

**KANSAS AGRICULTURE  
AND  
RURAL LEADERSHIP**



**RISK MANAGEMENT  
PLAN**

## **Risk Management Plan**

### **Kansas Agriculture and Rural Leadership**

**I. Emergency Communications:** The chairman of the board of directors is the primary contact should the President and/or staff of KARL, Inc. be incapacitated or unable to provide information to participant families. Once participants and/or families are contacted a full report can be presented to the media. Should the Chairman be unavailable the contact is the next officer in ranking order, as available.

#### **Spokesperson Duties**

- A. Nine Steps of Crisis Response:
  - Step 1. Verify Situation
  - Step 2. Conduct Notifications
  - Step 3. Conduct Crisis Assessment (activate Crisis Plan)
  - Step 4. Organize Assignments
  - Step 5. Prepare Information and Obtain Approvals
  - Step 6. Release Information to Media, Public and Affiliates (participant families) through arranged channels
  - Step 7. Obtain Feedback and Conduct Crisis Evaluation
  - Step 8. Conduct Public Education
  - Step 9. Monitor Events

Radio contacts may be informed via Agriculture Director, K-State Radio Network (785)532-5881 (w). Press can be informed via KARL Extension News Editors, Department of Communications (785)532-1164 (w).

#### **II. What to do in Case of Emergency at National or International Seminar - Risk Management**

- A. Emergencies and Crisis during International Tour (See Attached A)
- B. Bombing (See Attached B)

#### **III. Personnel Continuity Policy**

- A. Emergency Program Direction

The board of directors can temporarily manage the program by committee, with the cooperation of the Kansas State University Dean of Agriculture, or hire temporary program direction support until the standing CEO is available for services or replaced through standardized hiring procedures established in the Policy and Procedures Handbook and Memorandum of Understanding between KARL, Inc. and Kansas State University.

#### **IV. Curriculum and Program Preventative Practices**

- A. Registration for International Tours

KARL must register with the nearest U.S. embassy or consulate through the State Department's travel registration website when agenda is prepared/before travel. Registration will make the group's presence and whereabouts known in case it is necessary to contact the group or individuals in an emergency.

- B. Seminar Disruption Due to Emergency

Seminar agendas with lodging contact information will be provided to all participants' emergency contacts. In turn, participants provide emergency contact information to KARL staff and the administrative specialist at the office.

Should an emergency take place that affects the participants the contact will be called by the program director or an assisting member of the board of directors.

#### **V. Insurance**

- A. President (Program Director)

A Key Man Term Life Policy of \$500,000 will be purchased by KARL, Inc. and renewed annually to insure continuity of the program. At the untimely demise of the president, the estate of said president will receive 20% of the proceedings while 80% will provide funds for the program accounts. The President, at his own expense, also carries an umbrella liability policy for \$1,000,000.

- B. Board Members - A directors and officers liability policy with coverage of \$1,000,000 is provided as protection for the board members of KARL, Inc.

#### **VI. Addendum**

- A. Board and Class Contact Directory

## **Risk Management Plan for Seminars**

Definition: Risk is any significant event with potentially severe consequences that requires immediate action or response. The types of crises students abroad may encounter include:

Personal:

- Medical Emergencies
- Accidents and Injuries
- Family Crisis
- Mental Health

Regional/National:

- Natural Disasters
- Civil Unrest
- Political Uprisings
- Terrorism
- War

As part of the KARL Program Risk Management Plan, it is the responsibility of the Program Director and any associated staff and board members to follow the steps outlined below:

Prior to Seminar

1. Provide the Board of Directors, participants and their home contacts the following:
  - Beginning and ending dates of program
  - Travel Days/flight information if group travel is involved
  - Complete program itinerary, including excursions
  - Contact information, including e-mail address and telephone number(s), for the entire length of the program
  - A copy of all program participants' passports, including the director's
2. Inform all participants of government/institutionally required forms which must be submitted to KARL, Inc. including the following:
  - Personal Data
  - Health Information
  - Acceptance, Release and Waiver of Liability FormsThe original forms stay in the possession of the director for reference while on tours, both domestic and international.
3. Provide each participant with a step-by-step Crisis Management Plan in case a crisis occurs.
4. Designate two people (Chair of the Day AND board representative) who can assume temporary responsibility for the program in the event the program director is unable to continue in his/her role.
5. A copy of the most current Emergency Contact Lists must be available at each seminar.
6. Ensure that all participants are aware of their obligation to attend the International Study Tour briefing sessions during the Future of Agriculture Seminar.

## **During Operation of International Seminar**

1. Ensure that all participants have the contact information and know the whereabouts of the director and/or associated board chair for the entire length of the program.  
Participants must be able to contact a coordinator on-site at any point in time during the program.
2. Inform program participants that they are responsible for leaving a written itinerary of any independently taken travel with the director of the program prior to his/her extended tour, if taken.

In the event of a perceived emergency, the program director will be in contact with appropriate officials and the KARL Office. The following measures will be taken:

1. In cooperation with resources listed in (2) and (3) below in the host country and appropriate home contacts, as listed in (4) below, the program director must jointly assess whether a danger exists to participants and staff/management team.
2. Contact other appropriate in country government agencies for assistance in determining the extent of the threat posed by the emergency.
3. Maintain contact with US State Department offices, such as the closest US Embassy or Consulate, or other institutions in the affected location to coordinate information and to devise a common action plan.
4. As appropriate, communicate with the following officials at KARL, Inc.:
  - a. highest Ranking KARL Board Executive Member NOT in attendance.
  - b. the dean of agriculture/director of extension at Kansas State University
  - c. the KARL administrative specialist/office manager
5. Implement the appropriate actions to be taken, including possible immediate activation of the Emergency Action Plan and possible evacuation of the participants. The safety and well-being of all program participants will receive first priority in coming to a decision. Factors which must be considered are safety of various modes and routes of travel, the feasibility and costs of evacuation and the methods of meeting those costs, the possibility of reducing the level of threat by dispersing participants in small groups to reconvene in another locale, and availability of in-country resources.
6. Communicate with family / home contacts of participants through the KARL office at Kansas State University.
7. Provide daily communication with program participants in host country and with staff / board designate in Kansas until the situation is resolved.
8. Assess in a written report the impact of the event and any relevant incidents.  
Document all actions taken, and file them with the KARL, Inc Board of Directors.

## **EVACUATION PROCEDURES**

All KARL International Study Tours are to abide by the procedures outlined above in the event of a crisis abroad. **A recommendation to terminate** a tour will be made by the program director (or his/her designee) in consultation with the board chair and/or other board management team members. Assistance will be sought from the US Department of State, the US consular or embassy officials in the host country.

In the event of an emergency in which evacuation of participants from the host country is deemed necessary, the program director will take appropriate steps to ensure the health and safety of the participants. KARL, Inc. will make provisions for the program director to have access to reserve funds for emergency evacuation.

## **Risk Management Plan** **Kansas Agriculture and Rural Leadership**

**Emergencies and Crises (Attachment A):** Earthquakes, hurricanes, political upheavals, acts of terrorism, and hijackings are only some of the events threatening the safety of Americans abroad. Each event is unique and poses its own special difficulties. However, for the State Department there are certain responsibilities and actions that apply in every disaster or crisis.

When a crisis occurs, the State Department sets up a task force or working group to bring together in one set of rooms, all the people necessary to work on that event. Usually this Washington task force will be in touch by telephone 24 hours a day with our Ambassador and Foreign Service Officers at the embassy in the country affected. Within a task force, the immediate job of the State Department's Bureau of Consular Affairs is to respond to the thousands of concerned relatives and friends who begin to telephone the State Department immediately after the news of a disaster is broadcast.

Relatives want information on the welfare of their family members and on the disaster. The State Department relies on its embassies and consulates abroad for hard information. Often these installations are also affected by the disaster and lack electricity, phone lines, gasoline, etc. Nevertheless, foreign service officers work hard to get information back to Washington as quickly as possible. This is rarely as quickly as the press is able to relay information. Foreign Service Officers cannot speculate; their information must be accurate. Often this means getting important information from the local government, which may or may not be immediately responsive.

**Welfare & Whereabouts:** As concerned relatives call in, officers of the Bureau of Consular Affairs collect the names of the Americans possibly involved in the disaster and pass them to the embassy and consulates. Officers at post attempt to locate these Americans in order to report on their welfare. The officers work with local authorities and, depending on the circumstances, may personally search hotels, airports, hospitals, or even prisons. As they try to get the information, their first priority is Americans dead or injured.

**Death:** When an American dies abroad, the Bureau of Consular Affairs must locate and inform the next-of-kin. Sometimes discovering the next-of-kin is difficult. If the American's name is known, the Bureau's Office of Passport Services will search for his or her passport application. The Bureau of Consular Affairs provides guidance to grieving family members on how to make arrangements for local burial or return of the remains to the U.S. The disposition of remains is affected by local laws, customs, and facilities, which are often vastly different from those in the U.S. The Bureau of Consular Affairs relays the family's instructions and necessary private funds to cover the costs involved to the embassy or consulate. The consular officer takes possession of personal effects, such as convertible assets, apparel, jewelry, personal documents and papers. The officer prepares an inventory and then carries out instructions from members of the deceased's family concerning the effects. A final statement of the account is then sent to the next-of-kin. The Diplomatic Pouch cannot be used to ship personal items, but legal documents and correspondence relating to the estate can be transmitted by pouch. In Washington, the Bureau of Consular Affairs gives next-of-kin guidance on procedures to follow in preparing Letters Testamentary, Letters of Administration, and Affidavits of Next-of-Kin as acceptable evidence of legal claim of an estate.

**Injury**

In the case of an injured American, the embassy or consulate abroad notifies the task force, which notifies family members in the U.S. The Bureau of Consular Affairs can assist in sending private funds to the injured American; frequently it collects information on the individual's prior medical history and forwards it to the embassy or consulate. When necessary, the State Department assists in arranging the return of the injured American to the U.S. commercially, with appropriate medical escort, via commercial air ambulance or, occasionally, by U.S. Air Force medical evacuation aircraft. The use of Air Force facilities for a medical evacuation is authorized only under certain stringent conditions, and when commercial evacuation is not possible. The full expense must be borne by the injured American or his family.

**Evacuation**

Sometimes commercial transportation entering and leaving a country is disrupted during a political upheaval or natural disaster. If this happens, and if it appears unsafe for Americans to remain, the embassy and consulates will work with the task force in Washington to charter special airlifts and ground transportation to help Americans to depart. The U.S. Government cannot order Americans to leave a foreign country. It can only advise and try to assist those who wish to leave.

## **A. What to do during and after a terrorist bombing? (Attachment B)**

If you are in a bombing event **Leave the area immediately.**

**Avoid crowds.** Crowds of people may be targeted for a second attack.

**Avoid unattended cars and trucks.** Unattended cars and trucks may contain explosives.

**Stay away from damaged buildings** to avoid falling glass and bricks. Move at least 10 blocks or 200 yards away from damaged buildings.

**Follow directions from people in authority** (police, fire, EMS, or military personnel, or from school or workplace supervisors).

**Call Police**, but only if police, fire, or EMS has not arrived.

**Help others who are hurt or need assistance to leave the area** if you are able. If you see someone who is seriously injured, seek help. Do not try to manage the situation alone.

**Follow your group emergency disaster plan for leaving and staying away from the scene of the event.** Remember, returning to the scene will increase the risk of danger for rescue workers and you.

**Listen** to your radio or television for news and instructions.

### **What if rescue workers are not available to transport me or other injured persons?**

Police, fire, EMS and ambulance might be delayed indefinitely following a terrorist event, therefore: **Always have a back-up plan** for transportation.

**Follow advice from your local public safety offices** (local health department, local emergency management offices, fire and police departments and reliable news sources).

### **When should we go to the hospital or clinic? Seek medical attention if someone has any of the following problems:**

- Excessive bleeding
- Trouble breathing
- Persistent cough
- Trouble walking or using an arm or leg
- Stomach, back or chest pains
- Headache
- Blurred vision or burning eyes
- Dry mouth
- Vomiting or diarrhea
- Rash or burning skin
- Hearing problems
- Injuries that increase in pain, redness or swelling
- Injuries that do not improve after 24 to 48 hours



**Help others who are hurt or need assistance to leave the area**, if you are able. If you see someone who is seriously injured, seek help. Do not try to manage the situation alone.

Where should I go for care?

**Go to a hospital or clinic away from the event** if you can. Most victims will go to the nearest hospital. Hospitals away from the event will be less busy.

What can I expect at the hospital?

**Long waits.** To avoid long waits, choose a hospital farther away from the event. While this might increase your travel time, you might receive care sooner.

**Triage.** Following a terrorist attack or other disasters, injuries are generally treated on a “worst first” basis, called “triage.” Triage is not “first come, first served”. If your injuries are not immediately life threatening, others might be treated before you. The goal of triage is to save as many lives as possible.

**Limited information.** In a large-scale emergency such as a terrorist attack, police, fire, EMS, and even hospitals and clinics cannot track every individual by name. Keep in mind that it may be difficult for hospitals to provide information about loved ones following a terrorist attack. Be patient as you seek information.

**NOTIFICATION.** Once individuals are accounted for and safe notify home contacts.