

Amateur Sports Emergency Procedures: Medical Emergency & Facility Evacuation

Important Risk Management Information for your Teams & Leagues

Lori Windolf Crispo, CPCU

Senior Executive VP

Bollinger Sports

Amateur Sports Emergency Procedures: Medical Emergency & Facility Evacuation

Section I: Creating an Emergency Plan

Establish written Emergency Procedures, using these checklists as a guideline. These procedures outline the responsibilities of the Emergency Response Team during a crisis. Complete the information in the Emergency Plan form for each team in your league. If the team uses more than one facility, set up a separate Emergency Plan for each field, facility or venue.

Designate the Emergency Response Team and obtain the appropriate contact information for each member.

Give a copy of the Emergency Plan to each member of the Emergency Response Team and make sure each person understands their role.

Obtain a Participant Medical Emergency Card for all participants on your team (see Section VII of the Emergency Plan form).

Keep a copy of the Emergency Plan in a binder, along with copies of each participant's Emergency Medical Card, the Emergency Plan Checklist and the Incident Report forms. Have this binder ON HAND at every practice, game and sponsored activity for quick access to this important information.

Section II: Emergency Medical Procedures

The Emergency Procedures outline the responsibilities of each person on your Emergency Response Team in the event of a crisis. Review and update these procedures regularly with your Emergency Response Team so that everyone knows what is expected should an emergency situation arise.

Provide immediate care to the injured or ill participant or spectator. The most qualified individual(s) on the Emergency Response Team should handle this, if medical personnel are not on-site.

Retrieve Emergency Equipment or supplies.

Call for HELP. Assign different individuals to make these calls where possible, as the person calling 911 must stay on the line until the operator says to hang up.

Call 911- Provide name, address, telephone number; information on the emergency -- number of individuals injured/ill, condition of individuals, first aid treatment; give specific directions to location; and stay on the line until EMS operator tells you to hang up.

Call on-site medical staff for immediate assistance, if available.

Call Campus Security/Police, if available.

Provide EMS with complete directions to the scene of the emergency.

Designate specific individual to open locked entrances or gates to facility.

Designate a person to flag down EMS and direct them to the scene.

Crowd Management:

Get other participants and spectators to safety, if additional threat is present.

Limit the scene of emergency treatment to first aid providers only.

Section III: Emergency Facility Evacuation

In the event of an emergency, evacuating the premises may be necessary. Emergencies may include, but not be limited to, fire, bomb/terrorist threat, weather emergency or person with a weapon.

Facility Evacuation: Pre-Emergency Planning

Evacuation Alarm - Designate a signal for emergency evacuation

Meeting Area - Set a pre-arranged meeting place away from the facility where all participants will meet upon leaving the facility

Appoint Emergency Response Team

Assign Emergency Response Team duties

Notify teams/attendees of evacuation procedures, in advance

Assist in clearing facility during emergency

Direct people to designated meeting area(s)

Assist those with special needs

Account for all participants at meeting area(s)

Each member has a copy of Emergency Plan, including:

maps of exit routes

location of meeting areas

phone numbers for Response Team members, Athletic Trainer and EMS

Establish inter-team communication via walkie-talkie and/or cell phone

Staging Area - place where fire, police and EMS will organize to deal with emergency

During an Emergency: General Evacuation Procedures

Do not panic

All required to evacuate when alarm sounds

Call for HELP (911: Fire, Police, EMS)

Emergency Response Team goes into action, managing evacuation process

Close doors when leaving rooms

Leave through nearest unblocked exit (check maps, if possible)

Do not use elevators

Do not open doors that are warm/hot to the touch; find another exit

Avoid smoke-filled areas, if possible; stay down low, if you must travel through smoke

Report to meeting area(s)

Account for all participants and attendees

Special Circumstances

Trapped by smoke/fire/building damage

Do not panic

Close doors and windows

Block doorway cracks, vents, etc., with wet towels, clothing or other materials

Call 911 and report your location and the number of people with you

Contact Emergency Response Team via phone or walkie talkie and report your location and number of people with you

If possible, go to window and hang an article of clothing or other signal to indicate your presence

If room becomes smoky, cover mouth and nose with wet cloth and stay close to the floor

Bomb or Terrorist Threat

Do not panic

Note exact time and words used by caller

Write down details of call as soon as possible:

Describe threat

If explosive, when is it set to explode?

Where is it located?

What does it look like?

What will cause or trigger the explosion?

Did caller place the bomb or device?

What is the caller's name?

What is caller's address or location?

What is caller's affiliation?

Note characteristics of caller's voice: Male/female, accent, lisp, etc.)

Note any background noise

If digital display/caller id, note the information on the display

Call Police immediately - stay on the line until they tell you to hang up

Notify Emergency Response Team

Begin General Evacuation Plan

If you see any suspicious package or person while leaving, inform police/security what you saw and where

Do not re-enter building until told to do so by security or police

Person with Weapon

Do not panic

If weapon is in immediate vicinity

Act quickly and deliberately to evacuate through nearest unblocked exit, without pulling alarm

Call 911/Police

Go to protected meeting place away from facility

Account for all participants

If you are NOT able to evacuate:

Conceal and protect yourself and participants as much as possible

Move away from doors and windows

Lock doors and windows, if possible; close shades or curtains

Hide under enclosed counters, seating, desks

Call 911/Police; inform them of your location and how many people are with you

Communicate with Emergency Response Team, if possible

When and if possible, leave area by nearest exit

If not possible, wait quietly for police rescue

DO NOT ATTEMPT to aggressively deter unstable person with weapon

If weapon is not in immediate vicinity

Call 911/Police

Begin General Evacuation procedures without pulling alarm

Move swiftly to protected meeting place away from facility

Account for all participants at meeting place

Preventing Crowd Control Problems

Identify characteristics of expected audience to determine likely behaviors
Schedule activities to avoid periods of high crowd congestion and mass movement
Have security or ushers dressed in order to be clearly visible
Make provisions for a good public address system

Emergency Response Team should outline emergency plan for security, ushers, ticket takers and concession personnel

Provide walkie-talkies and/or cell phones to security and Emergency Team
Establish hand signals or other non-verbal means of communication for ushers and concession personnel to request help

Inspect facility to make sure no fire hazards are present
Check that all doors and exits are accessible and clearly marked
Check that attendance does not exceed capacity
Develop contingency plan if crowd gets unexpectedly large

Place staff in strategic areas where they can quickly respond to trouble
Arrange for adequate numbers of admissions areas, concession stands and rest rooms to avoid long lines/long waits
Establish procedures to quickly remove anyone who is: intoxicated, throwing things, being hostile or displaying other aggressive or disruptive behavior

Note: These guidelines are not legal advice, nor are they intended to be complete or definitive in identifying all hazards associated with emergency or safety procedures, in preventing crisis situations in your sports program, or in complying with any safety-related regulations or other laws.