

# Risk Management Review

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## Prior to an Event

- Review **Kiwanis Youth Protection Guidelines**, especially chaperones, background checks, overnight stays, transportation, meds, alcohol/tobacco, personal information.
- Is there a plan to handle **late arrivals, early departures, and no shows**?
- Is there a **district communications plan** to relay info from an event to the Kiwanis Governor, Kiwanis District Secretary, and KI?
  - Also what is planned for notification (if needed) of families, legal authorities and dealing with the media?
- Does the District have a contact list for **crisis/grief counselors** in all areas?
- Is there at least one member of the adult volunteer team who is trained in **First Aid/CPR/AED**?
- Does the event site have **first aid supplies and an AED**—either provided by the site or by the district?
- What is the event site’s plan for obtaining **EMT/ER/Ambulance** services? What is the proximity of a **Medical Clinic** to the site?

## At the Event

Is there a written plan in practice to cover all of the following for events held in a variety of venues?

- **Screening of health history forms** for medical information, allergies and medicines
- **Sharing of pertinent information** with adult volunteers on a “need to know basis”
- **Protocol of Medicines**, including self-medication or dispensing of medicines, and refrigeration
- **Sharing information of Food Allergies** with food service
- **Safety Orientation at the beginning of the event** as needed for the site—Special provisions need to be made if aquatic activities are available
- **Adult Supervision at appropriate levels** throughout the event, including contact with the public, free time, and overnight
- **Verification of attendees at appropriate times** and plans for locating non-accounted for students

## At the Time of a Crisis Event

- Who is the designated adult who will **contact medical resources**?
- Who is the designated **Point of Contact at the event** who will execute the communications plan, contacting (as necessary) Kiwanis, parents, legal authorities and dealing with the media?
- Who is the **designated adult to continue the event** (as appropriate) and focus on the remaining students?
- What **additional support** can be provided to the students and adults at the event?

After all the calls and medical efforts have been handled and/or if there are questions on any of these items, please contact Kiwanis International.