treated as any other emergency and transported to a higher level of care. In the event the participant will not cooperate and poses a threat to self or others:

- Call parent/guardian for assistance
- If a parent/guardian cannot be reached or parental involvement does not produce a desirable response, request assistance from local authorities to provide safety for the participant and the staff
- Arrange transportation to the local medical facility

Each mental health situation is completely different from another. The above steps may be followed in any order deemed appropriate by the health-care manager, first responder or event Leader/Director.

Accidents and Insurance Claims

If there is an incident, you will need to document it using the [California 4-H Incident Report Form](#) (Appendix A5). Remember that if you transport a child in your own vehicle, and you have an accident, then your personal insurance will be the primary coverage! 4-H event insurance is through HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY. If there is an insurance claim (such as for an emergency room visit), written [Notice of a Claim](#) (Appendix A6) must be filed of any loss covered by policy or as soon as reasonably possible. All claim reports must be completed and signed by a chaperone that is unrelated to the patient. For a complete list of procedures for filing a claim please review the [Emergency Preparation and Response Guidelines](#) document (Appendix A7) .

Crisis Management

Crisis can be defined as a perception of an event or situation as an intolerable difficulty that exceeds the resources and coping mechanisms of a person, group or community. At the beginning of a crisis, you may feel emotionally overwhelmed. SLOW DOWN! Think first, act second. Regroup. Analyze the situation. Your event may already have a Crisis Response Plan in place and if so, it should be covered at



orientation. A sample of Crisis Response Plan is included in the appendix of this handbook (Appendix A8). If a crisis response plan is not in place, please consider taking the following steps:

1. Notify the lead Extension staff involved with the event.
It's important the lead Extension staff with the event are aware of the situation.
2. Identify witnesses.
Witnesses to the situation should be identified with contact information. They can provide important perspective on the situation during the time of the crisis as well as after the crisis.
3. Preserve physical evidence.
It's important to preserve as much physical evidence as possible. The evidence can provide clues to help deal with the crisis. Because stress is high during a crisis, individuals often overlook or don't understand the relevance of evidence during the occurrence of the crisis.
4. Make a written record of what happened, immediately.
It's important to make a written record of what happened during the crisis. Memories fade and so do important details. It's important to take statements from those involved.
5. Only talk about the facts.
Public officials may interview those at the scene and chaperones should state only the facts and refrain from stating opinions about the crisis or emergency. The official spokesperson for 4-H events is the person with the highest level of authority for the event. In most cases this is the County Director or the Associate Director of 4-H Program and Policy or the UC ANR Youth, Families and Communities Director. No one else should speak to media.
6. Never admit liability at the time of occurrence.
Never, never, never admit liability at the time of occurrence. Often times, more information is needed prior to determining issues such as liability. Who or what might appear as liable or causing the problem might change with additional information.

Security

Security is a preventative step to ensure that both youth and adults are protected from harm. At all events, youth and adults should practice the following:

- Always use the buddy system and never walk alone
- Youth may not leave their rooms after bed checks except in emergencies, or to report a problem and at the direction of chaperones
- Wear your event nametag at all times (Many events will not allow youth or adults to enter the building where the event is taking place without their nametag)
- When using public restrooms, chaperones should take special safety precautions. Check to make sure the restroom is free of unusual activity. A chaperone should be within hearing distance while youth are using the restroom. At no time should a youth enter a public restroom alone. Youth should be instructed to use restrooms in groups or at least pairs.
- When youth are in an event situation where youth move freely without a chaperone in the immediate vicinity—such as at an amusement park, youth should be instructed prior to the activity that they must stay with a pre-determined group, how to seek help, how to contact chaperones, what to do if they get separated from their group and check-in procedures. Check-in procedures should be pre-determined and communicated (text every hour? meet at a certain location at a certain time?)



YOUTH & PROTECTION

Youth protection guidelines help insure a safe environment for youth free from any form of child abuse. It also protects adults from unfounded accusations of child abuse because it takes away the opportunity for an adult to be alone with a youth and provides clear parameters for the adult to operate within.

Two deep leadership

Having two deep leadership provides adequate supervision and supports the concept of having another adult present in case of emergency. Coed overnight activities require male and female adult leaders who are at least 21 years of age.

No one-on-one contact

One-on-one contact between adults and youth members is not permitted. In situations that require personal contact, the meeting is to be conducted in view of other adults and youth.

Touching

On occasion an adult might touch a child to offer encouragement or aid in instruction. Adults should keep in mind that they should not touch any part of the body that would normally be covered by a one-piece bathing suit. The adult should be sensitive to the child and never touch a child against his or her will unless to prevent an accident. Adults should avoid tickling, wrestling and/or giving piggy back rides with youth.

Respect of privacy

Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.

Housing

- Housing varies from event to event. It is the responsibility of chaperones to supervise all aspects of housing including discipline, curfew, clean-up and other guidelines established during the event.
- Chaperones are expected to supervise and discipline youth assigned to them.
- 4-H members will not change lodging room assignment without the approval of the event Leader/Director.
- 4-H members may not miss scheduled activities, break curfew, sleep late or violate any other guidelines established by the event Leader/Director.
- Male 4-H members are not permitted in female 4-H members' rooms and vice versa.
- Chaperones are discouraged from entering the rooms of 4-H members of the opposite gender.
- Roll should be checked at night. It is the responsibility of the chaperone and the staff to insure that all youth are in their rooms at the time of lights out.
- An adult and one 4-H member are not permitted to share a room unless that adult is the parent/guardian of the member. The only exception is when a parent indicates permission in writing prior to the event.



No secret organizations

4-H does not recognize any secret organization as part of its program. All aspects of the 4-H program are open to observation by parents and leaders. Hazing and initiations are prohibited and may not be included as part of any 4-H activity.

Transportation

Chaperones might be asked to provide transportation to and from an event. Staff and volunteers should use all safety precautions including only transporting the number of passengers the vehicle is recommended to carry. Youth should never be allowed to ride in locations other than seats with belts, including in the back of a truck. 15 passenger vans may not be used.

When transporting youth to and from planned 4-H sponsored events, the group must meet for departure at a designated area. A prearranged schedule should be developed with periodic checkpoint stops as a group. Also, the schedule should include a daily destination point. A common departure site and a daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members.

Proper Attire

Adults are expected to wear clothes that follow the California 4-H dress guidelines. California 4-H dress guidelines can be found on our website at <http://4h.ucanr.edu/files/210170.pdf> . A copy of the dress guidelines is found in the appendix (A2).



Behavior Management

Chaperones help monitor behavior and intervene if necessary to prevent undesired consequences. Interventions that work best are respectful and preserve youths' dignity and redirect their behavior. Check out "The Teenage Brain and Strategies to Deal with it!" (Appendix A8) for more information and strategies on how to deal with teenagers effectively. Please approach potential problem situations in a positive, open-minded manner.

- Open the conversation with a positive comment.
 - 1) "That's a really cute blouse."
 - 2) "I'm so glad that you're having a good time and have so much energy."
- Present the problem as you see it, but in a calm, neutral manner.
 - 1) "Unfortunately, I don't think it meets the Dress Guidelines."
 - 2) "Your voices are louder than you might think."
- Listen respectfully to the response. Then if the situation warrants, use a "nevertheless" statement:
 - 1) "Nevertheless, you will need to change your blouse to meet the dress guidelines. If you didn't bring anything appropriate, please go to HQ with a buddy and get a t-shirt to wear."
 - 2) "Nevertheless, it's after lights out time, which also means quiet time. It's important for your brain to get a good night's sleep...so sleep well and we'll all be ready for a great day tomorrow."

Please use discretion when handling sensitive situations.

Find a quiet (yet visible) spot to intervene with someone who is not complying with conference rules.

If you spot an error or omission in a workshop presentation, quietly offer suggestions after the session, unless waiting might result in immediate harm.



EVENT OVERVIEW

<Use this page(s) to add specific event details>

Suggested details:

Name of Event

Dates

Location

Specific Rules & Guidelines from the Facility

Specific Culture of the Event

Specific Dress requirements

Driving Directions

Emergency Contact Information

Local Emergency Contact Information



References

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Appendix

UC 4-H Youth Development Program Framework..... A1
CA 4-H Dress Guidelines..... A2
Youth Treatment Authorization Form A3
Adult Volunteer Treatment Authorization Form A4
CA 4-H Incident Report Form..... A5
Notice of Claim Form A6
Emergency Preparation and Response Guidelines A7
Sample Crisis Response Plan..... A8
The Teenage Brain Article A9





UC 4-H Youth Development Program Framework

Environments:
Family, School,
Community

Youth Organizational
Practices

Youth Development
Practices

Educational Practices

VISION

Healthy, happy, thriving
people who make a
positive difference in
their communities

- Research-based, inclusive and culturally competent
- Highly trained staff and volunteers
- Low staff/volunteer to youth ratio
- Safe, reliable and accessible activities and spaces
- Continuity and consistency of care
- High, clear and fair standards
- Clear, equitable policies
- Value youth as resource
- Youth involvement
- Community engagement
- Diverse, interesting, fun and skill building activities
- Assessment/evaluation
- Supportive environments
- Collaborative community partnerships
- Flexibility to allocate available resources
- Integrated culture of philanthropy

Safety

- Physical
- Emotional

Relationship Building

- Guidance
- Emotional support
- Practical support
- Knowledge of youth

Youth Engagement

- Youth-adult partnerships
- Input and decision making
- Leadership opportunities
- Sense of belonging

Community Involvement

- Ability to impact community
- Knowledge of the community

Skill Building

- Sparks
- Growth mindset
- Goal management
- Self-reflection

Content

- Science, engineering and technology
- Healthy living
- Citizenship
- Leadership

Teaching Methods

- Project-based learning
- Experiential learning
- Inquiry learning
- Collaborative learning
- Service learning

Extended Learning

- Public speaking
- Record keeping
- Junior/Teen leader
- Teens as teachers
- Exhibitions
- Conferences
- Field days

Youth
Development
Outcomes

- Caring
- Contribution
- Confidence
- Competence
- Character
- Connection

Youth
Educational
Outcomes

- Improved academic performance
- Science literacy
- Engineering literacy
- Technology literacy
- Health literacy
- Cultural literacy

Early
Adult
Outcomes

- Workforce preparedness
- Economic self-sufficiency
- Contribute to community
- Healthy lifestyles

University of California
Agriculture and Natural Resources

Developed by: Shannon Dogan, Gemma Miner, Steven Worker, Mandi Bottoms, Russ Hill & Scott Mautte

Adapted from the Community Network for Youth Development (CNYD) Framework & the Community Action Framework for Youth Development (Gambone, Klem & Connell, 2002)





Proper dress and grooming for an occasion is a matter of exercising good judgment. Dressing well for all 4-H occasions is a skill that individuals should gain knowledge of and value its significance. Adults, members and 4-H staff should encourage this important lesson.

General Guidelines

4-H encourages youth and adults to express their individuality within the parameters of the below general guidelines. All clothing shall be neat, clean, acceptable in repair and appearance, and should be worn as appropriate for 4-H events and activities. Articles of clothing that display profanity, products or slogans that promote tobacco, alcohol, drugs and sex are prohibited. Items of clothing that expose bare midriffs, cleavage (front or back), undergarments or that are transparent (see-through) are prohibited. Clothing and footwear should be worn that is appropriate for the activity performed and the terrain the activity is performed in. Additional clothing considerations/restrictions may apply for safety reasons (see 4-H Safety Manual and/or the adult in charge of the event or activity). These general guidelines apply to 4-H members, adult volunteers, parents/guardians and program participants.

	Casual (Meetings, travel days, evening entertainment, camp, etc.)	Business Casual (County and sectional contests, conference assemblies, workshops, roundtable discussions, etc.)	Business (Visits to state capitol, interviews, etc.)
Examples:	Jeans, khakis, shorts, skirts, t-shirts, tennis shoes, flip flops, sandals. 	Slacks or dress pants, button down shirts, polo shirts, blouse, dress/career shoes, boots. 	Suits with dress slacks or skirts, dress slacks with a shirt and tie, blouse, button down shirt, jacket or sweater, dress/career shoes, boots. 

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/169224.pdf>). Inquiries regarding ANR's nondiscrimination policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1318.



Adult Volunteer Treatment Authorization Form

(PAGE SUBMITTED TO AND RETAINED BY THE 4-H CLUB/UNIT LEADER)

This Treatment Authorization Form is authorized for all 4-H Youth Development meetings and activities during the dates specified below. (Please Note: This information must be updated annually)

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Club/Unit Name
<input type="text"/>	From: July 1, 2015 to December 31, 2016	
County and State		

While I am attending or traveling to or from this 4-H function, I HEREBY AUTHORIZE THE ADULT 4-H VOLUNTEER OR 4-H STAFF MEMBER, or in his/her absence or disability, any adult accompanying or assisting him/her, TO CONSENT TO THE FOLLOWING MEDICAL TREATMENT FOR ME SHOULD I BE UNABLE TO MAKE A DECISION:

Any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code Section 2000 et seq.; or any x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered by a dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code Section 1600 et seq.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain effective until I complete my activities in this program unless sooner revoked in writing. I understand that I will be responsible for the cost of any service or treatment provided not covered by the 4-H Accident/Sickness Insurance Program sponsored by UC Cooperative Extension.

EMERGENCY CONTACT INFORMATION

<input type="text"/>	<input type="text"/>		
Name	Relationship to Adult Identified Above		
(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>		
Emergency Day Phone (with area code)	Emergency Night Phone (with area code)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City	State	Zip

AUTHORIZATION AND CONSENT AND RELEASE

I hereby certify that I am in good health and can travel to and participate in all functions of the 4-H Youth Development Program as described above. I understand it is my responsibility to keep the information on this form updated (including Health History) by contacting the County 4-H Office.

<input type="text"/>	<input type="text"/>
Signature	Date

NON-CONSENT

I do not desire to sign this authorization and understand that this will prohibit me from receiving any non-life threatening medical attention in the event of illness or accident.

<input type="text"/>	<input type="text"/>
Signature	Date

University policy and the State of California Information Practices Act of 1977 require the following information be provided when collecting personal information from you: The information entered on this form is collected under authority of the Smith-Lever Act. Submission of the medical data is voluntary. However, a signature is required on one or the other of the two signature lines above. Failure to provide the medical information and authorization may result in our inability to provide necessary medical treatment. You have the right to review University records containing personal information about you, with certain exceptions as set forth in policy and statute. Copies of University policies pertaining to the collection, use, or release of personal data are available for your examination from the local UCCE County Director, 4-H Youth Development Advisor, 4-H Program Representative or the Associate Director of 4-H Program & Policy at University of California, Division of Agriculture and Natural Resources, California State 4-H Office, 2801 Second Street, Davis, CA 95618-7774, (530) 750-1334, ca4h@ucanr.edu. Only your own records are open to your review.

Health History Information

(PAGE SUBMITTED TO AND RETAINED BY THE 4-H CLUB/UNIT LEADER; SHRED AFTER THE PROGRAM YEAR)

First Name

Last Name

County

/
 /

Date of Birth

Subject to:	YES	No	Now Have or Have Had	Yes	No
Colds			Heart Trouble		
Sore Throat			Asthma		
Fainting Spells			Lung Trouble		
Bronchitis			Sinus Trouble		
Convulsions			Hernia (rupture)		
Cramps			Appendicitis		
Allergies			Has appendix been removed?		
Wear corrective lenses?			Do you walk in your sleep?		
Is hearing good?					

Date of last Tetanus Vaccination:

Please check over-the-counter medications that may be administered:

- Tylenol
 Ibuprofen
 Cough Syrup
 Decongestant
 Dramamine
 Antacid
 Polysporin
 Hydrocortisone
 Other:

Please identify allergies including allergies to food, medications, and drug reactions:

Please include any additional remarks and special instructions to better assist emergency service personnel.

Please list all current medications:

Name of Medication	Dosage	Times Taken

Youth Treatment Authorization Form

(PAGE SUBMITTED TO AND RETAINED BY THE 4-H CLUB/UNIT LEADER)

This Treatment Authorization Form is authorized for all 4-H Youth Development meetings and activities during the dates specified below. (Please Note: This information must be updated annually)

<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Last Name	Club/Unit Name
<input type="text"/>	From: July 1, 2015 to December 31, 2016	
County and State		

While my child is attending or traveling to or from this 4-H function, I HEREBY AUTHORIZE THE 4-H ADULT VOLUNTEER OR 4-H STAFF MEMBER, or in his/her absence or disability, any adult accompanying or assisting him/her, TO CONSENT TO THE FOLLOWING MEDICAL TREATMENT FOR SAID MINOR:

Any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and/or surgeon licensed under the provisions of the Medical Practices Act, California Business and Professions Code Section 2000 et seq.; or any x-ray examination, anesthetic, dental or surgical diagnosis or treatment, and hospital care to be rendered by a dentist licensed under the provisions of the Dental Practices Act, California Business and Professions Code Section 1600 et seq.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. This authorization shall remain effective until my child completes his/her activities in this program unless sooner revoked in writing. I understand that as a parent/guardian, I will be responsible for the cost of any service or treatment provided not covered by the 4-H Accident/Sickness Insurance Program sponsored by UC Cooperative Extension.

EMERGENCY CONTACT INFORMATION

<input type="text"/>	<input type="text"/>		
Name	Relationship to Youth Identified Above		
(<input type="text"/>) <input type="text"/>	(<input type="text"/>) <input type="text"/>		
Emergency Day Phone (with area code)	Emergency Night Phone (with area code)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing Address	City	State	Zip

AUTHORIZATION AND CONSENT AND RELEASE

I hereby certify that my child is in good health and can travel to and participate in all functions of the 4-H Youth Development Program as described above. I understand it is my responsibility to keep the information on this form updated (including Health History) by contacting the County 4-H Office.

<input type="text"/>	<input type="text"/>
Signature of Parent/Guardian	Date

NON-CONSENT

I do not desire to sign this authorization and understand that this will prohibit my child from receiving any non-life threatening medical attention in the event of illness or accident.

<input type="text"/>	<input type="text"/>
Signature of Parent/Guardian	Date

University policy and the State of California Information Practices Act of 1977 require the following information be provided when collecting personal information from you: The information entered on this form is collected under authority of the Smith-Lever Act. Submission of the medical data is voluntary. However, a signature is required on one or the other of the two signature lines above. Failure to provide the medical information and authorization may result in our inability to provide necessary medical treatment. You have the right to review University records containing personal information about you, with certain exceptions as set forth in policy and statute. Copies of University policies pertaining to the collection, use, or release of personal data are available for your examination from the local UCCE County Director, 4-H Youth Development Advisor, 4-H Program Representative or the Associate Director of 4-H Program & Policy at University of California, Division of Agriculture and Natural Resources, California State 4-H Office, 2801 Second Street, Davis, CA 95618-7774, (530) 750-1334, ca4h@ucanr.edu. Only your own records are open to your review.

Health History Information

(PAGE SUBMITTED TO AND RETAINED BY THE 4-H CLUB/UNIT LEADER; SHRED AFTER THE PROGRAM YEAR)

First Name	Last Name	County	Date of Birth	

Subject to:	YES	No	Now Have or Have Had	Yes	No
Colds			Heart Trouble		
Sore Throat			Asthma		
Fainting Spells			Lung Trouble		
Bronchitis			Sinus Trouble		
Convulsions			Hernia (rupture)		
Cramps			Appendicitis		
Allergies			Has appendix been removed?		
Wear corrective lenses?			Do you walk in your sleep?		
Is hearing good?					

Date of last Tetanus Vaccination:

Please check over-the-counter medications that may be administered:

- Tylenol
 Ibuprofen
 Cough Syrup
 Decongestant
 Dramamine
 Antacid
 Polysporin
 Hydrocortisone
 Other:

Please identify allergies including allergies to food, medications, and drug reactions:

Please include any additional remarks and special instructions to better assist emergency service personnel.

Please list any additional assistance the youth will need in order to participate in this program or activity. Note: in some cases, a Doctor's note may be required to confirm the request.

Please list all current medications: (please list on next page if more space is needed)

Name of Medication	Dosage	Times Taken

	Yes	No
Does the youth have any current emotional or behavioral difficulties that would be helpful for us to know about?		
Are there any ways of responding to the youth's negative moods or feelings that you found to be effective?		
Would you like to share any significant life or family events that will help us support the youth's current emotional state?		

Please explain any "Yes" answers on this page.



HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY

Procedures for 4-H Accident/Illness Claims



4-H Adult Volunteer Injured Party (and Parent/Guardian)

This insurance covers enrolled 4-H members and 4-H adult volunteers who are injured while participating in or traveling to or from an approved, regularly supervised 4-H activity. Sickness coverage is for illness which occurs during a 4-H activity. See the brochure for actual coverage amounts.

Form is available at <http://www.ca4h.org/files/80575.pdf>.

Step 1: Complete the Claim Form (*Injured party or parent/guardian, if a minor*)

- The claimant (or their parent/guardian, if a minor) fills out boxes:
 - Claimant Name
 - Claim Date of Birth
 - Claimant Phone Number
 - Claimant Address
 - Date of Accident
 - Time of Accident
 - Place of Accident
 - Cause of Accident
 - Indicate Injured Body Parts
 - Witness to the Accident
 - Supervisor of the Activity
 - Nature of sickness (if applicable)
 - Date sickness first commenced
- Confirm the information by signing the bottom of the form in the fraud warning certification box.
- Have the supervising 4-H adult volunteer or adult witness sign the form in the Fraud Warning Certification box.

Step 2: Include relevant materials with the Claim Form (*Injured party or parent/guardian, if a minor*)

- A copy of the itemized bill from the medical services must be attached to the Claim Form.

Step 3: Submit the Claim Form and Itemized Bills to the UCCE 4-H Office.

- The UCCE 4-H YDP Staff will process and submit the claim to The Hartford Claims Office.
- The payment from The Hartford is usually sent to the claimant who is responsible for the payment of bills.
- This process takes from 6-8 weeks once the claim has been sent to The Hartford.



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 48 hours of the incident. Incident Report forms are available from the CE county office or online at: <http://ucanr.org/incidentreport>.
- 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.

Instructions for Completing ANR Incident Report Form:

General Guidelines

This form is intended to record the initial facts of an incident. Only fill out the sections that apply to your incident/accident. Attach additional sheets as needed to describe the incident. Please do not include opinion or speculation in the report. You are not expected to conduct an investigation of the incident. If an investigation is warranted, it will be conducted by another agency (i.e.: police, fire department, insurance company, etc.) or initiated by UC ANR Risk Services. This form will be kept confidential and only used by UC officials or agents acting on behalf of the University. If you have any questions about this form, contact Risk Services at (530) 750-1263.

When should this form be used?

To report any incident, accident or near miss involving ANR employees, volunteers, 4-H members, or property. The form is for either severe or minor incidents, property damage, theft, or other losses, including motor vehicle accidents. The form should also be used to report injuries to non-employees (i.e.: volunteers, youth members, visitors) participating in UC ANR activities or events. Employee injuries must be reported using the process and forms described at http://safety.ucanr.edu/Guidelines/Reporting_an_Injury/.

Who should use this form?

Any ANR affiliate (employee, volunteer, etc.) may use this form.

What if I do not have all of the requested information?

Fill out the form as completely as possible, but it is understood that some information may not be applicable or available in many cases. Please submit basic information within 48 hours, you can amend the report later if more information becomes available.

Who should I call about the incident?

Report to the incident to your immediate supervisor (volunteers should report to a UC ANR staff member) as soon as practical. If they are not available call the Risk Services Office at (530) 750-1263.

What do I do with the completed form?

Volunteers or other non-employees - submit the completed form to your UC Cooperative Extension (UCCE) County Office. Volunteers at Research & Extension Centers (RECs) should submit the form to the REC office.

Employees - retain a copy of the completed form at your office and submit the completed form to:

ANR Risk Services
2801 Second St.
Davis, CA 95618-7774

Telephone: (530) 750-1263
Fax: (530) 756-1113
e-mail: olharris@ucanr.edu

Where do I obtain a copy of the Incident Report form?

You may obtain copies of the Incident Report form from any CE County Office or on the internet at: <http://ucanr.edu/risk>

Note: 4-H members, 4-H adult volunteers, Master Gardener, or Master Food Preserver volunteers may be eligible for "Accident and Sickness" Coverage through an Accident Insurance Program policy with The Hartford Life & Accident Insurance Company. See your local County office to obtain the Hartford claim form. Please fill out this incident report in addition to the Hartford claim form.



INCIDENT REPORT

Use this form to document vehicle accidents, theft, property damage or loss. This form should also be used to report injuries to ANR volunteers, 4-H members, program participants, or visitors. This form should not be used to report employee work-related injuries (i.e. Workers' Compensation). Employees should promptly report all injuries or illnesses to their supervisor.

Please submit this form within 48 hours of incident

Date/Time of Incident: _____ AM PM Date/Time Incident Report Completed: _____ AM PM

Injured/Damaged Party 1 Information

Party's Name: _____ Home Telephone: _____
 Party's Address: _____ Work Telephone: _____
 Party's Affiliation: UC Employee County Employee Contract Employee Volunteer 4-H Member Other: _____

Vehicle Information (use this section for auto accidents):

Year: _____ Make: _____ Model: _____ License#: _____
 Vehicle Ownership: ANR Leased FEPP Personal ___ Campus ___ County

Specify type of damage to vehicle (Where & Type): _____

Property Damage (use only if there is property involved) _____

Use the space provided at the end of this report to describe the incident

Injured/Damaged Party 2 Information

Party's Name: _____ Home Telephone: _____
 Party's Address: _____ Work Telephone: _____
 Party's Affiliation: UC Employee County Employee Contract Employee Volunteer 4-H Member Other: _____

Vehicle Information (use this section for auto accidents):

Year: _____ Make: _____ Model: _____ License#: _____
 Insurance Carrier: _____ Policy # _____

Vehicle Ownership: ANR Leased FEPP Personal ___ Campus ___ County

Specify type of damage to vehicle (Where & Type): _____

Property Damage (use only if there is property involved) _____

Use the space provided at the end of this report to describe the incident

Injured/Damaged Party 3 Information

Party's Name: _____ Home Telephone: _____
 Party's Address: _____ Work Telephone: _____
 Party's Affiliation: UC Employee County Employee Contract Employee Volunteer 4-H Member Other: _____

Vehicle Information (use this section for auto accidents):

Year: _____ Make: _____ Model: _____ License#: _____
 Insurance Carrier: _____ Policy # _____

Vehicle Ownership: ANR Leased FEPP Personal ___ Campus ___ County

Specify type of damage to vehicle (Where & Type): _____

Property Damage (use only if there is property involved) _____

Use the space provided at the end of this report to describe the incident

Medical Treatment Information (if applicable)

Was First Aid administered? Yes No If yes, by whom? _____

Did the injured party(ies) receive medical treatment beyond first aid? Yes No If yes, date and time injured party(ies) sought medical attention: _____ AM PM

Medical Care Provider Name (hospital/physician): _____

Address: _____ Telephone: _____

Use this section if more than one party

Use this section if more than two parties

Submit completed form to ANR Risk Services as soon as possible, but no later than 48 hours after the incident. See instructions on last page.



INCIDENT REPORT

Use this form to document vehicle accidents, theft, property damage or loss. This form should also be used to report injuries to ANR volunteers, 4-H members, program participants, or visitors. This form should not be used to report employee work-related injuries (i.e. Workers' Compensation). Employees should promptly report all injuries or illnesses to their supervisor.

Location where incident occurred (street address or building/room #):

Nature of Injury, property damage or loss (list parts of body and type of injury, i.e., sprained right ankle or specify damage):

Describe how the incident occurred (please just list the facts as you know them; do not speculate as to the cause of the incident):

Witness Information (if applicable)

Name, address and telephone number of witnesses (witnesses may be contacted by Risk Services or other UC officials to investigate the incident):

Police or Other Agency Report (if applicable)

Was a police report filed? Yes No

Reporting Agency: _____ Report #: _____

Officer Name: _____ Badge #: _____

Reporting Party Information

Reporting Party Name: _____ Home Telephone: _____

Title/Job Classification: _____ Work Telephone: _____

ANR Office/Location: _____

Reporting Party Affiliation: UC Employee County Employee Contract Employee Volunteer Other: _____

Name of Supervisor: _____ Telephone: _____

Reporting Party Signature: _____ Date: _____

This is a CONFIDENTIAL report to provide information for use by ANR Risk Services, legal counsel, and the University's insurers in the event a claim is filed against the Regents of the University of California or its employees. This information should not be given to anyone except authorized University officials or agents.

Use this section to provide additional information or details. Please attach any photos, diagrams, or other related documents

Clear Form

HARTFORD FIRE INSURANCE COMPANY
HARTFORD LIFE INSURANCE COMPANY
HARTFORD LIFE & ACCIDENT INSURANCE COMPANY



Notice of Claim

The Regents of the University of California Cooperative Extension

Hartford Life Claims, P.O. Box 3856, Alpharetta, GA 30023 Toll Free (800) 678-6702 Fax (866) 954-3993

POLICYHOLDER CERTIFICATION - To be completed by Policyholder Official (UC 4-H YDP Staff)

Due to new government regulations, claims submitted without this data will be returned.

Form with fields for Policyholder Number, Name, Phone Number, Agent Name, Claimant Information, Accident Details, and Signature Required.

FRAUD WARNING CERTIFICATION - To be signed by Policyholder, Adult Volunteer/Witness and Parent/Guardian or Adult Claimant.

Form with text regarding fraud warning and signature lines for Policyholder Official, UC 4-H Adult Volunteer/or Adult Witness, and Parent/Guardian or Adult Claimant.



HARTFORD LIFE AND ACCIDENT INSURANCE COMPANY

Procedures for 4-H Accident/Illness Claims



4-H Adult Volunteer Injured Party (and Parent/Guardian)

This insurance covers enrolled 4-H members and 4-H adult volunteers who are injured while participating in or traveling to or from an approved, regularly supervised 4-H activity. Sickness coverage is for illness which occurs during a 4-H activity. See the brochure for actual coverage amounts.

Form is available at <http://www.ca4h.org/files/80575.pdf>.

Step 1: Complete the Claim Form (*Injured party or parent/guardian, if a minor*)

- The claimant (or their parent/guardian, if a minor) fills out boxes:
 - Claimant Name
 - Claim Date of Birth
 - Claimant Phone Number
 - Claimant Address
 - Date of Accident
 - Time of Accident
 - Place of Accident
 - Cause of Accident
 - Indicate Injured Body Parts
 - Witness to the Accident
 - Supervisor of the Activity
 - Nature of sickness (if applicable)
 - Date sickness first commenced
- Confirm the information by signing the bottom of the form in the fraud warning certification box.
- Have the supervising 4-H adult volunteer or adult witness sign the form in the Fraud Warning Certification box.

Step 2: Include relevant materials with the Claim Form (*Injured party or parent/guardian, if a minor*)

- A copy of the itemized bill from the medical services must be attached to the Claim Form.

Step 3: Submit the Claim Form and Itemized Bills to the UCCE 4-H Office.

- The UCCE 4-H YDP Staff will process and submit the claim to The Hartford Claims Office.
- The payment from The Hartford is usually sent to the claimant who is responsible for the payment of bills.
- This process takes from 6-8 weeks once the claim has been sent to The Hartford.



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 48 hours of the incident. Incident Report forms are available from the CE county office or online at: <http://ucanr.org/incidentreport>.
- 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.

CALIFORNIA 4-H STATE LEADERSHIP CONFERENCE RESPONSE TEAM (The Pink Plan)

A Crisis Response Team has been established to implement the plan in the event of a crisis situation during the State Leadership Conference.

If your name isn't on here, your job is to keep program going...

Functions of all Team Members:

- Do not speak for the University, ANR or 4-H unless you are a designated spokesperson
- Do not make comments about the situation to anyone unless directed to do so
- Do take good notes and keep logs of all telephone calls
- Do maintain confidentiality of the situation

The Response Team is comprised of:

- **Crisis Team Leader: Gemma Miner or Scott Mautte**
 - Directs response and facilitates work of team
 - Coordinates 4-H decision making
 - Coordinates with outside authorities
 - Coordinates communication on site
- **Conference Team Leader: Jenna Colburn**
 - Coordinates response with conference team
 - Coordinates response with facility staff
- **Key Media Spokesperson: Shannon Horrillo or Connie Schneider**
 - Operates as official spokesperson and directs all media/public response
 - Coordinating with other ANR supports:
 - Drafts all public statements
 - Determines the needs for press conference
 - Directs all contact with families of victims
- **Health Manager: Christina Valencia**
 - Manages and monitors any injury
 - Arranges for emergency transportation or non-emergency transportation to secondary medical care
 - Understand site/facilities plan and directs emergency response team to specific location
 - Administers Rx and OTC medications as necessary

- **First Responder: Rob Henkens**
 - Provides first response medical attention
 - Manages and monitors any injury
 - Investigates and understands site/facilities plan and directs emergency response team to specific location

- **Conference Team: Program: Nicki Chiunti, Ryan Cleland, Grace Tobias**
 - Coordinates response with speakers and presenters
 - Coordinates response with State Ambassadors
 - Coordinates response with State Ambassador Advisors/Key Leaders

- **Conference Team: Resident Advisors: Art Smoke, Dennis Seyfer, Sandy Sathrum, Cindy Dixon**
 - Coordinates response with Chaperones

- **Documentation Coordinator: Lisa Tobias**
 - Keeps all records of the response including incident reports, photos and telephone logs
 - Assembles records into report

- **Backup Team: Laurie Bertken, Jen Henkens (solicit help from chaperones as needed)**
 - Provide back up support upon request of any team member.
 - Take care of food, hydration and rest needs of Crisis Team members as needed

SUPPORT RESPONSE TEAM

The Response Team should meet on-site to:

Distribute and review the revised/final Crisis Management Plan

1. Exchange communication information, including local contact numbers (office, mobile, home, dorm room, etc.).
2. Establish call-down procedures and assignments.
3. Review materials and communication messages for distribution during the meeting.

Call-Down Procedure

- The Team Leader or designee should contact response Team immediately and the call-down procedure implemented.
- Each Response Team member should be responsible to contact two (2) to three (3) Team members.

- Communication should include the nature of the emergency or crisis, direction to assume their assigned responsibilities, location of meeting place and directions to report.

Meeting Place

The Crisis Team meeting place will be decided depending upon the situation. In the event of a facility emergency:

- If in dorm area: gather at the picnic tables outside of the Event Center
- If in educational areas: gather in the foyer outside of the Pacific Ballroom
- Disneyland: gather at the Train Depot in the center area between the two staircases
- Newport Dunes: gather at Pavilion D

Specific facility evacuation plan:

- We exit the building through the nearest exit and take direction from staff and key volunteers.

The Team Leader and the Documentation Coordinator should carry the Crisis Response materials. Those materials are:

- Crisis Management Plan with all appropriate appendices and support documents
- Additional list of all participants, their emergency contact information and local contact information
- Call-down list
- iPads with emergency contact and pertinent medical information
- Program book
- Flash drive with backup documents
- Telephone log

The following should be brought to the meeting place:

- Crisis materials listed above
- Up to date documentation

Orientation

On arrival at the facility, the Response Team Leader should facilitate an orientation meeting for all key team members. The agenda for this orientation meeting should include:

- Review of Crisis Management Plan, policy and major procedures, including potential crises, introduction of Response Team members and the responsibility of each
- Review of individual responsibilities and their impact on the response to a crisis situation
- Distribution of local contact/telephone numbers
- Distribution and explanation of the call-down procedure

Incident Reports

- Complete the UC ANR Incident Report Form on all injuries requiring first aid response or having the potential to require medical attention at a later date. Also complete on any incident that could have impact on the organization at a later date; this could include incidents related to behavior causing emotional harm.
- Provide a brief description of all major incidents written, initialed, dated and time noted.
- Helpful Incident Report Tips
 - **Complete a report as soon as possible.** You may otherwise forget information.
 - Be as accurate as you can. Report only facts, as you know them. Do not speculate or report opinions.
 - Answer the **who/what/where/when/why and how** questions in detail.
 - List any witnesses.
 - Give the report to the Crisis Team Leader, Gemma Miner or Jenna Colburn.
 - **Do not discuss** the incident/situation with anyone who does not have a qualified business reason to know.

Telephone Conversation Reminders

When talking on the telephone, keep the following in mind:

- Identify yourself
- Be a good listener
- Be calm and responsive, show concern
- Keep your speech pattern normal, do not speed up or raise your voice
- Remain unemotional and professional
- Do not admit or deny responsibility
- Do not be defensive
- Do not place blame
- Always use the phone call log
- Remember, in any crisis or potential crisis situation, never make a statement or provide information to the public or media without first receiving permission from the Crisis Team Leader.

Myths about Crisis

- A crisis cannot be planned for.
 - False.
 - Timing of a crisis cannot be predicted, but all types can be anticipated and planned for. This allows for a decrease in possible injury and/or property loss, less emotional stress, and more sense of control. Planning allows us to feel competent to handle the ongoing situation.
- During a crisis no one knows what is happening.
 - False.
 - There is often a feeling that no one has accurate information about what is occurring. This can cause feelings of isolation and lack of control. Following a plan with sources of help identified will help to lessen those feelings.
- Effects are short term.
 - False.
 - Immediate effects are short term but effects within individuals last a long time. Allow and plan for feelings of insecurity, guilt, decreased self-confidence, decreased or loss of stability, inadequacy, etc. Also remember the legal response could last a very long time.

Excerpted from materials from the Center for the Study of Psychological Trauma, affiliated with Cedars-Sinai Medical Center, Los Angeles.

RESOURCES

California 4-H State Office

ANR Building, 2801 Second Street
Davis, CA 95618
(530) 750-1335
Fax (530) 750-1334

UCI Campus Police Department

410 E Peltason Drive, Irvine, CA 92697
(949) 824-5223
In an emergency, call 9-1-1 or (949) 824-5223

UCI Davis Fire Department

Campus Fire Marshall, Dale Saunders: (949) 824-4077
In an emergency, call 9-1-1

Hoag Memorial Hospital Presbyterian

One Hoag Drive
Newport Beach, CA 92663
(949) 764-4624

Homeland Security Hotline

(702) 229-8386

American Red Cross (National)

National web site: www.redcross.org
American Red Cross Southern Nevada Chapter
1771 East Flamingo Road, Suite 206B
Las Vegas, NV 89119
Phone: 702-791-3311 Fax: 702-791-3372
Web site: <http://www.redcrosslasvegas.org>

Federal Emergency Management Association (FEMA)

Web Site: www.fema.gov
Region IX Offices (AZ, CA, HI, NV and Pacific Islands)
1532 Eureka Rd, Suite 103
Roseville, CA 95661
(916) 780-7889
(916)780 7905 fax

Federal Aviation Administration

www.faa.gov

California Emergency Management Agency

3650 Schriever Ave, Mather, CA 95655

(916) 845-8510

National Weather Service: <http://www.nws.noaa.gov/>

Fire Weather Forecasts: http://www.spc.noaa.gov/products/fire_wx/

National Earthquake Information Center: <http://neic.usgs.gov/>

303-273-8516

US Federal Government:

Department of Homeland Security – <http://www.dhs.gov>

To report potential terrorist activity – <https://tips.fbi.gov/>

U.S. Department of Health & Human Services – <http://www.hhs.gov>

Federal Bureau of Investigation – <http://www.fbi.gov>

Center for Disease Control and Prevention - <http://www.cdc.gov>

University of California, Irvine Student Center and Event Services

Emergency Procedures Guide

The following procedures are intended to assist Student Center building occupants in effectively responding to an emergency. All building occupants of the Student Center are expected to adhere to the following emergency procedures. All procedures require communication with immediate supervisors and/or Student Center and Event Services staff.

In an Emergency, DIAL 911 from any campus phone to connect directly to UCI Police. If using a cell phone, dial 911 or (949) 824-5223.

FIRE

When the fire alarm sounds:

- Collect personal belongings and evacuate the building per building evacuation procedures.
- Do not use elevators – proceed to the nearest safe stairway.
- Help those who need special assistance.
- Wait for further instructions from emergency personnel or Student Center and Event Services staff.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center and Event Services staff.
- If properly trained, UCI employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

Student Center and Event Services staff additional procedures:

- When fire or smoke is discovered, RACE to respond.
- If you discover a fire, **assess you own safety first** and then designate someone to calmly and quickly:
 - R RESCUE OR REMOVE** anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs: do not use the elevator.
 - A** Activate the **ALARM** by pulling the nearest fire alarm pull station and call 911.
 - C CONFINE OR CONTAIN** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire. Shut off all appliances and other equipment, if safe to do so.
 - E EXTINGUISH** the fire with a portable fire extinguisher, if safe.
EVACUATE the area. Use fire extinguishers on small fires only – trash can size or smaller. After extinguishing a fire, back away and watch for re-ignition.
- If trapped in a room, employees should:
 - Place cloth around or under the door to prevent smoke from entering.
 - Retreat and close as many doors as possible between the employees and the fire.
 - Be prepared to signal from window, but the glass should not be broken unless absolutely necessary (outside smoke may be drawn in).
- If caught in smoke, employees should:

- Drop to their hands and knees and crawl.
 - Hold their breath as much as possible.
 - Breathe shallowly through nose and use blouse, shirt, or jacket as filter.
- If forced to advance through flames, employees should:
 - Hold their breath.
 - Move quickly.
 - Cover their heads and hair.
 - Keep their heads down and eyes closed as much as possible.
- If clothing catches fire, employees should STOP ... DROP ... ROLL.
- If the fire alarm is activated, employees shall follow the appropriate evacuation procedures.
- Fire extinguisher use: Fire extinguishers shall be used only if the fire is small and safe to approach.

Fire Extinguisher Instructions	
P	Pull safety pin from handle
A	Aim (nozzle, cone, horn) at base of fire
S	Squeeze the trigger handle
S	Sweep from side to side (watch for re-flash)

MEDICAL EMERGENCIES

In the event of a medical emergency:

- Remain calm.
- Assess the medical situation.
- Look for the victim's ABC's: Airways, Breathing and Circulation.
- Conduct a visual survey of the scene and check for hazards (electrical wires, gas leaks, fires, etc.).
- Do not attempt to move an injured person unless it is required for their immediate safety.
- Call the UC Irvine Police Department at 911 or 949.824.5223. Notify the police of the injured person and their location.
- If properly trained, UCI employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- If an additional person is available to assist, instruct them where to wait to meet emergency personnel to help guide them to the injured person.

Student Center and Event Services staff additional procedures:

- Determine if the injury or illness requires emergency response. Err on the side of caution.
- Call UCI Police Department at 911 or 949.824.5223.
- Confirm that emergency medical services have been contacted and were given the correct location. Send a volunteer to meet police or medics.
- Try to determine the cause of the injury to help prevent others from being injured by the same hazard.
- Give all pertinent information to the police or medics upon their arrival.
- If a serious hazard exists, use caution tape and cordon off the area.

SUSPICIOUS PERSONS/PACKAGES

If a suspicious person is sighted in the facility:

- Write down a description of the person (height, gender, race, clothing, etc.) and visually assess if they are carrying any weapons or suspicious packages.
- Call Student Center and Event Services at 949.824.7364.
- If immediate danger is suspected, call the UCI Police Department at 911 or 949.824.5223. Provide a description, location, and direction of the person if moving.
- Do not make any assumptions about the person; err on the side of caution. Don't assume that the person is rational or harmless. Be cautious and don't isolate yourself with the person – keep your distance.

If a suspicious package is sighted in the facility:

- Do not attempt to touch or remove any suspicious package.
- Evacuate the immediate area and secure it. Close and lock doors as you clear areas.
- Call Student Center & Event Services at 949.824.7364.
- If immediate danger is suspected, call the UCI Police Department at 911 or 949.824.5223.
- Provide a description and location of the package.
- Wait for UCI Police to arrive and follow their directives.

Student Center & Event Services staff additional procedures:

- If you receive or discover a suspicious package or foreign device, under any circumstances do not touch it, tamper with it or move it!
- Report it immediately to the UCI Police Department at 911.
- Characteristics of suspicious letter and packages include:
 - Contain a powdery substance, oily stains, discoloration or crystallization on the outside.
 - Are unexpected or from someone unfamiliar to you, have no return address or possibly from a foreign country.
 - Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name or misspellings of common words.
 - Are of unusual weight, given their size, or are lopsided or oddly shaped.
 - Have an unusual amount of tape.
 - Have strange odors or stains.
 - Are addressed to someone no longer with your organization or are otherwise outdated.
 - Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- If the suspicious person or package is determined to possess a bomb/biohazard or other harmful device, then evacuate the building per building evacuation procedures. Broadcast an emergency message over the building paging system to assist in building evacuation.

EARTHQUAKES**In the event of an earthquake:**

If inside:

- Stay where you are.
- Drop, cover and hold.
- If possible, take cover under desks, tables, door arches or stairwells. If none are available, move against an interior wall and cover your head with your arms.
- Stay away from windows, shelving systems and other objects that could fall.
- Do not run outside; falling debris can cause injury.
- Remain under cover until the movement subsides.

- After the shaking has stopped, survey your immediate area for trapped or injured persons and ruptured utilities (electrical wires, gas leaks, fires, etc.)
- If necessary, collect personal belongings and evacuate the building per building evacuation procedures.
- Follow instructions of emergency response personnel.
- Do not use elevators.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

If in an elevator and power fails (elevators will stop and lights may go off):

- Utilize emergency phone located in each car.
- Remain calm. Emergency response teams are trained to check elevator cars immediately after an earthquake, so help will arrive shortly.

If outside:

- Quickly get to an open area away from trees, buildings, walls and power lines.
- Drop to knees in a fetal position with head bending to touch the ground.
- Close eyes and cross arms over back of head and neck for protection.
- Stay in that position until the shaking stops.

Student Center & Event Services staff additional procedures:

- Notify Area Warden of any injured persons.
- Replace telephone handsets that may have fallen off the hook. Limit phone use to emergency use.
- Follow directions of Area Warden and evacuate the building if so instructed.
- If appropriate, assess building damages. Assist in building evacuations. Help control building access to unsafe areas.
- If necessary, broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Locate emergency supplies and keep on hand.
- Contact the UC Irvine Emergency Operations Center (EOC) to report ruptured utilities. If the phones are down, send a runner with a written list of damages to the EOC.
- Follow emergency operations directives. They will handle logistics for recovery and prioritize support.

BOMB THREATS

Bomb threats usually come on the telephone and generally are made by individuals who want to create an atmosphere of general anxiety or panic. All bomb threats should be assumed to pose a legitimate danger to the UCI campus population.

If a bomb threat notice is received:

- Call Student Center & Event Services at 949.824.5252. If urgent, call the UC Irvine Police Department at 911 or 949.824.5223.
- If the bomb threat was hand-delivered, try to recall a description of the messenger and any persons in the area.

If a bomb threat call is received:

- Talk to the caller seriously, but remain calm.
- Record the caller's exact words.
- Keep the caller on the phone as long as possible and ask specific questions:
 - What time will the bomb explode?
 - Where is it right now?
 - What does it look like?
 - What kind of bomb is it?
 - What will cause it to explode?
 - Why did you place the bomb? Why?
 - What is your name?
- Make note of the caller's voice, intonations, noticeable accent, command of the English language, or anything else that may assist authorities. Listen for background noises. Use charts below.
- If possible, get a co-worker to call UCI Police while you continue talking to the caller.
- Call the UC Irvine Police Department at 911 or 949.824.5223 immediately.
- Notify your supervisor and contact the Student Center & Event Services Director.
- The campus police will determine if evacuation is necessary.
- If an evacuation is called for, collect personal belongings and evacuate the building per building evacuation procedures. Evacuate at least 300 feet from the building. If weather conditions warrant, it may be preferable to move to another building.
- Do not return to the building until safe clearance has been given by emergency personnel.

Student Center & Event Services staff additional procedures:

- Call the UCI Police Department. Broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Evacuate the entire building and instruct people to proceed outside to evacuation areas.
- Wait for UCI Police to arrive and follow UCI PD directives.

Caller's Voice

- | | | | | | |
|------------|-----------|-------------|------------|------------------|-------------------|
| • Calm | • Nasal | • Slow | • Raspy | • Loud | • Angry |
| • Stutter | • Excited | • Rapid | • Deep | • Soft | • Clearing Throat |
| • Laughter | • Normal | • Disguised | • Distinct | • Deep Breathing | • Crying |
| • Accent | • Slurred | • Lisp | • Ragged | • Cracked Voice | • Familiar |

If voice is familiar, who did it sound like? _____
 Sex of caller: _____ Age: _____ Length of call: _____
 Accent: Local, Foreign, Regional (describe): _____
 Number at which call was received: _____ Time: _____ Date ____/____/____

Background Sounds:

- | | | | | | |
|-----------------|---------------------|-----------------|----------|-------------|----------|
| • Street Noises | • Factory Machinery | • Animal Noises | • Voices | • PA System | • Static |
| • Local | • Music | • Long Distance | • House | • Noises | • Booth |
| • Motor | • Office Machinery | • Other | _____ | | |

Threat Language:

- | | | | |
|--------------------------------|--------------|---------|--------|
| • Well Spoken (Educated) | • Incoherent | • Taped | • Foul |
| • Message Read by Threat Maker | • Irrational | | |

UTILITY FAILURE

In the event of a utility failure:

- If the failure appears to be in an isolated location, call Student Center & Event Services at 949.824.5252. If it is a major failure, you will be instructed to evacuate. Collect personal belongings and evacuate the building per building evacuation procedures.
- Do not use elevators. Proceed to the nearest safe stairway. Help those who need special assistance. Wait for further instructions from Student Center & Event Services staff. Do not return to the building until Student Center & Event Services staff inform you that it is safe to do so.

Student Center & Event Services staff additional procedures:

- Assess their own safety and act accordingly.
- Assist in helping users remain calm.
- Utility failures taking place at different times of the day require different responses. Please contact the building coordinator at 949.231.0467 for the appropriate response.
- Assess the utility failure location(s). If building wide, contact the UCI Police Department and the Facilities Management help desk at 949.824.5444 for further information.
- Call the Student Center Maintenance Manager at 949.351.7906.
- If there is a chance that the utilities may be a hindrance to the effective handling of an emergency, it may be necessary to shut down the respective utility.
 - The on-scene Incident Commander, in conjunction with other emergency responders will make this decision.
 - In the absence of an Incident Commander, the Building Coordinator should contact Facilities Management and reach a decision.
 - Decisions should be based on the nature of the emergency and the negatives and positives in regards to how it would increase or decrease safety.
- If evacuation is necessary, broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Conduct building rounds to check for persons who may be trapped or need assistance. Make sure to check the elevators.
- Wait for utility status reports.

EXPLOSION

If an explosion (bomb blast, airplane crash, mechanical failure, etc.) occurs:

- Another explosion is very likely – seek cover immediately away from windows. Seek protection from debris under tables, desks or other heavy furniture.
- Remain inside the building until directed to evacuate. Collect personal belongings and evacuate the building.
- Follow directions of emergency personnel and Student Center & Event Services staff.
- Do not use elevators – proceed to the nearest safe stairway. Help those who need special assistance.
- Stay clear of trashcans or anything that an explosive device might be concealed in.
- Once out of the building, stay clear in case the building collapses.
- Evacuate at least 300 feet from the building.
- If you are trapped inside, cover your mouth with a cloth.
- Call UCI Police at 911 or 949.824.5223.
- Wait for further instructions from emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

Student Center & Event Services staff additional procedures:

- Call UCI Police.
- Follow directions of the Area Wardens.
- Broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.
- Find shelter and, if safe to do so, locate emergency supplies. Take emergency supplies with you when leaving the building.
- Keep a radio or TV on hand as well as a phone and Internet connection (if phone lines are down/over-loaded, you may be able to communicate via email).

ACTIVE SHOOTER

Active shooter incidents, where a suspect has started shooting, are highly unpredictable and volatile. They are also very rare. Use common sense and follow the instructions of emergency personnel.

If you hear shots:

- Lie flat on the ground and find cover. Think about all of your possible exits.
- If you are directly involved or can hear gunshots in the immediate vicinity, go to the nearest room or office: close and lock the door, turn off interior lights, close blinds/curtains, remain quiet and do not open the door until emergency personnel arrive.
- If you are not directly involved, you do not hear gunshots nearby, and it appears safe to exit, evacuate the area quietly. If you run, you may draw attention to yourself, but you may also escape a dangerous situation.
- If someone looks suspicious, trust your intuition and immediately remove yourself from the area.
- After the shots cease, be aware of where the attack was and if the assailant(s) are immobilized or dead.
- If you see the attacker, make note of their description; height, weight, hair color, skin color, facial hair, clothing, shoes, etc.
- Evacuate the building away from the sound or source of the gunfire. If it is reasonably safe, report to the designated assembly area or another safe area.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Call the UCI Police Department at 911 or 949.824.5223 and provide the following information (if available): your name and exact location, location of incident, number of suspects and description, number of injured victims.

HAZARDOUS MATERIALS IN THE ATMOSPHERE (SHELTER IN PLACE)

Shelter in place is the action of seeking immediate shelter indoors following a release of hazardous materials into the outside air. The hazardous materials may be chemical, biological, byproducts of a fire (smoke, ash, etc.), or other harmful contaminant.

Most biological agents are colorless and odorless, but there are warning signs to watch for:

- Droplets of oily film.
- An unusual number of dead birds in the area.
- An unnatural smell of almonds, peach pits, or newly mowed grass.
- Strange mists or low-hanging clouds.

If you are caught in the middle of a biological materials release:

- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water, if possible.
- Try to keep others from panicking, as they will breath faster and inhale more poison.
- Wash yourself thoroughly with plenty of water and soap or a 10:1 mixture of water and bleach.
- If no water is available, cover affected areas liberally with talcum powder or flour, wait 30 seconds, then brush off thoroughly.

In the event that there are hazardous materials in the atmosphere:

- Retreat to an area (preferably upstairs) with bathroom access, food, water and small windows.
- Close all doors/windows (including shades/blinds/curtains) and if possible, seal off any vents or gaps with wet towels and tape.
- Call the UCI Police Department at 911 or 949.824.5223.
- Remain indoors until given an “all clear” announcement from emergency coordinators.
- Follow instructions of emergency response personnel.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.

Student Center & Event Services staff additional procedures:

- Call UCI Police.
- Shut down all air handlers and close all doors and windows.
- Find shelter and emergency supplies.
- Facilitate taping of window and door seams to keep poisons out of buildings.

If you suspect an interior release of hazardous materials into the atmosphere:

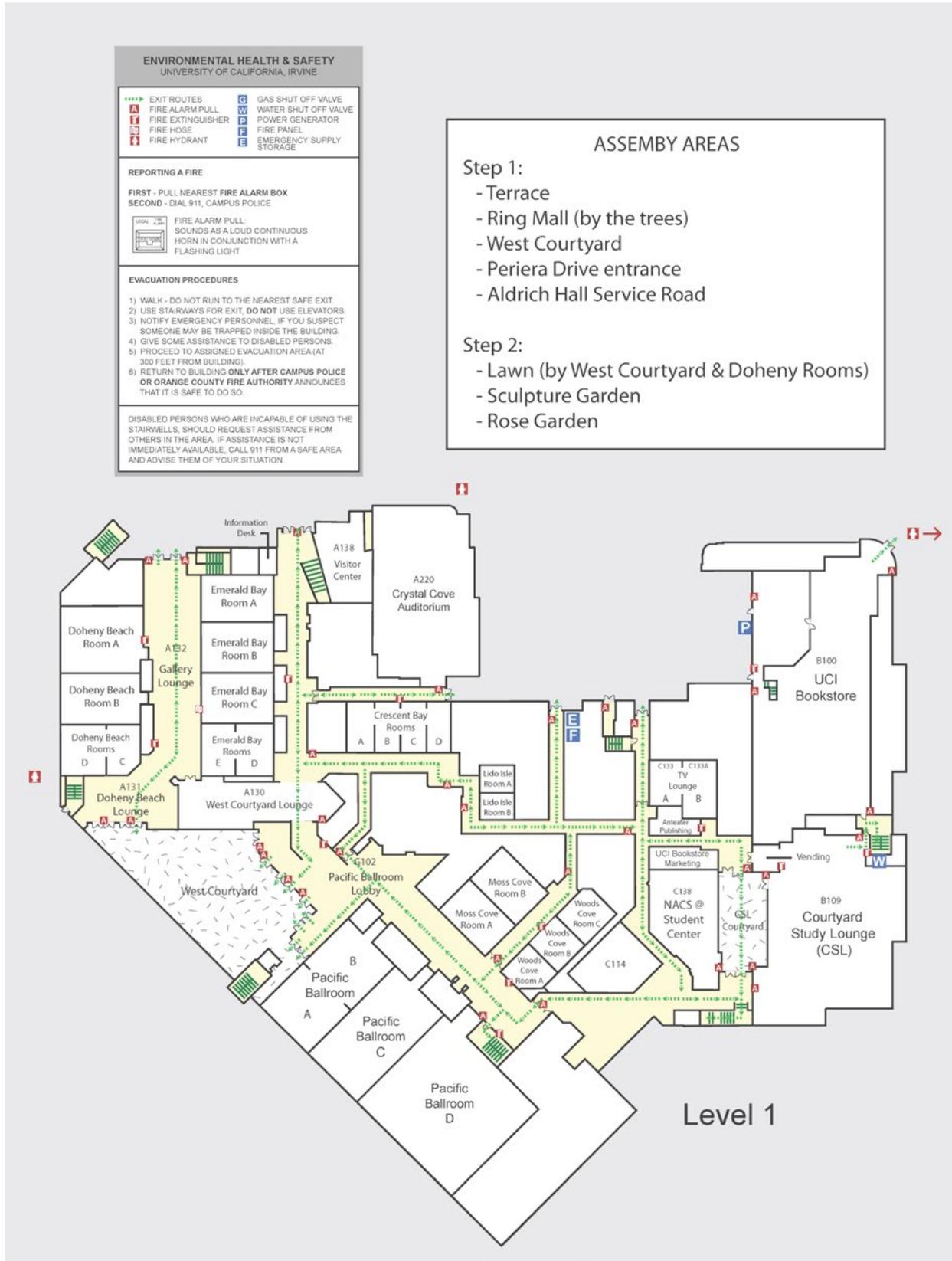
- Cover your mouth and nose with a rag soaked in water, or a mixture of baking soda and water, if possible.
- Evacuate the building per building evacuation procedures.
- Help those who need special assistance.
- Exit the area or wait for further instructions from campus emergency personnel or Student Center & Event Services staff.
- Call the UCI Police at 911 or 949.824.5223.
- Report information on missing persons, ruptured utilities and severe injuries to emergency personnel or Student Center & Event Services staff.
- If properly trained, employees may use their personal discretion to administer first aid and CPR until emergency personnel arrive.
- Do not return to the building until safe clearance has been given by emergency personnel.

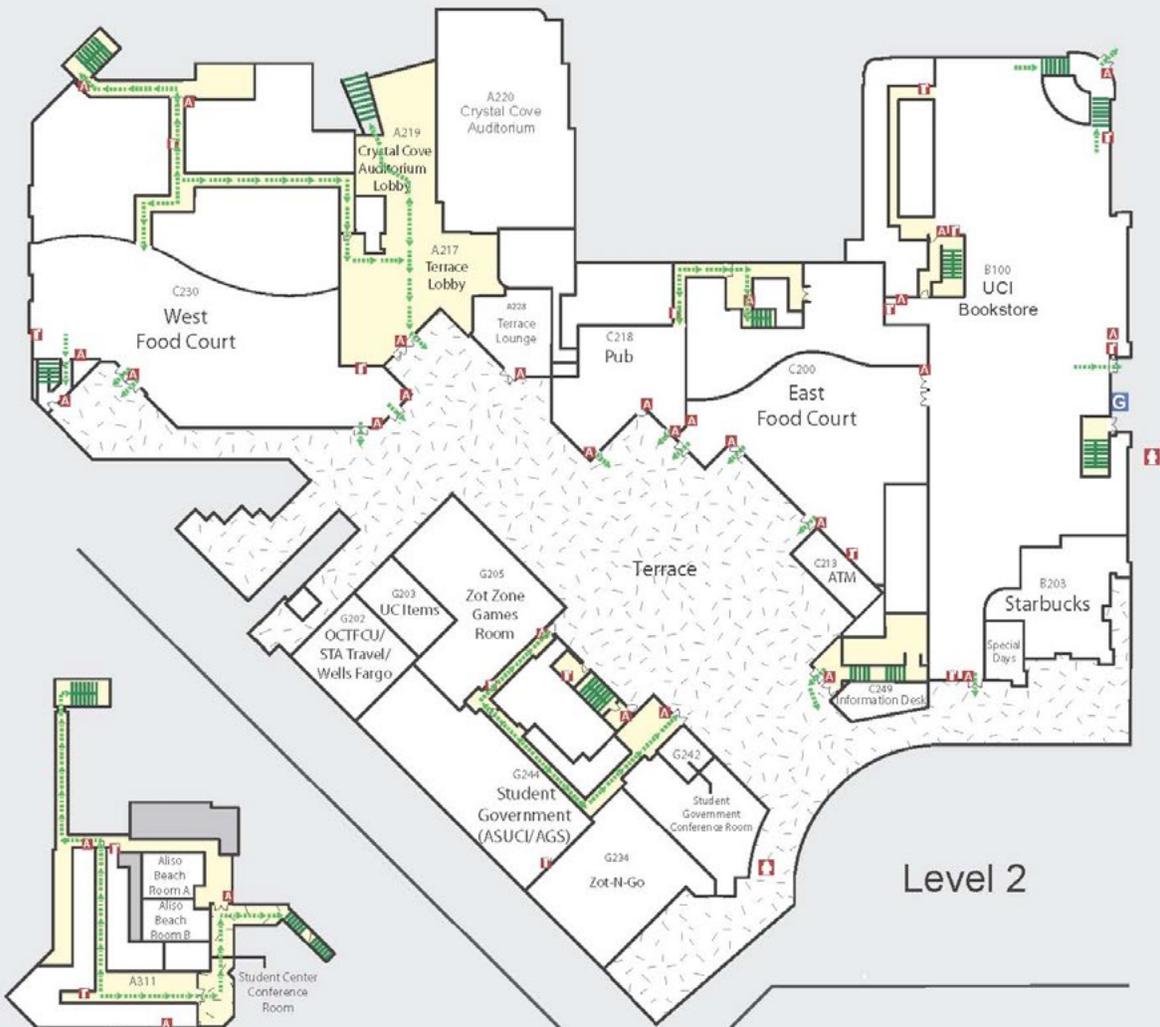
Student Center & Event Services staff additional procedures:

- Call the UCI Police.
- Broadcast an emergency message over the building PA system to assist in building evacuation. Clear and lock all areas that have been cleared of people.

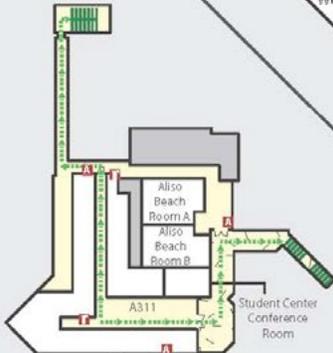
Designated Evacuation Routes & Assembly Areas

These detailed maps of UC Irvine Student Center facilities illustrate evacuation routes, equipment, and supplies that play important roles in emergency response situations.



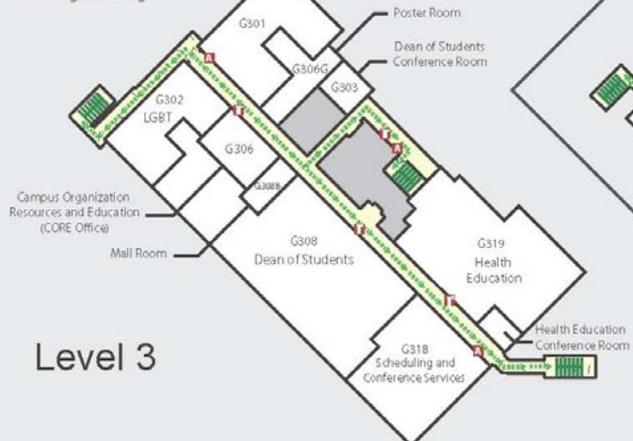


Level 2

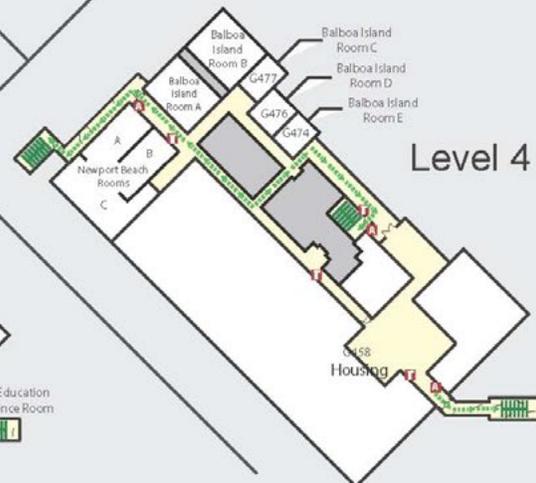


Student Center
Administrative Offices/
Hospitality & Dining Services/
UCI Dining & Catering

Center for Service
in Action/
Veteran Services



Level 3



Level 4

The Teenage Brain and Strategies to Deal with it!

During the teen years the brain is going through a tremendous rewiring process that has big impact on teenage behavior. There is an explosion of new neural connections happening for teens. The brain hormones Dopamine and Oxytocin are 20% in the teen brain. All of this brain activity takes a HUGE amount of energy and results in these behaviors, attitudes and skills:

- Increased appetite
- Exhaustion--teens need more sleep than adults
- Moodiness (2-3 mood changes in less than 10 minutes!)
- Know-it-all syndrome
- Feels overwhelmed a lot of the time
- Learn things better, easier
- Driven by incentives rather than consequences
- Peers are more interesting to them than adults
- Sensation-seekers—this actually helps them gain independence and improve judgment skills
- Experience tremendous amounts of uncertainty

What works with teens:

- You have two relationships with teens: one on one and with the group. Embarrassing a teen in front of her/his peers is one of the worst things you can do. If you have to correct behavior, do it privately, to the side, but in plain sight of at least one other adult.
State your expectations and detach:
"So I expect you to get to breakfast in 5 minutes". They might argue, tell you it's unfair, etc. Ignore the trap to "pick up the rope" and engage you into an argument.... instead take a deep breath, restate the expectation. The strategy to get you to pick up the rope may escalate, but take another deep breath, restate the expectation a third time and then detach by walking away. (3 times is the limit—then detach). 85% of the time this will work—as long as you don't pick up the rope!
- Choose your battles and decide to let some things go.
- Pick your moments: teens respond better to reflective conversation later at night. Use down time in the evenings to have corrective or contemplative conversations.
Use the technique of "Wondering Out Loud":
"I might be wrong about this, but this is what I'm thinking about (whatever the issue is)...what do you think about that?" We find that teens are much more receptive to correcting their own behavior when they're part of the conversation.
- Give teens incentives to make good choices instead of consequences or punishment for bad choices. That being said, there are consequences for breaking the rules--in this instance, the member code of conduct must be followed.
- Make sure they get to meals and encourage them to make healthy food choices.
- Make sure they're hydrated--everyone should carry their personal water bottle with them at all times-- and fill it at hydration stations. If someone didn't bring a water bottle, the conference has some for sale in HQ.



- Strongly encourage youth to get a good night's sleep by honoring lights out and quiet by 11 pm. We have intentionally built in 10 hours of unstructured time from 10 pm until 8 am to address the need for rest and recuperation that the brain needs in order to learn well.
- Give teens the leeway to develop their own identities and move toward independence-- that's what sensation seeking is built for.
- Provide opportunities for youth to turn to you for guidance, reassurance and encouragement and to develop a positive relationship with you.
- Teens won't argue with you if they don't respect you or if they don't want to share their thinking with you--embrace the argument with calmness and understanding!

**Based on the works of Bob Ditter, www.bobditter.com

Ditter, B. (2012). *A user-friendly guide to understanding and working effectively with teens*. Healthy Learning DVD.



**UNIVERSITY OF CALIFORNIA
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UC ANR is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment and/or participation in any of its programs or activities without regard to race, color, religion, sex, national origin, disability, age or protected veteran status.

University policy is intended to be consistent with the provisions of applicable State and Federal laws.

Inquiries regarding the University's equal employment opportunity policies may be directed to: John I. Sims, Affirmative Action Compliance Officer and Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750- 1397. Email: jsims@ucanr.edu.
Website: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/

This policy statement supersedes the UC ANR Nondiscrimination and Affirmative Action Policy Statement for University of California Publications Regarding Program Practices dated July 2013.

