



## 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



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## 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.edu/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 (530) 752-7481 or ANR Environmental Health & Safety at (530) 752-6024 for help with the Incident Report form.