
Risk Management Team Members

Stacey Warner - Extension Operations

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Pat McNally - 4-H Youth Development

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Risk Management



MEMO

TO: K-State Research and Extension Employees and Volunteers

FROM: Fred Cholick
Dean and Director

A handwritten signature in purple ink that reads "Fred Cholick".

RE: Managing Risks



K-State Research and Extension provides thousands of education and outreach programs to Kansans each year. Our clients come to us with high expectations – not only for program content, but also with a fundamental trust that our programs are being conducted in the safest manner possible.

This publication describes best management practices for addressing risks in a wide range of research and extension programs. If we fail to manage these risks effectively, we expose our clients to harm, diminish our reputation, and subject our organization to financial liability. These are gambles we cannot afford to take.

Risk management is becoming increasingly important in all of our activities. This is evident in the Volunteer Information Profile process (VIP), our unit safety committees, first aid/CPR training, and other recent efforts. We are making substantial progress, but we still have more to do. I ask you to carefully study the recommendations in this manual and fully implement those that are applicable to your programs. We have an obligation to protect our clients and our organization from unreasonable risk, and I know I can count on you to help us meet this growing challenge.

Risk Management Checklist for Activities Sponsored by K-State Research and Extension

Copy pages 4-5 to use as a checklist for each event, when appropriate. For more information, see specific sections of the document. The scope of the event, planned activities and expected conditions will determine the extent to which each checklist item is applicable.

Event _____ Date _____

General Risk Management Planning Considerations.....Page 6

- The *Crisis Management Planning Form* (KSU8-33) has been completed. See pages 7-8 of this document, or <http://www.communications.ksu.edu/DesktopModules/ViewDocument.aspx?DocumentID=3338>
- The activity/event supports the K-State Research and Extension mission and the faculty member's Action Plan.
- The schedule of events and emergency contact information for the activity/event have been communicated to appropriate individuals.
- When needed, orientation for youth participants and parents has been scheduled before the event.
- Risks inherent with the event have been identified, and risk management strategies have been developed.
- Applicable K-State Research and Extension guidelines have been reviewed and implemented, and appropriate forms completed (e.g., *Volunteer Information Profile*, *4-H Participation Form*, *Kansas 4-H Camp Standards*, and *Voluntary Adult Health Information Form*).
- The *Risk Management Tutorials* provided by the Nonprofit Risk Management Center have been reviewed at <http://nonprofitrisk.org/tutorials/tutorials.htm>.

First Aid.....Page 9

- At least one adult present has current first aid and CPR certification.
- A properly equipped first aid kit and personal barriers are available.
- Procedures have been identified and facilities are available to summon emergency assistance (e.g., working telephone, list of emergency numbers).

Severe WeatherPage 10

- An adult is designated to coordinate severe weather decisions.
- A method is in place to monitor weather watches and warnings.
- Severe weather shelters have been identified and are available.
- A plan is in place to cancel and/or suspend the event, if necessary.

TransportationPage 12

- Drivers are properly licensed and are at least 21 years of age if transporting participants for 4-H Youth Development activities OR are at least 18 years of age for other university responsibilities.

- Vehicles/drivers are adequately insured.
- Safety belts are used for the driver and all passengers.
- Vehicles are maintained according to manufacturers' recommended schedules.
- Each driver has a list of emergency telephone numbers.
- Additional precautions have been considered and the driver has been trained if using a 15-passenger van.
- Additional precautions have been considered and the driver has been trained if using a van rated for more than 15 passengers or a vehicle greater than 26,000 pounds.

FacilitiesPage 14

- Exits are clear, and fire safety equipment has been identified and is usable.
- Snow and ice removal have been planned, if needed.
- The event facility meets accessibility requirements, or accommodations have been made for participants with disabilities.
- Drinking water and shelter from the elements are available.
- Appropriate restroom facilities are available.
- Extension cords and electrical equipment have been checked for safe use.

Food SafetyPage 16

- Everyone involved in the food-related activity is appropriately guided in safe food handling.
- Necessary supplies are available.
- Personal cleanliness is maintained.
- Utensils, food containers and surface areas are kept clean.
- Food is completely cooked. (See Table 1.)
- Food is maintained at a safe temperature.
- Food is used within a safe length of time.
- Event-specific food safety requirements and regulations have been checked/implemented. (See Table 2.)

Insurance.....Page 23

- All organizations collaborating on the event have liability insurance.
- The county/district is properly insured. (See page 23.)

Interpersonal Contact and SafetyPage 25

- Staff members are prepared to assure the personal safety of participants and themselves.
- Communication systems (such as cell phones) are planned, accessible and functioning.
- Each on-site staff member is prepared to implement a personal safety plan.

General Risk Management Planning Considerations

Risk is present in every element of organizational operation and to every individual within the organization. Risk may be defined as any actual or potential event or situation in which a person or property may be damaged, harmed or affected negatively. Management is defined as effective and efficient use of resources to achieve a goal or purpose.

At its heart, risk management is effective and efficient use of human and material resources to minimize actual or potential damage, harm or negative effects to clients, customers, volunteers or staff.

Risk management consists of three steps:

Step 1: Identify Risks

Acknowledge the reality of risks inherent in such activities as meetings, travel or events. Focus on assets: people, property, income and goodwill.

Step 2: Evaluate Risks

Decide how to manage the risks identified. Rate each risk against two factors: frequency and severity. How often might the risk occur? Seldom? Occasionally? Frequently? If it occurs, how severe might it be?

Step 3: Decide How to Control Risks

There are five options to controlling risks: avoidance, transfer, reduction or modification, acceptance, and prevention. Investing time, energy and other resources to address risk management is essential when planning, presenting and evaluating programs, events and activities.

Guidelines include the following steps.

- The *Crisis Management Planning Form* has been completed.** See pages 7-8 or <http://www.communications.ksu.edu/DesktopModules/ViewDocument.aspx?DocumentID=3338>
- The activity/event supports the K-State Research and Extension mission and the faculty member's Action Plan.**
- The schedule of events and emergency contact information for the activity/event have been communicated to appropriate individuals.**
- When needed, orientation for youth participants and parents has been scheduled before the event.**
- Risks inherent with the event have been identified, and risk management strategies have been developed.**
- Applicable K-State Research and Extension guidelines have been reviewed and implemented (e.g., *Volunteer Information Profile, 4-H Participation Form, Kansas 4-H Camp Standards, and Voluntary Adult Health Information Form*).**
- The *Risk Management Tutorials* provided by the Nonprofit Risk Management Center have been reviewed at <http://nonprofitrisk.org/tutorials/tutorials.htm>.**



CRISIS MANAGEMENT PLANNING

Take one copy of this sheet with you when you attend any K-State Research and Extension event or activity in which the organization is involved. Leave a second copy with your office staff and/or your board/body chair.

ON-SITE IN A CRISIS OR POTENTIAL CRISIS . . .

1. Call appropriate emergency personnel: **911** (Emergency); Cellular *47 (Kansas Highway Patrol); Cellular *582 (Kansas Turnpike Authority); or _____.
2. See to any injured persons – using appropriate **first aid**.
3. Get other participants to a **safe location** – to avoid further injuries.
4. Call your county/district **K-State Research and Extension office**, if it is open, and ask it to make the remaining contacts.
County/District office number(s): _____ or
home number(s) _____.

AT THE COUNTY/DISTRICT OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. Be prepared to **tell Extension personnel** as much information as possible – even information that has yet to be confirmed. (Campus office personnel can help confirm the facts.) This includes:
 - Number and extent of injuries.
 - Names of injured.
 - Location of responding hospital or emergency care center.
 - Description and location of the incident.
 - Total number of people involved (number of youth, number of adults).
2. Because county/district office phones may quickly become clogged with calls for information, identify an **alternate phone** (office next door or board/body chair's office), if at all possible: _____.
3. **Tell any news media** that call or show up:
 - To call campus Communications staff at 785-532-5851, for most complete information.
 - Or, that no information is available yet but will be soon through the county/district K-State Research and Extension office.
4. **If the county/district K-State Research and Extension office is closed, make sure the following are notified as soon as possible.** Be prepared to pass along the information listed in #1. If you can, also include the county/district Extension office fax # _____, phone # _____, and/or alternate phone # _____.

Call:

- County/district agent(s) at home and/or other offices that have people involved in the activity.
Number(s): _____.
- County Extension Board or District Governing Body Chair
Name and number: _____;
Or, Chair's designated backup: _____.
- Area Extension Director (*Don't just leave a message, talk to a person!*)
Name and number: _____;
cell phone number: _____;
Backup #1, if Area Director is not available: _____;
Or, designated backup #2: _____.

AT THE AREA OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The Area Director or his/her backup will contact:
 - Associate Director for Extension and Applied Research—
Daryl Buchholz, 785-532-5820 (office, with Susie Farrington, backup) or 785-587-4913 (cell), or 785-539-5876 (home).

AT THE STATE OFFICE IN A CRISIS OR POTENTIAL CRISIS

1. The Associate Director for Extension and Applied Research or the Director, as his backup, will contact:
 - (A) State Communications staff—
Kris Boone, Department Head, 785-532-5804 (office) or 785-539-6597 (home);
Or, backup, **Elaine Edwards**, News Media Coordinator, 785-532-1178 (office), 515-291-1732 (cell) or 785-320-6308 (home).
 - (B) State Extension Director—
Fred Cholick, 785-532-7137 (office); 785-410-1866 (cell); or 785-539-9640 (home);
Or, backup Dorothy Doan, 785-532-7137 (office, open 8-5, M-F).
 - (C) Other appropriate state Assistant Directors—
 - a. **Pat McNally**, 4-H Youth Development, 785-532-5800 (office) or 785-456-8764 (home);
 - b. **Paula Peters**, Family and Consumer Sciences, 785-532-1562 (office) or 785-776-4583 (home);
 - c. **James P. “Pat” Murphy**, Interim Agriculture and Natural Resources, 785-532-5838 (office) or 785-539-2056 (home).
 - d. **Jim Lindquist**, Field Operations, 785-532-3519 (office) or 785-537-2839 (home).
2. **Communications staff will write a statement for the media** as soon as possible and forward it by telephone or fax to the county/district Extension office or another designated location. At the same time, they will release the statement from Manhattan, using standard media distribution channels. After that, Communications staff will provide updates in the same manner, as soon as additional information becomes available.

IN THE EVENT OF AN EMERGENCY OR CRISIS . . .

1. Have insurance information available for hospital or other emergency personnel.
2. Release children and their luggage, if available, only to parents or guardians listed on the “in case of emergency” contact form.
3. Get name of investigating officer(s) and appropriate contact information.

BEFORE YOU LEAVE FOR AN ACTIVITY OR EVENT . . .

1. Do you have the completed crisis form with you?
2. Do you have signed and completed health forms for all participants?
Have you reviewed the health forms for any special conditions or other pertinent information?
3. Make sure you and your office have “in case of emergency” contact information for parents or guardians of all participants. Make sure parents or guardians understand that only those persons listed on the form will be allowed to pick up the children in case of an accident.
4. Have you sent in any required pre-trip forms to your insurance company?
5. Do you have all of the following:
 - Cellular telephone?
 - First aid kit?
 - Surgical gloves?
 - Insurance information from your county/district?

PACKING TO LEAVE FOR AN ACTIVITY OR EVENT . . .

1. Pack large suitcases securely under the bus or in another vehicle.
2. Make sure passengers know evacuation plans or appropriate emergency procedures.

POST-CRISIS RECOVERY . . .

1. Return any necessary post-trip insurance forms required by the insurance company (applies to noncrisis events as well).
2. Make sure the victims and their families understand exactly what happened.
3. Know where victims’ belongings are and when and if they will be returned.
4. Schedule sessions to deal with talking about the event.
5. Take advantage of county and state resources for counseling, both for individuals and for the group – immediately.
Families need to be told what to expect. Continued communication with the families is important.
6. Be prepared for insurance claim form questions.
7. Know when and where the event will be rescheduled if applicable.

First Aid

For more information, contact Mitch Ricketts, 785-532-7068

At least one adult present has current first aid and CPR certification.

First aid and CPR courses are available from a variety of sources, including:

- K-State Research and Extension. A class can be given at your location for at least 10 participants. The cost is \$22 per person. For information, call Kim Rothwell, 785-532-6148.
- Local school districts provide annual first aid/CPR training to bus drivers. In most cases, they will admit other participants for a small fee when they have openings. Call the school district's transportation supervisor for more information.
- Local fire departments provide annual first aid/CPR training for firefighters. Check for openings in upcoming classes.

A properly equipped first aid kit and personal barriers are available.

First aid kits can be purchased on the state of Kansas bid list. On campus they are available from Division of Facilities, Dykstra Hall.

Minimum contents of workplace first aid kits (required by ANSI Standard Z308.1):

- 1 absorbent compress (32 sq. in.)
- 16 adhesive bandages (1 x 3 in.)
- 1 roll adhesive tape (5 yd.)
- 10 individual-use antiseptic applications (0.5 g or 0.14 fl. oz. each)
- 6 individual-use burn treatment applications (0.5 g or 0.14 fl. oz. each)
- 2 pair medical exam gloves

- 4 sterile pads (3 x 3 in.)
- 1 triangular bandage (40 x 40 x 56 in.)

Optional items (recommended by ANSI Standard Z308.1):

- bandage compresses
- eye coverings
- eye wash
- cold packs
- roller bandages

Customize the first aid kit to suit the location. Identify additional items by asking staff members what they need and by reviewing accident reports. Items might include tweezers, scissors, needle, antiseptic wipes, aspirin or non-aspirin pain reliever, calamine lotion, hydrocortisone cream, thermometer, mouth barrier devices for rescue breathing or other items suitable for the location.

Personal barriers should be included to protect a first-aid provider from blood-borne diseases such as hepatitis B and AIDS. At minimum, the first-aid provider should wear disposable exam gloves. If mouth-to-mouth resuscitation is required, a pocket mask or other appropriate barrier should also be used.

Procedures have been identified and facilities are available to summon emergency assistance.

Make sure a telephone is available and working. Have a list of emergency contact phone numbers and a completed *Crisis Management Planning Form*. (See previous pages.) When possible, have cell phones, two-way radios or other means of communication available for groups participating in activities in undeveloped areas.

Severe Weather

For more information, contact Mitch Ricketts, 785-532-7068

It's impossible to predict the weather when planning for events that are weeks or months in the future, but considering the possibility of severe weather and planning ahead are essential to protect participants and staff. Use this form to assist with planning, and keep it handy at the event for quick reference should severe weather strike. Review emergency plans with staff members before the event, and make announcements during the event, if needed.

☐ **An adult is designated to coordinate severe weather decisions.**

All staff members are expected to respond appropriately to threatening weather, but one adult should be designated to coordinate the response. This individual must be present to decide if and when to cancel or suspend activities, and to give the order to take cover, if necessary. If the person designated is unable to attend or remain on site, he/she should select a replacement and notify staff of the change.

☐ **A method is in place to monitor weather watches and warnings.**

Staff should stay informed of current and developing weather conditions. For instance, monitor NOAA Weather Radio, local television, radio, the National Weather Service Web site (<http://www.nws.noaa.gov>) or other reliable sources. NOAA Weather Radio is provided as a public service by the National Oceanic and Atmospheric Administration. Continuous weather information is broadcast from a nearby National Weather Service office. NOAA Weather Radio requires a special receiver or scanner that can be purchased from retailers that sell radios.

☐ **Severe weather shelters have been identified and are available.**

Identify severe weather shelters before the event: It will be too late to send participants home after a severe thunderstorm or tornado warning has been issued. Discuss plans and appropriate shelters with local emergency response officials. It is especially important to involve them when planning events – such as fairs, camps and field days – where crowds are likely to be outdoors.

Lightning Shelters

Most protective:

Get inside a sturdy masonry or frame building. A safe building is one that is completely enclosed and has plumbing, wiring or other grounding from roof to ground. Stay away from windows. Don't touch plumbing or electrical fixtures, and don't use corded telephones.

Acceptable if no other options are available:

Enclosed hardtop vehicles provide some protection from lightning – but not from a tornado or high winds. If in a vehicle, keep windows up and avoid touching metal or electrical parts.

If no other shelter is available, go to a low-lying area such as a ditch or ravine. Stay away from water, hilltops, lone trees, towers, telephone poles, power lines and metal fences. Squat low to the ground on the balls of your feet with your hands over your ears and your head between your knees. Make yourself the smallest possible target while minimizing contact with the ground.

Unacceptable:

Stay out of small sheds, picnic shelters, baseball dugouts, bleachers and convertible automobiles.

Tornado Shelters

Most protective:

Get to an interior room or hallway in the basement or lowest level of a sturdy masonry or frame building. Stay away from windows, exterior doors, exterior walls and large rooms with expansive roofs. Crouch down and cover your head with your hands. If shelter space is limited, begin filling the safest areas first.

Acceptable if no other options are available:

If you are outdoors and no other shelter is available, go to a low-lying area such as a ditch or ravine. Lie flat, face down, with your hands covering your head. Stay away from power lines, trees, cars, mobile homes, or other equipment or structures that could blow onto you.

Unacceptable:

Stay out of vehicles, mobile homes, small sheds, picnic shelters, baseball dugouts, bleachers and weak buildings with large-span roofs.

A plan is in place to cancel or suspend the event, if necessary.

Announce cancellations through the media, phone calls to participants and employees, or other appropriate methods. Suspension of an event already in progress should be announced clearly to all staff and participants throughout the facility or program area.

Decisions to cancel or suspend events should include such considerations as:

- Special physical and health conditions of participants and staff (susceptibility to slipping on ice, vulnerability to heat, ability to evacuate to designated shelters).
- Availability of appropriate shelters.
- Availability of methods to notify participants to seek shelter.
- Hazards created by driving conditions.

- Flooding.
- Hazards created by exposure to extreme cold, wind chill, precipitation, hail, wind-blown debris, or extreme heat and humidity.
- Hazards created by lightning. A lightning hazard is present when persons are outdoors or in an unsafe structure and the time lag between a lightning flash and associated thunder is less than 30 seconds. (If you can hear thunder, you are probably within striking distance.) The activity should remain suspended until at least 30 minutes after the last observed lightning or thunder.

During seasons when thunderstorms and tornados are possible, identify a reliable method of warning participants to take cover. The signal should be a distinct sound, such as an announcement over a public address system or several short blasts from an air horn. (Do not use an automobile horn or alarm; neither is a distinct sound.) The signal should be audible to event staff and participants in all locations. Cell phones or radios may be used to notify staff and participants at remote sites.

Before the event, determine whether special populations are likely to be present and would need assistance seeking shelter during an emergency. Special populations include the very young, the very old and individuals with disabilities.

Transportation

For more information, contact Mitch Ricketts, 785-532-7068, or Pat McNally, 785-532-5800

- ❑ **Drivers are properly licensed and are at least 21 years of age if transporting participants for 4-H Youth Development activities OR at least 18 years of age for other university responsibilities.**

Safe transportation requires maturity and good judgment. Observe any age requirements imposed by your program, county, district, center or insurance policy. For instance, Kansas 4-H policy requires drivers to be at least 21, and some insurance companies have different age requirements for vans versus cars. All drivers must have valid licenses.

- ❑ **Vehicles/drivers are adequately insured.**

For private vehicles: Be sure the vehicle and driver are insured to cover liability for personal injury, liability for property damage, medical expenses and injury caused by uninsured motorists.

For state-owned vehicles: American Southern Insurance Company provides coverage for state-owned vehicles. (Report accidents by calling 1-800-241-1172.) The insurance covers the state-owned vehicle when operated by an officer, agent or employee of the state of Kansas. Non-employees (including students) are covered when:

- they have been authorized to drive by the head of the department,
- the driver is performing official university business, and
- the driver has a valid drivers license.

For more information about state-owned vehicle regulations see:

<http://www.k-state.edu/policies/ppm/3040.html>

For vehicles owned and operated by a county or district: Check with the insurance carrier to determine coverage. Generally, the vehicle must be operated by an officer, agent or employee of the county/district. Non-employees (including volunteers) should be covered when:

- the driver has been authorized to drive by the county extension executive board or district extension governing body,
- the driver is performing county/district business,
- the driver has a valid drivers license.

- ❑ **Safety belts are used for the driver and all passengers.**

Kansas law requires that the driver and all passengers in the front seat of a passenger car wear safety belts. The law does not apply to vehicles designed for more than 10 passengers.

The following additional requirements apply when transporting children under age 14 in a passenger car:

- Every child under age 4 must be in an approved child safety seat.
- An approved child safety seat is also required for every child age 4, 5, 6, or 7 who also weighs less than 80 pounds or is less than 4 feet 9 inches tall.
- Safety belts are required for all other children.

Kansas law provides an exception to these requirements when there are not enough safety belts and child safety seats in the vehicle for all passengers, providing those available are already in use by children.

❑ Vehicles are maintained according to manufacturers' recommended schedules.

Before departing, check safety-related items such as tires, fluid/fuel levels, lights, turn signals, wiper blades, mirrors, operator controls and safety belts. Address any deficiencies before departure.

❑ Each driver has a list of emergency telephone numbers.

Where coverage is available in the state, cellular *47 may be used to contact the Kansas Highway Patrol. Where coverage is available on the Kansas Turnpike, *582 may be used to contact the Kansas Turnpike Authority. In addition, 911 is the universal number for emergency services where coverage is available.

❑ Additional precautions have been considered and the driver has been trained if using a 15-passenger van.

Kansas State University policy requires that:

- Drivers of 15-passenger vans must complete the Division of Facilities' van driver training program.
- No more than 12 passengers (including the driver) may be transported, except that up to 15 passengers may be transported on campus or for trips of less than 10 miles from the Manhattan or Salina campuses.
- All occupants must wear seat belts.
- No driver may drive more than 10 hours in any 24-hour period. The driver must take a mandatory 30-minute rest break every four hours.
- No luggage or objects may be carried on the van roof.
- The driver may not use a cell phone while driving.
- Other requirements may be found at:
<http://www.k-state.edu/policies/ppm/6450.html>

❑ Additional precautions have been considered and the driver has been trained if using a van rated for more than 15 passengers or a vehicle greater than 26,000 pounds.

In certain cases – when crossing state lines or employing a commercial transportation firm – federal law requires drivers to have a commercial drivers license (CDL) and to participate in a drug use and alcohol abuse prevention program. This requirement applies for a vehicle with a chassis rated for more than 15 passengers (including the driver); with a gross vehicle weight rating of more than 26,000 pounds; or with a gross combination weight in excess of 26,000 pounds, including a towed unit with a gross vehicle weight rating of more than 10,000 pounds. If in doubt, check with the Federal Motor Carrier Safety Administration Office, 785-267-7288.

Facilities

For more information, contact Mitch Ricketts, 785-532-7068

Exits are clear, and fire safety equipment has been identified and is usable.

Exits are marked and unobstructed when the building is occupied. Never exceed the maximum occupancy posted for the meeting room or building. For additional requirements, see the *Kansas Buildings Fire Safety Handbook and Fire Facts*:

<http://www.accesskansas.org/firemarshal/FirePrevention/preventionhome.htm#handbook>

Snow and ice removal have been planned, if needed.

To prevent falls, participants and staff members must have a walking route clear of snow and ice from the parking area to the building.

The event facility meets accessibility requirements, or accommodations have been made for participants with disabilities.

Federal law requires that all K-State Research and Extension programs and activities be accessible to persons with disabilities. Major requirements are listed below.

- Designated handicapped parking space(s).
- Curb ramp (if there is a curb).
- Sidewalk from the parking area to the building entrance.
- Accessible building entrance. (Provide ramp or elevator, if necessary.)
- Accessible route inside the building from the entrance to all areas where participants are expected to go. (Provide ramp or elevator, if necessary.)

- Wheelchair seating area.
- Accessible restroom.
- Additional accommodations may be required, depending on activities.

Drinking water and shelter from the elements are available.

Drinking water is available to avoid dehydration or heat illness. Provide shade and shelter from precipitation for outdoor activities.

Appropriate restroom facilities are available.

Restroom facilities should be sanitary and offer privacy. Unisex restrooms must be equipped with a lock, and locks are preferred on single-occupant restrooms. In restrooms with running water, provide toilet paper, soap, and paper towels or dryers. In restrooms without running water, provide toilet paper and some method to accommodate hand-washing, such as antiseptic wipes, hand sanitizer, or a container of water, soap and paper towels.

Extension cords and electrical equipment have been checked for safe use.

Use electricity safely:

- Electrical equipment and cords are undamaged, with no splices.
- Cords are out of traffic so people don't trip.
- Extension cords used outdoors bear a manufacturer's label showing approval for that use.
- Outlets are grounded and will accept three-prong plugs without adaptors.

- Cords and equipment are grounded with three-prong plugs or marked with the words “double insulated.”
- Electrical cords, fans, radios, tools or appliances are not allowed to touch damp or wet surfaces. Do not touch electrical equipment if it does become wet. If that happens, stand on a dry surface to unplug the cord from the outlet.
- To prevent electrocution, ground fault circuit interrupters (GFCIs) are used at outlets in the following areas: outdoors; in areas that are likely to become damp or wet; in locations with concrete, rock or dirt floors; or around metal fences, gates and pipes. GFCIs are available as individual outlets, circuit breakers and extension cords.
- Electrical cords, fans and equipment are out of reach of animals. Safety covers or closures are on outlets and extension cords accessible to children. Cords do not hang over counter tops where children might grab them and pull equipment down on themselves. Covers on breaker boxes are closed, and there are no openings in any electrical equipment.
- Participants and equipment are kept away from power lines. Ladders, pipes, flagpoles or other objects should be kept at least 10 feet away from overhead power lines. If it is necessary to erect a structure or work with long objects within that 10-foot zone, call the electric company to have power shut off before beginning. Never try to push a power line out of the way with a board or any other object.

For more electrical safety precautions, see the publication, *Electrical Safety at Fairs, Field Days, and Other Public Events* at:

<http://www.oznet.ksu.edu/agsafe/Manual/ElectricalSafetyPublic.htm>

Food Safety

For more information, contact Karen Hudson, 785-532-0177, or Cindy Evans, 785-232-0062

☐ **Everyone involved in food-related activities is appropriately guided in safe food handling.**

Resources to help food handlers include: classes such as ServSafe, Focus on Food Safety (taught by KDHE), Master Food Volunteer training or similar classes. Printed materials are available at your local K-State Research and Extension office and on these Web sites:

- **Kansas Food Code**
<http://www.kdheks.gov/fpcs>
- **Food Safety and Sanitation: Guidelines for Volunteer Group Social Functions.** 2006.
www.oznet.ksu.edu/library/fntr2/mf1078.pdf
- **At Home Safe Food Handling: It's in Your Hands.** 2006. Karen Blakeslee, M.Ed., R.D., L.D.
www.oznet.ksu.edu/library/fntr2/mf2465.pdf

☐ **Necessary supplies are available.**

- A source of clean, potable water is available at the site of the activity. That includes access to warm, running water or a 5-gallon container of warm water for frequent hand washing and cleaning.
- Liquid soap, sanitizing solution (such as 1 teaspoon chlorine bleach to 1 quart of water, or commercial sanitizer in properly labeled container) and dishcloths – not sponges – are used to clean food-contact surfaces.
- A trash container is available and easily accessible.
- When required, a fire extinguisher is available and easily accessible. (The 5-pound 2A10BC fire extinguisher is recommended.)

☐ **Personal cleanliness is maintained.**

- Hands are washed with soap and water before handling food and frequently thereafter. Paper towels are used to dry hands, then discarded.
- Anyone handling ready-to-eat food must not touch the food with bare hands. If gloves are used, follow proper glove use guidelines.
- Hair is restrained with cap or hair band.
- No food is handled by a person with a known communicable or respiratory disease.
- Cuts/sores are covered with bandages and gloves.

☐ **Utensils, food containers and surface areas are kept clean.**

- Serving utensils are cleaned or replaced regularly.
- A clean plate or container is used for cooked food – not the same unwashed plate that held the raw food – even when grilling.
- Plates are washed and sanitized after each use.
- Dishcloths are sanitized frequently. (No sponges are used; disposable cloths are preferred.)
- All surfaces that come in contact with food are sanitized before and during food preparation and service.

☐ **Food is completely cooked.**

- Raw food is kept separate from cooked foods.

- Calibrated thermometers are used to check the internal temperature of meats, casseroles or other cooked foods. Thermometers are calibrated regularly.
 - A temperature chart is used to check for proper heating and doneness. (See Table 1, and check temperature in several places in the dish to ensure proper heat distribution.)
 - Alcohol wipes are used to sanitize thermometers before and between each use.
 - Once food has begun cooking, it is cooked completely. Cooking in stages provides an opportunity for bacteria to grow rapidly.
- ☐ **Food is maintained at a safe temperature.**
- Hot foods are kept at a minimum internal temperature of 140° F or higher. If a food must be reheated, the temperature must reach 165° F. Soups and sauces are brought to a boil.
 - Foods may be kept warm in pre-heated slow cookers or other warming trays where temperatures can be maintained and checked often.
 - Cold foods are kept at or below 40°F. Serving containers may be kept on ice, in frozen packs or in coolers where temperatures are checked often.
 - Perishable foods placed for service without a cooling or heat source should be discarded after four hours. Perishable foods planned for future use must be refrigerated within two hours.
- ☐ **Food is used within a safe length of time.**
- Perishable food – not intended for leftovers – that has been at room temperature is discarded after four hours.
 - Fresh food should be used each day, if possible.
- Leftover perishable foods kept for future use must be refrigerated after two hours. If leftovers are used, food must be cooked, stored and reheated to meet *Kansas Food Code*, <http://www.kdheks.gov/fpcs>.
- ☐ **Event-specific food safety requirements and regulations have been checked and implemented.**
- When required, a fire extinguisher is available and easily accessible. (The 5-pound 2A10BC fire extinguisher is recommended.)
 - The local health department and city hall are contacted for requirements for serving the public. Requirements vary from county to county. Some counties require a permit for just one event. (See Table 2.)
 - Vendors serving food to the public seven or more times a year must obtain a license from the Kansas Department of Health and Environment.
 - Food prepared by caterers must come from inspected and approved sources, not from a home kitchen.
 - When serving outdoors, overhead, sidewall protection and ground cover are available to keep nonfood items out of the food.
 - Food is stored in a secure place overnight with access limited to authorized personnel.
 - Food safety must always be kept in mind: Individuals from at-risk populations (infants, elderly and those with compromised immune systems) are more vulnerable to food-borne illnesses.

Table 1.

SAFE COOKING TEMPERATURES

Ground Products

Hamburger 160°F

Beef, veal, lamb, pork 160°F

Chicken, turkey 165°F

Beef, Veal, Lamb

Roasts, steaks

 medium-rare 145°F

 medium 160°F

 well-done 170°F

Pork

Chops, roasts, ribs

 medium 160°F

 well-done 170°F

Ham, fresh 160°F

Sausage, fresh 160°F

Poultry

All poultry, whole or pieces, 165°F

Stuffing (cooked separately) 165°F

Eggs

Fried, poached: *yolk and white are firm*

Casseroles 160°F

Sauces, custards 160°F

This chart is consistent with consumer guidelines from the U.S. Department of Agriculture and U.S. Food and Drug Administration.

Table 2.

Event-Specific Food Safety Requirements

- Any establishment operating seven or more days per year must have a Kansas Food Service license. All establishments must comply with the *Kansas Food Code*. Copies of the code can be obtained from the Kansas Department of Health and Environment, 785-296-5600 or <http://www.kdheks.gov>.
- Some local governments require a special license for temporary event food vendors. Always check with the local health department or city offices.

Event	Frequency	Note	Requires food preparation in a licensed kitchen	License required	Food must be purchased from approved sources (not prepared in home kitchens)
Club meetings of Master Gardeners, 4-H or program development committees where all parties are members of that group or guests. Meetings may be on local, county, area or state levels and include county or club achievement banquets, food for club tours, etc. Meals provided to board members and staff	varies from monthly to occasional	*KDHE would offer guidance on food safety and will respond if an outbreak occurs. Liability could only be determined by a lawsuit.	No*	No	Preparation in home kitchen acceptable.
4-H member delivers baked goods to a donor as thanks for support	occasional	Not regulated; considered a gift.	No	No	Preparation in home kitchen acceptable.
Food samples provided free to the public after a food demonstration by agents, volunteers or 4-H club members (educational) Food demonstrations for FNP classes	more than 7 days a year	KDHE encourages that food be prepared in a licensed or licensable kitchen – not home kitchen. Not regulated; observe food safety guidelines.	No* No	No No	Need to follow food safety guidelines. Preparation in home kitchen acceptable.

Event	Frequency	Note	Requires food preparation in a licensed kitchen	License required	Food must be purchased from approved sources (not prepared in home kitchens)
Meal provided at the fair for livestock buyers and friends of 4-H	annual	KDHE encourages a menu that can be prepared on-site, or prepared in a licensed or licensable kitchen.	No*	No	Potentially hazardous foods must be purchased from approved sources. Home - kitchen preparation acceptable for other foods.
Food stand where clubs sell potentially hazardous foods (chili, sandwiches, hamburgers, tacos, pie)	7 or more days a year		Yes	Yes.**	Potentially hazardous foods must be purchased from approved sources. Home - kitchen preparation acceptable for other foods.
Food stand containing potentially hazardous food with limited preparation (frankfurters, pre-pattied burgers, nachos, etc.)	fewer than 7 days per year	Follow hand-washing guidelines and practice no bare-hand contact with foods.	Requires on-site food preparation.	No	Yes
Ice cream social of homemade ice cream or purchased ice cream	fewer than 7 days per year	Homemade ice cream must be made with pasteurized eggs, or eggs cooked into a custard.	No*	No	Preparation in home kitchen acceptable.
Bake sale/auction of nonperishable foods	fewer than 7 days per year	Display sign indicating that foods were prepared in home kitchens.***	No*	No	Preparation in home kitchen acceptable.
Bake sale/auction of nonperishable and perishable foods	fewer than 7 days per year	Display sign indicating that foods were prepared in home kitchens.*** Provide refrigeration for perishable foods. Follow safe food handling rules.	No*	No	Preparation in home kitchen acceptable.

Event	Frequency	Note	Requires food preparation in a licensed kitchen	License required	Food must be purchased from approved sources (not prepared in home kitchens)
Fund-raising events, such as pancake feeds or spaghetti suppers.	Limited frequency.	KDHE encourages that food be prepared in a licensed or licensable kitchen – not home kitchens.	No*	No	Yes
4-H Wilderness Camp (foods brought along in coolers for camping). Campers pay a fee to participate.	campers last less than 7 days	Not regulated by KDHE. Separate raw and ready-to-eat foods. Keep cold foods iced appropriately to keep cold. Have portable handwashing stations.	No	No	Preparation in home kitchen acceptable.
State Fair: Darcy Basye, Reno County Health Department, handles specific food questions for the Kansas State Fair.	less than 14 days	Cannot operate out of a tent if operator is open more than 7 days, <i>but</i> less than 14 days at one event.	Yes	Yes	Yes

*KDHE would offer guidance on food safety and will respond if an outbreak occurs. Liability could only be determined by a lawsuit.

** Group may be allowed to work under the license of the kitchen, or may be required to get its own license. The group that holds the license for the kitchen determines if it is willing to take on the risk of other groups using the license.

***The food at this bake sale was prepared in kitchens that are not subject to regulation and inspection by the County Health Department or the Kansas Department of Health and Environment. (See sample, p. 23.)

Definition:

Potentially Hazardous Foods: foods in which microorganisms are able to grow rapidly, increasing the risk of foodborne illness. These foods typically have these characteristics: moisture, contain protein, neutral or slightly acidic pH, and may have a history of being involved in foodborne-illness outbreaks or have a natural potential for contamination due to production and processing methods.

Source: *ServSafe Essentials*, 3rd ed.

Examples of potentially hazardous foods:

- milk and milk products
- cooked rice, beans, or other heat-treated plant food (such as cooked vegetables)
- shelled eggs (except those treated to eliminate *Salmonella spp.*)
- sprouts and sprout seeds
- sliced melons
- synthetic ingredients, such as textured soy protein in meat alternatives
- meat: beef, pork, lamb, fish, poultry, shellfish and crustacean
- baked or broiled potatoes
- garlic-and-oil mixtures
- tofu or other soy-protein food

Source: *FDA Food Code*

*** Sample

NOTICE

The food at this bake sale is prepared in kitchens that are *NOT* subject to regulation and inspection by the _____ County Health Agency or the Kansas Department of Health and Environment.

Insurance

For more information, contact Stacey Warner, 785-532-5790

- ❑ **All organizations collaborating on the event have liability insurance.**
- ❑ **The county/district is properly insured.**

See list below.

Consult with local insurance professionals to review this list and for guidance regarding the amount of each type of insurance required. **In obtaining this insurance, specify that board/governing body members, staff and volunteers acting within the scope of their responsibilities are to be included.**

- **Comprehensive General Liability**

Included under general liability are Bodily Injury Liability, Property Damage Liability, and Hired and Non-Owned Auto.

Bodily Injury Liability: Provides coverage for injuries caused when the county/district has some activity or interest, if it is determined that the council/governing body was negligent in some way. Depending on the company, coverage may not be available when a group is in another state.

Property Damage Liability: Covers damage to property of others when caused by negligence of the county/district.

Hired and Non-Owned Auto: An additional endorsement to the basic liability policy. It covers the county/district for bodily injury and property damage when someone is performing a responsibility on behalf of the local office.

- **Public Officials Liability Insurance**

This covers employees, volunteers and board members for decisions made, such as hiring actions, wrongful terminations, failure to promote or sexual harassment. Because councils/governing bodies deal with public dollars, it is recommended that they seek Public Officials Liability Insurance and not Directors and Officers Liability Insurance.

- **Treasurer's Bond**

The bond protects the public against an individual act and insures public funds in trust to the council/district governing body treasurer. The treasurer is liable for any personal misuse of public funds. The bond should cover the amount entrusted to the treasurer at any given time.

- **Workers' Compensation**

Workers' Compensation is insurance provided by the employer (by law) to pay employee benefits for a job-related disability or death. The current law applies to all Kansas employers except for those in certain agricultural pursuits and/or those who have a gross annual payroll of less than \$20,000. Depending on the insurance provider, coverage may be available for individuals acting as volunteers for an organization. If the council/governing body chooses to cover volunteers, a Form 123 must be submitted to the Division of Workers' Compensation.

Employers must provide written material, available from the insurance provider, to injured employees to direct them in obtaining compensation.

- **Property**

Property insurance includes coverage for the loss of office contents from fire, lightning, windstorm, hail, smoke, theft, aircraft, non-owned vehicles, vandalism or malicious mischief.

- **Commercial Auto**

This provides protection for liability, physical damage and bodily injury related to vehicles owned by the county/district.

Note: Employees who drive their personal vehicles for work should check with their insurance carriers to be certain they have sufficient liability coverage.

- **Inland Marine**

This policy covers items carried in and out of an office, such as computers and cameras. It also provides coverage for theft, auto accident, fire, storm or other perils. Some policies may also cover equipment failure.

- **Activities Insurance for Accident or Illness**

This special policy provides accident coverage for event participants either yearly or per event.

Interpersonal Contact and Safety

For more information, contact Elaine Johannes, 785-532-7720

Though most community-based work, events and activities are safe, rare incidents of unexpected violence, harassment and physical harm can occur. Planning and preparing for interpersonal safety during programs sponsored by K-State Research and Extension demonstrates care for staff, volunteer and participant welfare.

Factors that could increase risk of harassment, assault or inappropriate physical contact include:

- Working alone or in small numbers.
- An adult with youth alone in isolated settings for extended periods of time.
- Working late at night, during early morning hours or at “odd” hours.
- Public exchange of money without security.
- Working in high-crime or unfamiliar areas.
- Working in isolated, community-based locations.
- Inadequately trained staff.

The best strategy to address interpersonal safety at events or activities is to develop a plan that:

- Supports a positive work environment.
- Focuses on specific precautions and helps staff members to think ahead.
- Encourages respectful, open communication and responsiveness among staff and event or program participants.
- Addresses prevention and planning before interpersonal harassment, assault, violence and/or inappropriate touching or contact can occur.

☐ **Staff members are prepared to assure the personal safety of participants and themselves.**


- Volunteers have completed the VIP process and are registered. (See *VIP guidelines*.)
- Volunteers have been provided with job descriptions and understand their roles and responsibilities.
- Adults have agreed to and understand the importance of avoiding situations that place just one adult with a child outside the sight of others.
- Staff members and volunteers have been appropriately trained to serve all youth (assessing developmental abilities and needs; avoiding personal physical contact) while maintaining consistent communication with event/activity managers.
- Staff and volunteers practice “two-deep” leadership, where there are two adults over age 18 at any gathering, meeting or activity involving youth.

☐ **Communication systems (such as cell phones) are planned, accessible and functioning.**

- Appropriate measures have been taken to ensure that staff members and volunteers can handle safety and communication procedures in high-risk environments (isolated buildings, working alone, evening events, unfamiliar locations).

- Cell phones are fully charged, functioning and accessible.
 - A system is in place to account for and track staff during out-of-town trips or when presenting programs in isolated, unfamiliar settings.
- ❑ **Each on-site staff member is prepared to implement a personal safety plan.**
- Staff members have obtained information regarding entering and exiting program facilities or locations where risks to their personal safety may exist.
 - Staff have received guidance and training to help recognize potential for personal danger.
 - Training has occurred to build awareness, avoidance and action to take to prevent mugging, robbery, rapes or other assaults.
- ❑ **Staff members have:**
- Identified accessible exists and assured that each is clear.
 - Assured lighting is adequate when arriving and leaving the location.
 - Ensured that cell phones or other communication devices are charged and will work in the location needed to enable emergency communication.
 - Updated emergency call-back lists.
 - Planned a “buddy system” to work together when problems seem likely.





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