Risk Management Review

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.