

EMERGENCY PLAN

Medical Emergencies

It is very important that medical services be available on the grounds during the event. Local EMO, St. John's Ambulance, or Search and Rescue groups are more than willing to provide this service for a nominal fee. The following Emergency Plan template can be used to assist the Host Committee in drafting an Emergency Action Plan.

1. Ensure the emergency personnel or persons with Certified First Aid are identifiable during the event.
2. Post their names and any contact numbers at the registration area so all athlete/spectators are aware of who is available in the case of an emergency.
3. Ensure your emergency personnel are familiar with the venue (by way of a map or tour of the venue) so that they can get to an emergency in a timely manner.

In the case of an emergency, should an athlete (or spectator) need medical assistance

1. Go to the aid of the injured person.
2. Send a friend to **the event registration area** and report the incident. Medical help will be called if needed.
3. Report any (minor) injuries of athletes/spectator – to one of the **event volunteers**

If there is an injury of athlete/spectator during the competition:

1. **STOP** activity immediately at first indication of possible injury or illness.
2. **KEEP** all onlookers well away from the injured athlete/spectator
3. **LISTEN** to the athlete/spectator's description of his/her complaint and how the injury occurred. If the injured athlete/spectator is unable to explain, get the history from a first-hand witness.
4. **EVALUATE** the seriousness of the injury. Look for obvious deformity or other deviation from normal structure or motion.
5. **DO NOT MOVE** the victim unless the injuries are of a minor nature. Never move people with neck and spinal injuries, unconscious victims, or those suffering from a suspected fracture to the leg, pelvis, or rib cage.
6. Your emergency personnel or persons with Certified First Aid may ask you to **CALL AN AMBULANCE**.

If so, stay calm and use the procedure outlined below: **EMERGENCY ASSISTANCE – 911**

- i) Give your name and state your location. (AS DETAILED AS POSSIBLE)
- ii) What is wrong? Give a brief description of the problem, making sure you state whether the victim is conscious or unconscious. The ambulance personnel must know the severity of the problem.
 - iii) What entrance should the ambulance use? (GIVE SPECIFICS)
 - iv) Send a person(s) to direct the ambulance to the scene.
- v) Make sure ALL athletes/spectators are cleared well away from the scene. This is perhaps the most severe problem the ambulance driver experiences.

7. **ONLY ASSIST** the ambulance attendants when asked. They are well trained and their work is often hampered by unnecessary assistance.
8. **GIVE** any pertinent information as to the cause of the injury and/or the athlete's/spectator's medical history (if known) to the ambulance drivers and/or doctor.

Building Safety/ Evacuation of the building

Safety of the event participants and spectators is paramount to a successful event. Buildings should be inspected for safety and every measure taken to ensure a safe venue prior to the event. (i.e. check the snow loads on rooftops, ensure entrances are free from ice, parking lots away from the structures, etc.)

Check with the local fire department or city hall to ensure that the venue has passed its local safety inspections prior to committing to use the venue.

The following may assist in the case that it is necessary to evacuate the building during an event:

1. Ensure all exits are clearly marked and if they are hidden, ensure there is proper signage guiding people to the exits. Use a florescent or reflective tape to mark directions to the exits.
2. Be sure to point out the exits during the event opening remarks.
3. Ensure there are volunteers in place that will be able to assist with clearing the venue.
4. It may be helpful to have volunteers on the exterior of the venue ensuring that people move well away from the building and wait for direction before re-entering.
5. A notice to participants can be posted near the registration area reminding them for safety reasons they should identify the most direct path to the outside exits.
6. Ensure that any vehicles parked near the building are moved if at all possible and if they are not able to be moved, ensure that there are no people inside of them.

EMERGENCY PLAN TEMPLATE

Event Date: _____

Event Location: _____

Emergency Personnel/ Certified First Aid

Attendants at this event:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Venue Inspection

The Host committee has checked with local fire and city inspectors to ensure safety of the venue.

Date: _____

Inspector Name: _____

Inspector Title: _____

Additional Information:
