



EMERGENCY RESPONSE PROCEDURES

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PRINT, FILL OUT AND HAVE COACHES, STAFF KEEP THIS WITH THEM AT ALL TIMES

FACILITY NAME: _____
FACILITY ADDRESS: _____
MUNICIPALITY: _____

IMPORTANT FACILITY STAFF: _____

IMPORTANT FACILITY PHONE: _____

CLUB/SITE/TOURNAMENT DIRECTOR NAME & PHONE: _____

LOCAL POLICE PHONE: _____ LOCAL FIRE PHONE: _____

General information you will need when reporting the incident:

- 1) What is the nature of the emergency? 2) Where is the incident located exactly?

If the emergency involves someone who is ill or injured also include:

- 1) The overall condition of the ill or injured person. 2) The gender and approximate age of this person.

MEDICAL EMERGENCY

- 1) Don't Panic! It can cause an ill or injured person to become more excited.
- 2) Notify TD or Club Director immediately by calling the appropriate number above.
- 3) If you cannot leave this person, yell loudly, "Help... Medical Emergency!" and give your exact location (Door number, east side of building, etc.).
- 4) If the person is conscious, ask if they would like you to help them.
- 5) Do not move person unless their life is in further danger.
- 6) Only perform first aid techniques in which you are trained.
- 7) Try to avoid any blood exposure. If exposed, advise the EMS personnel.
- 8) Attempt to keep the ill/injured person calm, warm and re-assured.
- 9) Protect the person's privacy, and try to avoid letting them see any injury.
- 10) Avoid giving the ill/injured person anything to eat or drink.
- 11) Once help arrives, lend assistance only if needed or asked.
- 12) If an AED is needed, there are _____ in this facility, located _____.
- 13) _____ is a CPR/AED certified individual at this tournament/location.

FIRE ALARM, FIRE AND/OR SMOKE SITUATION

- 1) If you hear a fire alarm, see a fire or smell smoke, immediately call "9-1-1", and make sure to call TD/Club Director thereafter.
- 2) If an evacuation is needed, make an announcement. You must have a specific plan, depending on the situation, to inform and direct all building occupants in a calm and clear manner. If a "clear and present danger" exists, begin evacuating those in danger to a safer location ... as you report the emergency.
- 3) Once outside the building, DO NOT RE-ENTER under any circumstances until you are told it is safe to do so by the Fire Department. If you believe someone is still in the building, immediately notify the Fire Department.

HAZARDOUS MATERIAL INCIDENT

- 1) Follow the same instructions as given above in Steps #1 through #4 for the "FIRE ALARM, FIRE AND/OR SMOKE SITUATION."
- 2) Otherwise, keep away from the area of any hazardous spill or leak so that you are not injured or harmed in any way. Many situations involving hazardous materials may not be easily seen or have any odor associated with them. Just because they could not be seen or smelled does not mean the situation is not dangerous.



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BOMB THREAT

- 1) A bomb threat should ALWAYS be taken seriously.
- 2) Remain calm and attentive. Keep the caller on the phone as long as possible.
- 3) Ask the caller what the bomb looks like, when it will go off, and where/why it was placed.
- 4) Listen for identifying characteristics and distinguishing background noises, and write them down, as well as the caller's responses.
- 5) If your phone has "Caller ID", write down the number or "display" words.
- 6) If there is someone else in the room, silently notify them of the call by pointing at the words "bomb threat" in your notes. Do not stop talking to the caller. The second person should call the police immediately by land-line telephone or person-to-person contact. Cellular phones or two-way radios must not be used. They could accidentally detonate the device if within range or frequency.
- 7) When the caller has hung up, notify the local authorities about the situation, again by a "land-line" telephone or person-to-person contact.
- 8) Remain calm and wait for a follow-up threat from the caller.
- 9.) Do not tell anyone else about the threat.

SUSPICIOUS INDIVIDUALS

Pay attention to your surroundings. Alert Security (or whoever is in charge of the facility) if you encounter anyone:

- 1) Photographing, videotaping or sketching in areas not commonly recorded in this manner — such as air intakes, corridors, exits, etc.
- 2) Monitoring or asking unusual/specific questions about the event or facility operations, personnel, deliveries, security, etc.
- 3) Entering or attempting to enter a "restricted" area.
- 4) Carrying and/or leaving a "suspicious" package or container.
- 5) Making threatening remarks about the event or our facility.
- 6) Behaving in a disruptive or an offensive manner.
- 7) In general, anyone whose conduct appears "out-of-place" with regard to the tournament or facility

SUSPICIOUS PACKET OR OBJECT

- 1) If for some reason an envelope, package or object appears suspicious as a possible explosive device, do not move or touch it!
- 2) Immediately notify the police. Describe the object and why you feel it is suspicious. Do not use a cellular phone or two-way radio. Use a land-line telephone or person-to-person contact. This reduces the risk of the device being accidentally activated.
- 3) Clear the immediate area of people until proper authorities arrive and take control of the situation. If the police deem it appropriate to evacuate the building. Refer to #3 of a Fire situation.

LOCKDOWN GUIDE

A Lock Down is a procedure used when there is an immediate threat to the building occupants. In the event of a Lock Down, everyone would be instructed to secure themselves in the room they are in and not leave until the situation has been curtailed. This allows the emergency responders to address the immediate threat and remove any innocent bystanders from immediate danger to an area of safe refuge.

Procedures

- Stay where you are and barricade the door
- Remain quiet
- Do not attempt to leave the building or room until emergency personnel give you an "all clear".

EVACUATION GUIDE

At _____, the safety of our athletes, spectators and staff has always been of paramount importance.

If conditions warrant an evacuation everyone will be directed to exit from the closest "Emergency Exit" and distance themselves from the building. Stairs also serve as emergency exits.

Once outside the building, DO NOT RE-ENTER under any circumstances until you are told it is safe to do so by emergency personnel. If you believe someone is still in the building, immediately notify emergency personnel.

Always have map of your facility with all exits marked

ADDITIONAL INFORMATION

_____ Fire Department
 Address:
 Ambulance & fire department
 Distance in miles:

_____ Police station
 Address:
 Phone:
 Distance in miles:

Closest hospital:
 Address:
 Phone:
 Distance in miles:

Closest pharmacy:
 Address:
 Phone:
 Distance in miles: