

## **RISK MANAGEMENT PLAN AND EMERGENCY CONTACT INFORMATION**

### **NATIONAL 4-H DAIRY JUDGING CONTEST**

#### Management:

- *Risk Management- A written risk management plan was developed, posted on the website, and a copy for participants included in their registration packet.*
- *Fiscal Management: All income and expenses are handled through the WDE office and their rules and regulations are followed.*
- *Administrative Management: No contractual agreements are entered into for this event. All agreements are with the WDE office.*
- The NATIONAL 4-H DAIRY JUDGING CONTEST Management team and World Dairy Expo have developed rules and policies to ensure the safety of all participants, employees, coaches and volunteers during the event. These are posted on the registration website (<http://worlddairyexpo.com/pages/4-H-Contests.php>) and a copy is provided to the Contest Superintendent.
- Each state must verify that all participants, employees, coaches, and volunteers from each Land Grant University has a signed medical form with permission for medical treatment, a photo release and Code of Conduct, Medical/accident Insurance and Liability Coverage from the time of departure from their state until return.
- Each state must verify that their state has a Risk Management Plan for participants and must follow their LGU plan.
- Each state must verify that all coaches and chaperones accompanying the group have been background checked, screened and accepted as a volunteer by their Land-grant university (LGU).
- Official judges, moderators, contest officials, and staff working with the contest officials will be functioning under the operating procedures, practices and scope of duties with oversight and risks associated with their own LGU. If they are not associated with a LGU, they will be functioning under the operating procedures, practices and scope of duties with oversight and risks associated with the University of Wisconsin-Madison.
- Additional volunteers on management teams and/or individuals who work for the management team will be functioning under the operating procedures, practices and scope of duties with oversight and risks associated with their own LGU.
- The event is planned in a manner that does not allow for “one adult to one youth” situations.
- Emergency Management Plan will be distributed to the management team, coaches and chaperones in their packets during the coach’s banquet.
- Emergency Information for participants will be shared with all youth and participants.

#### **Emergency Response and Crisis Communication**

**Emergency Response and Communication Team:** In case of emergency, communication will go through the announcers stand on the Coliseum floor in the morning and through the Contest Superintendent in the afternoon at the Sheraton Madison Hotel.

#### **National 4-H Dairy Judging Contest Emergency Response Contact Information**

Cheryl Marti, 608-206-0635  
Scott Bentley, 608-224-6455

**In every emergency situation, safety is the primary concern.**

#### **Priority attention is given as follow:**

- Care for injured
- Stabilize the situation.
- Contact the individuals at the announcers stand or reasons room who will then: radio WDE Management to notify on-site aide units (if incident occurs in the Coliseum) or call 911 (if incident occurs at the Sheraton Madison Hotel – 706 John Nolen Dr, Madison, WI 53713).
- Cooperate with and follow instructions of emergency responders.
- Work through situations that are not being handled by emergency responders.

**Paper copies of all entry forms with coaches emergency contact numbers will be located in the tabulation area on the third floor of the Coliseum.**

## Emergency Information for Participants at the National 4-H Dairy Judging Contest

A designated safe area to meet should be located for your group. The area you will meet is \_\_\_\_\_.

Follow these emergency procedures as below.

### In Case of a **Medical Emergency:**

- Do **NOT** move the injured person.
- Immediately contact the group leader that you have been assigned.
- First aid will be administered as appropriate.

### In Case of **FIRE:**

- Youth are **NOT** to attempt to put out a fire.
- Report the fire to your group leader immediately.
- Get out of the building and assemble together in the parking lot directly northwest of the Coliseum.
- Stay outside of the building until released by a member of the contest management team.
- If others who are a part of your group are not in the safe area, notify the adults in charge of those who are not accounted for.

### In Case of **SEVERE WEATHER:**

- Remain calm.
- Follow the instructions of your group leaders.
- Go to designated safe area as designated by World Dairy Expo management.
- Contest Management with direction from World Dairy Expo management will monitor National Weather Service announcements and declare the "All Clear" once the threatening weather has passed.

### In Case of a **MISSING PERSON:**

- Alert group leaders immediately.
- Report details—describe the missing person, location where the individual was last seen, etc.
- A member of the Contest Management team will quickly organize a "sweep" of the immediate area for the missing person.
- If the missing person is not located, Contest Management Team personnel will contact World Dairy Expo management or the on-grounds Security.

### In Case of an **INTRUDER:**

- Alert person at the announcers stand or group leader immediately.
- Do **NOT** approach the intruder for any reason.
- A Contest Management Team member will investigate and notify the local law enforcement and World Dairy Expo management as needed.

### In Case of a **Threat from the Outside**...Lock Down Procedures:

- Follow the instructions given to you by group leaders, official judges or management team
- Gather into a safe area of the building and lock all doors and windows, if possible.
- Group Leader will notify World Dairy Expo management or the on-grounds Security.
- Remain calm, silent, hidden from view of the intruder, and watch/listen for signals from the safe persons in charge.
- Assist others who have trouble following instructions.
- As soon as possible, conduct a headcount to determine if all are present and/or accounted for.

### Management Team Members

Cheryl Marti, Zoetis – Superintendent  
Scott Borgwart, Kuhn North America – Assist. Sup.  
Brenda Meyer, Land O' Lakes – Assist. Sup.  
Rex Ricketts – Assist. Superintendent

Dr. George Heersche, University of Kentucky – Chair  
Chad Dechow, Pennsylvania State University  
Dave Fisher, University of Illinois  
Beth Heinze, University of Wisconsin-Madison  
Lisa A. Lauxman, CSREES  
Doug Waterman, Trouw Nutrition  
Scott Bentley, World Dairy Expo, Inc.