



## Making the Best 4-H Clubs Better –Version 2.0

### ICE – In Case of Emergency Planning Guide

Safely planning a community service activity is always about the details. During your event, the weather may be poor, members may be sick, the location may have issues, or a participant may be injured. Plan ahead so you can be prepared for the unexpected.

Make your emergency plan. Include a list of contact numbers. At a minimum, your plan should include items in the areas listed below. Be sure to add additional items that fit your service project.

Issue or Concern	Information, Phone Numbers, or plan of action.
Phone Numbers: Make a list of necessary phone numbers.	<div>Members</div> <div>Phone Number</div> <div>1.</div> <div>2.</div> <div>3.</div> <div>4.</div> <div>5.</div> <div>6.</div> <div>Fire Department</div> <div>Police Department</div> <div>Sheriff Office</div> <div>EMS</div> <div>Hospital</div> <div>Event Facility</div> <div>Extension Office</div>
Will phone service be available? Will there be a phone on-site that can be used?	
Inclement Weather	Plan:
Power Outage	Plan:
Fire	Plan:

Flood	Plan:
A member is sick or does not arrive as scheduled.	Plan:
Medical Emergencies: Do you have a first aid kit with latex free items, gloves, etc? Do you need to have an EMT or nurse on-site?	
Insurance: Do you need/have event insurance? Include copy of the insurance and contact numbers.	
Is water available in the event of heat or need?	
Are restrooms available on-site? If not, then what?	
Other:	
Other:	