

## **RISK MANAGEMENT PLAN AND EMERGENCY CONTACT INFORMATION NAILE INVITATIONAL YOUTH DAIRY JUDGING CONTEST**

- The NAILE INVITATIONAL YOUTH DAIRY JUDGING CONTEST Management team has 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 (<https://afs.ca.uky.edu/naile/dairyjudging>) and a copy is provided to each room monitor and is available at the tabulation room or announcers stand.
- Each state must verify that all participants, employees, coaches, and volunteers from each Land Grant University have 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 Land Grant University plan.
- Current state and national policies will be followed regarding COVID-19. Masks, hand sanitizing stations, and social distancing will be put into place to follow current guidelines. States will follow the guidelines set forth by their Land-grant university in regards to travel and testing to attend the event.
- 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 Land Grant University. If they are not associated with a Land Grant University, they will be functioning under the operating procedures, practices and scope of duties with oversight and risks associated with the University of Kentucky.
- 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 Land Grant University.
- 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. It will also be available online so that coaches and chaperones may review the information and cover with students before the contest.
- 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 in Freedom Hall in the morning and through the tabulation room B107 in the South Wing during the afternoon.

**NAILE Emergency Response Contact Information: NAILE Office, 502-367-5291**

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

**Priority attention is given as follow:**

- Care for injured.
- Stabilize the situation.
- Call 911, police, ambulance as appropriate. Address for KY Fair and Exposition Center- 937 Phillips Lane— Freedom Hall or South Wing
- Contact the individuals at the announcers stand or tabulation room who will then implement calls to necessary NAILE officials as appropriate.
- 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 room in room V2 close to Freedom Hall. The management team will have access to these and use as needed for the emergency.**

## **Fiscal Management**

All registration fees are collected by the North American Exposition Center employees and follow the guidelines for Kentucky government agencies. No management team members handle any of the money associated with this contest.

## **4-H Name and Emblem**

The 4-H name and emblem will be used in compliance with federal regulations.

## **Non-Discrimination**

The non-discrimination policy will be used in materials and adhered to. Coaches are instructed to inform the management team of any participants with disabilities prior to the event so that accommodations can be made in the content or program as needed.

## **Code of Conduct**

A copy of the Kentucky code of conduct form needs to be on file for each participant, coach, or chaperone.

## Emergency Information for Participants at NAILE Invitational Youth 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. If no adult is available, call 911.
- 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 in front of South Wing.
- 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 NAILE headquarters.
- Contest Management with direction from NAILE headquarter personnel 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 NAILE and local police.

### 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 NAILE 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.
- One person will call 911
- 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.
- As soon as possible, one person will contact on-site management coordinator and explain the situation

## Management Team Members

Larissa Tucker, University of Kentucky  
James Umphrey, ABS Global Inc.  
Dr. Douglas Waterman, Virtus Nutrition