



# RISK MANAGEMENT PLAN

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## **WHAT IS RISK MANAGEMENT?**

K-State Research and Extension provides thousands of educational 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 important in all our activities. Each of us has an obligation to protect our clients and our organization from unreasonable risk.

## 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 (page 4).
- The activity/event supports the K-State Research and Extension mission.
- 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.

- Applicable Kansas 4-H Youth Development Risk Management protocols have been reviewed and implemented Kansas 4-H Policy Chapter 2 sections 3 (Kansas 4-H Non-Discrimination and Disability Accommodations Processes) and 4 (University Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reporting Child Abuse and Reviewing Complaints) and Chapter 9 Risk Management [kansas4-h.org/resources/policy-guide/index.html](https://kansas4-h.org/resources/policy-guide/index.html).

## CRISIS MANAGEMENT PLANNING

The use of proper risk management strategies reduces the chances a crisis will occur but does not eliminate the possibility entirely. Like thinking through possible risks associated with an event or activity and developing a risk mitigation plan, it is also important to think through the how you would respond should a crisis occur. A good crisis management plan identifies what actions will be taken, who will act and what their roles will be. With a plan in place, you can lessen the impact of a crisis on yourself, participants and the organization. K-State Research and Extension's Crisis Management Planning Form is available to assist staff in walking through what should be done in a crisis. This document should be used anytime a major event or activity is being planned.

The crisis management form is available at [ksre.k-state.edu/employee\\_resources/forms/admin\\_forms/KSU8-33.pdf](https://ksre.k-state.edu/employee_resources/forms/admin_forms/KSU8-33.pdf)

## FIRST AID

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 extension personnel only. Minimum class size is six participants. Maximum class size is 12. The cost is \$35 per person. For information or to schedule a class, call Sharolyn Jackson, 785-532-2273.
  - 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 and EMS provide annual first-aid/CPR training for firefighters and paramedics. 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 nonaspirin 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 bloodborne diseases. 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*. When possible, have cell phones, two-way radios or other means of communication available for groups participating in activities in undeveloped areas.

## SEVERE WEATHER

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 ([www.nws.noaa.gov](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:**

Small sheds, picnic shelters, baseball dugouts, bleachers and convertible automobiles are unacceptable forms of shelter.

**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:**

Vehicles, mobile homes, small sheds, picnic shelters, baseball dugouts, bleachers and weak buildings with large-span roofs are unacceptable forms of shelter.

**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

**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. 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:** Berkshire Hathaway Homestate Insurance Company provides coverage for state-owned vehicles. (Report accidents by calling 1-855-497-0678.) 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 driver's license.

For more information about state-owned vehicle regulations see:  
[k-state.edu/policies/ppm/3040.html](http://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 driver's license.
- safety belts are used for the driver and all passengers.

*Kansas law requires that the driver and all passengers in the front and rear seats of a passenger car wear safety belts.*

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 aged 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: [k-state.edu/policies/ppm/6450.html](http://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 driver's 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, 785-271-1260.

## FACILITIES

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.

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 to avoid tripping hazard.
- 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.

## FOOD SAFETY

*For more information, contact Londa Nwadike 913-307-7391*

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 KDA), 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:

### **Volunteer Quantity Food Preparation Food Safety**

[ksre.k-state.edu/foodsafety/topics/preparation.html](http://ksre.k-state.edu/foodsafety/topics/preparation.html)

### **4-H Events and Food Safety**

[ksre.k-state.edu/foodsafety/topics/4h.html](http://ksre.k-state.edu/foodsafety/topics/4h.html)

### **Food Handling Guidelines for Bake Sales**

[bookstore.ksre.k-state.edu/pubs/MF3382.pdf](http://bookstore.ksre.k-state.edu/pubs/MF3382.pdf)

### **At Home Safe Food Handling: It's in Your Hands**

[bookstore.ksre.ksu.edu/pubs/MF2465.pdf](http://bookstore.ksre.ksu.edu/pubs/MF2465.pdf)

### **Kansas Food Code**

[agriculture.ks.gov/docs/default-source/fsl--handouts/2012\\_kda\\_food\\_code\\_12\\_14\\_12.pdf](http://agriculture.ks.gov/docs/default-source/fsl--handouts/2012_kda_food_code_12_14_12.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 potable water or a 5-gallon container of warm potable water for frequent hand washing and cleaning.
- Liquid soap, sanitizing solution (such as 1 teaspoon chlorine bleach to 1 quart of water, or properly diluted commercial sanitizer in properly labeled container) and clean 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.

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. Hands must be washed before putting on

gloves. Gloves should be changed if they become contaminated. Spoons, tongs, or clean deli paper may also be used.

- 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. Ensure that any food that needs to be reheated does get up to 165° F before it is held at a minimum temperature of 140° F.
- Cold foods are kept at or below 40° F. Serving containers may be kept on ice, on 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 2 hours. Perishable foods planned for future use must be refrigerated within 2 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 2 hours.
- Fresh food should be used each day, if possible.
- Foods that have been served, such as put out on a buffet or put on a plate at a table, should not be reused. The only foods that can be saved for leftovers are those that were prepared but not served. Leftover perishable foods kept for future use must be refrigerated after two hours. If leftovers are used, food must have been cooked according to Table 1, stored at 40° F or below and reheated to 165° F.

#### EVENT-SPECIFIC FOOD SAFETY REQUIREMENTS AND REGULATIONS HAVE BEEN CHECKED AND IMPLEMENTED.

- When required, a fire extinguisher is available and easily accessible.
- The local KDA food safety inspector is contacted for requirements for serving the public.
- For-profit vendors serving food to the public six or more times a year must obtain a license from the Kansas Department of Agriculture. Community groups selling foods for immediate consumption as a fundraiser (with no staff paid by the proceeds of the food sales) are not required to have licensing, regardless of the number of times per year they are selling food. However, they must follow KDA “Sanitation and Hygiene Requirements for Exempt Food Establishments” (KS State Regulations 4-28-33 and 4-28-34), which includes having handwashing facilities available.
- Food prepared by caterers should 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, pregnant women and those with compromised immune systems) are more vulnerable to foodborne illnesses.

TABLE 1. SAFE COOKING TEMPERATURES

PRODUCT	TEMPERATURE
Ground beef, veal, lamb, pork	160° F
Ground chicken, turkey	165° F
Roasts, steaks, chops, ribs	145° F with a 3-minute hold time before serving
Ham (fresh)	145° F
All poultry whole or pieces	165° F
Stuffing (cooked separately)	165° F
Eggs fried, poached	Yolk and white are firm
Egg 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.*

Any for-profit establishment selling food more than six days per year must have a Kansas Food Establishment license. All establishments must comply with the Kansas Food Code. Copies of the code can be obtained from the Kansas Department of Agriculture or [agriculture.ks.gov/docs/default-source/fsl--handouts/2012\\_kda\\_food\\_code\\_12\\_14\\_12.pdf](http://agriculture.ks.gov/docs/default-source/fsl--handouts/2012_kda_food_code_12_14_12.pdf). More information on many of these requirements is also available in [bookstore.ksre.ksu.edu/pubs/MF3138.pdf](http://bookstore.ksre.ksu.edu/pubs/MF3138.pdf)

**TABLE 2. EVENT-SPECIFIC FOOD SAFETY REQUIREMENTS**

<b>EVENT</b>	<b>EVENT FREQUENCY</b>	<b>REQUIRES FOOD PREPARATION LICENSE</b>	<b>IN-HOME KITCHEN PREPARATION?*</b>	<b>NOTE</b>
<p>Club meetings of Master Gardeners, 4-H or program development committees where all parties are members of that group or guests.</p> <p>Meetings may be on local, county, area or state levels and include county or club achievement banquets, food for club tours, etc.</p> <p>Meals provided to board members and staff</p>	Varies from monthly to occasional	No	Acceptable	<b>KDA offers guidance on food safety and KDHE will respond if an outbreak occurs.</b> Liability could only be determined by a lawsuit.
4-H member delivers baked goods to a donor as thanks for support	Occasional	No	Acceptable.	Not regulated; considered a gift.
Food samples provided free to the public after a food demonstration by agents, volunteers or 4-H club members (educational)	Occasional	No	Acceptable	No license is required regardless of the number of times sampling/educational food demonstrations are conducted. However, need to follow good food safety practices as outlined in <a href="http://bookstore.ksre.ksu.edu/pubs/MF3311.pdf">bookstore.ksre.ksu.edu/pubs/MF3311.pdf</a> . Hand washing facilities must be available.
Food demonstrations for FNP classes	Occasional	No	Acceptable	
Meal provided at the fair for livestock buyers and friends of 4-H	Annual	No	Acceptable	Not regulated, but need to use food safety best practices, <a href="http://bookstore.ksre.ksu.edu/pubs/MF3213.pdf">bookstore.ksre.ksu.edu/pubs/MF3213.pdf</a>
Food stand where clubs sell potentially hazardous foods (chili, sandwiches, hamburgers, tacos, pie, frankfurters, nachos, etc)	Occasional	No	Acceptable	If the 4-H clubs are selling the foods as a fundraiser (with no staff paid by the proceeds of the food sales), they are not required to have licensing, regardless of the number of times per year they are selling food. However, they must follow KDA “Sanitation and Hygiene Requirements for Exempt Food Establishments” (KS State Regulations 4-28-33 and 4-28-34)** which includes having hand washing facilities available.

EVENT	EVENT FREQUENCY	REQUIRES FOOD PREPARATION LICENSE	IN-HOME KITCHEN PREPARATION?*	NOTE
Ice cream social of homemade ice cream or purchased ice cream	Occasional	No	Acceptable	Homemade ice cream must be made with pasteurized eggs, or eggs cooked into a custard.
Bake sale/auction of nonperishable foods	Occasional	No, unless selling canned goods that require a license to sell.	Preparation in home kitchen acceptable, other than for some canned item.	Use guidelines in <a href="http://bookstore.ksre.k-state.edu/pubs/MF3382.pdf">bookstore.ksre.k-state.edu/pubs/MF3382.pdf</a>
Bake sale/auction of perishable and nonperishable foods	Occasional	It depends on the type of food — see notes column	It depends on the type of food	Use the guidelines in <a href="http://bookstore.ksre.k-state.edu/pubs/MF3382.pdf">bookstore.ksre.k-state.edu/pubs/MF3382.pdf</a> . Items that are sold for immediate consumption at the event (if sold by a nonprofit) would not require a license, but higher-risk perishable items sold to be consumed later would require a license.
Fundraising events for a community group, such as pancake feeds or spaghetti suppers.	Limited frequency.	No	Acceptable	No license required but must have hand washing station available and follow food safety best practices.
4-H Wilderness Camp (foods brought along in coolers for camping). Campers pay a fee to participate.	Camps last less than 7 days	No	Acceptable	Not regulated by KDA. Separate raw and ready-to-eat foods. Keep cold foods iced appropriately to keep cold. Have portable handwashing stations.
State Fair	Less than 14 days	Depends	Depends. See notes column.	Any for-profit establishment operating more than six days per year must have a Kansas Food Establishment license. Community groups selling as a fundraiser would not need a license but need to follow food safety best practices.

\**Good food safety guidelines should always be followed. See [bookstore.ksre.ksu.edu/pubs/MF3213.pdf](http://bookstore.ksre.ksu.edu/pubs/MF3213.pdf)*

\*\**For Kansas Sanitation and Hygiene Requirements for Exempt Food Establishments, see pages 75–76 of [kcc.ks.gov/images/PDFs/statutes-regulations/2016\\_KAR\\_Supplement\\_Book\\_1.pdf](http://kcc.ks.gov/images/PDFs/statutes-regulations/2016_KAR_Supplement_Book_1.pdf)*

## INSURANCE

**For more information, contact Jennifer Wilson, 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 VIOLENCE AND SAFETY

**Review the following K-State University policies for interpersonal violence and safety:**

- Threat Management Policy — [k-state.edu/policies/ppm/3000/3015.html](http://k-state.edu/policies/ppm/3000/3015.html)
- Handling Terrorist Threats Policy — [k-state.edu/policies/ppm/3700/3710.html](http://k-state.edu/policies/ppm/3700/3710.html)
- University Weapons Policy — [k-state.edu/policies/ppm/3700/3770.html](http://k-state.edu/policies/ppm/3700/3770.html)

**Review the Kansas 4-H Youth Development Risk Management Protocols:**

- Kansas 4-H Policy Chapter 2 sections 3 (Kansas 4-H Non-Discrimination and Disability Accommodations Processes) and 4 (University Policy Prohibiting Discrimination, Harassment, and Sexual Harassment, and Procedure for Reporting Child Abuse and Reviewing Complaints) and Chapter 9 Risk Management: [kansas4-h.org/resources/policy-guide/index.html](http://kansas4-h.org/resources/policy-guide/index.html)

**Register for safety and emergency alerts through K-State’s Alert Network:**

[k-state.edu/police/alerts/](http://k-state.edu/police/alerts/)

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

Though most community 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.
- 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, unfamiliar locations.
- Inadequately trained staff.

**The best strategy to address interpersonal safety at events or activities is to anticipate potential risks and develop a plan that:**

- Supports a positive work environment.
- Focuses on specific precautions and helps staff members and lead volunteers to think ahead.

- Encourages respectful, open communication and responsiveness among staff and event or program participants.
- Addresses prevention and planning.

### STAFF MEMBERS ARE PREPARED TO ASSURE THE PERSONAL SAFETY OF PARTICIPANTS AND THEMSELVES.

- Volunteers have registered within 4Honline as an adult volunteer, completed the interview with local professional, submitted information for a background check, and then received local extension board approval for volunteer service.
- 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 participants at risk.
- Staff and volunteers practice “two-deep” leadership, where there are two adults over age 19 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 implement 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 communicate with 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.

## **DOCUMENTATION**

# RISK MANAGEMENT CHECKLIST

## For Activities Sponsored by K-State Research and Extension

Copy this 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 2

- The Crisis Management Planning Form (KSU8-33) has been completed.  
See [ksre.k-state.edu/employee\\_resources/forms/admin\\_forms/KSU8-33.pdf](http://ksre.k-state.edu/employee_resources/forms/admin_forms/KSU8-33.pdf)
- 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

### First Aid Page 6

- 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 Weather Page 8

- 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.

### Transportation Page 11

- 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.

### **Facilities Page 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 Safety Page 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, page 18.)
- 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, page 20.)

### **Insurance Page 24**

- All organizations collaborating on the event have liability insurance.
- The county/district is properly insured. (See page 22.)

### **Interpersonal Contact and Safety Page 26**

- 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.

# 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 Agriculture.



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**Kansas State University Agricultural Experiment Station and Cooperative Extension Service**

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