



UW-MADISON EXTENSION

## Reporting High-Risk Injuries & Incidents (4-H Volunteers)

TITLE	AREA	NAME	PHONE NUMBER
Local Extension 4-H Staff	Brown Co.	Jon Hill	[920-391-4654]
4-H Regional Program Manager	Eastern WI	John de Montmollin	(920) 517-4819
4-H Regional Program Manager	Northern WI	Jennifer Swensen	(608) 215-7395
4-H Regional Program Manager	Southern WI	Kayla Oberstadt	(920) 510-9845
4-H Regional Program Manager	Southern WI	Christa Van Treeck	(920) 398-0366
4-H Associate Director	Statewide	Jessica Jens	(608)393-6568

### What are High-Risk Incidents?

- A high-risk incident poses a serious risk to 4-H Program Participant(s), Extension Volunteer(s), or third party.
- High-risk incidents are required to be reported to UW-Madison Risk Management.

### Examples of High-Risk Incidents

- Injury of participant, volunteer, participant, or third party that requires professional medical attention.
- A threat of serious harm to self or others.
- Anything requiring intervention by police (e.g. missing child, safety concerns).
- Hazardous materials exposure or spills.
- Termination or withdrawal of a volunteer, participant, or third party with potential intersections with civil rights, e.g. concerns regarding discrimination.
- Critical errors, such an injury caused by lack of safety procedures put in place.
- Concerns for possible claims of negligence or liability.
- Vehicle accidents with personally owned or rental vehicles on official UW business.

**Note:** There is some gray area within these examples. When in doubt, treat an incident as "high risk."

### When to Report an Incident

Is the answer "Yes" for any of these questions?

- Did the injury/incident occur during a 4-H program, event, or activity?
- If the injury/incident happened in a "gray area" - could someone reasonably presume that it was related to a 4-H program, event, or activity?
- Could the injury/incident be construed to be 4-H and Extension's responsibility?

### How to Report a High-Risk Incident

1. Quickly intervene to prevent or minimize harm.
2. Contact relevant emergency authorities if necessary.
3. Document relevant details of incident.
4. Call your local Extension 4-H Staff Member via the phone number listed above and provide them with information regarding the incident.
  - If you are unable to reach the local Extension 4-H Staff Member, leave a voice mail and continue calling down the table of contact information provided above until you reach an Extension employee.

Complete the Non-Employee Injury/Incident Report (<https://go.wisc.edu/8uid27>) and submit it to the local Extension 4-H Staff Member. Please submit the report to the Extension employee ASAP. The report needs to be submitted to Risk Management by the Extension 4-H Staff Member within 48 hours.

**In the case of a Mental Health Emergency contact your county's Department of Health Services (DHS) emergency line.**

**In the case of reporting suspected Child Abuse or Neglect contact local authorities immediately by phone or in-person. Then contact the UW-Madison Police Department at (608)264-2677.**