



# Procedure: Emergency Response Plan

## Purpose

- Assist coaches and managers to respond to common emergency situations.

## Application

- Applies to all coaches and managers.
- Applies to specific sites and facilities for practices, games and team functions.

## Roles & Accountabilities

### **Coaches and Managers:**

- Ensure Emergency Response Planning is in place for team activities which may include:

First Aid Training for Team Officials	Stocked First Aid Kit	Copy of completed Emergency Medical forms for team members
Emergency phone numbers for facility managers, local emergency assistance	Directions to facility for emergency responders	Signed consent forms from parent/guardian to authorize medical treatment in an emergency
Cell phones available for interaction with emergency personnel.	Concussion Pocket Guide Alberta Soccer Association (ASA) for recognizing and dealing with concussions.	Antiseptic, disinfectant, disposable cloths/towels, gloves and plastic garbage bags to deal with bleeding and clean-up.

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Emergency	Tasks	References
<p><b>General Suspension of Play</b></p> 	<p>Game Officials may suspend play for:</p> <ul style="list-style-type: none"> <li>• Unsafe field conditions</li> <li>• Lightning</li> <li>• Extreme heat/cold/wind/rain/hail/snow</li> <li>• Abuse/violence(players/parents/coaches/spectators)</li> <li>• Severe injury</li> </ul>	
<p><b>First Aid/ Medical</b></p> 	<ol style="list-style-type: none"> <li>1. Take charge.</li> <li>2. Have someone call 911 if required.</li> <li>3. Assess the hazards and make area safe.</li> <li>4. Attend to first aid emergency utilizing qualified first aider where possible until proper medical help arrives/transported to medical facility.</li> <li>5. Designate someone to direct emergency responders to your location if necessary.</li> <li>6. Ensure injured person is properly transported to medical facility.</li> <li>7. Complete Incident Reporting.</li> </ol>	<p> <b>Procedure: Issue Management</b></p> <p> <b>Standard: First Aid Concussion Pocket Guide (ASA)</b></p> <p> <b>Less serious injuries still need to be assessed before allowing player to return.</b></p> <p> <b>If concussion is a possibility, follow the Concussion Protocol.</b></p>
<p><b>Bloodborne Pathogens</b></p> 	<p>If bleeding occurs:</p> <ol style="list-style-type: none"> <li>1. Put on disposable waterproof gloves.</li> <li>2. Clean wound, apply antiseptic and securely covered.</li> <li>3. Replace any clothing soiled with blood before re-entering the field (inform referee of number change).</li> <li>4. Clean any equipment and surfaces with disinfectant and disposable towels (especially important on indoor turf).</li> <li>5. Bag and safely dispose of all clean-up items and wash hands (sanitizer/soap and water).</li> </ol>	<p> <b>Blood borne pathogens of primary concern are hepatitis B &amp; C, and HIV and can be spread by:</b></p> <ul style="list-style-type: none"> <li>• Direct Contact – i.e. blood splashing in eye</li> <li>• Indirect – i.e. picking up soiled dressings with bare hands</li> <li>• Respiratory droplets – inhaled by another person</li> <li>• Vector-borne – person's skin punctured by used needle</li> </ul> <p> <b>Other infections, abrasions, lesions and rashes must be confirmed as non-infectious and securely covered.</b></p>
<p><b>Lightning</b></p> 	<p><b>Suspend all activities if you hear or see lightning immediately – When thunder roars go indoors.</b></p> <ol style="list-style-type: none"> <li>1. Go inside a building or vehicle if possible.</li> <li>2. Ensure threat has disappeared before returning to play – coordinate with referee. Must wait 30 mins from the last thunder or lightening activity.</li> </ol> <p><b>While Outdoors minimize risk:</b></p> <ol style="list-style-type: none"> <li>1. Avoid water, high ground, open spaces, all metal objects.</li> <li>2. DO NOT hide under small structures (such as picnic tables) or near trees.</li> </ol> <p><b>If lightning strikes nearby:</b></p>	<p> <b>Lightning may strike exterior electric and phone lines causing shock hazards inside.</b></p>

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	<ol style="list-style-type: none"> <li>1. Crouch down with feet together.</li> <li>2. Put hands over ears (protect from hearing damage).</li> <li>3. Do not touch other people.</li> </ol> <p><b>While Indoors minimize risk:</b></p> <ol style="list-style-type: none"> <li>1. Avoid water, stay away from doors and windows.</li> <li>2. Do not use any electrical appliances including land-line telephone.</li> </ol>	
<p><b>Severe Storm/Tornado</b></p> 	<ol style="list-style-type: none"> <li>1. <u>Indoors</u> <ul style="list-style-type: none"> <li>• Shelter yourself in an area that will protect you from flying glass &amp; debris (basement, inner hallway, closet, washroom, etc.).</li> </ul> </li> <li>2. <u>Outdoors</u> <ul style="list-style-type: none"> <li>• If caught outdoors and you cannot reach shelter; lie flat in a ditch, excavation or culvert holding onto the base of a small tree or shrub (watch for flooding).</li> </ul> </li> <li>3. <u>While Driving</u> <ul style="list-style-type: none"> <li>• Drive away from the funnel at a right angle if possible.</li> <li>• If you cannot escape the path of the funnel, get out of your vehicle immediately and seek shelter in a ditch or ravine, keeping its slope between you and the funnel.</li> </ul> </li> </ol>	
<p><b>Threats / Violence</b></p> 	<ol style="list-style-type: none"> <li>1. Evacuate/Lock Down as necessary.</li> <li>2. Contact Police and follow directions.</li> </ol>	Police: 911
<p><b>Break-In/Theft/ Vandalism</b></p> 	<ol style="list-style-type: none"> <li>1. Do not disturb the crime scene.</li> <li>2. Contact building manager/custodian when there has been an actual or suspected loss or theft: <ul style="list-style-type: none"> <li>• Place, time and date.</li> <li>• Items affected.</li> <li>• Method of entry if applicable, whether actual or attempted.</li> <li>• Any other pertinent details.</li> </ul> </li> <li>3. Call police and follow their instructions.</li> <li>4. Complete: <ul style="list-style-type: none"> <li>• Incident Report</li> <li>• Internal Notifications as necessary</li> </ul> </li> </ol>	Police: 911 or non-emergency number 403-266-1234
<p><b>Natural Disasters - Floods</b></p> 	<ol style="list-style-type: none"> <li>1. Listen to your radio/monitor online posts.</li> <li>2. If you are requested to leave the area, do so immediately and follow instructions issued by your municipal officials.</li> <li>3. <u>Avoid</u> standing water.</li> <li>4. <u>Do not</u> attempt to drive over a flooded road.</li> </ol>	⚠ <b>Water may be electrically charged from ground or downed power lines.</b>
<p><b>After a Natural Disaster Emergency</b></p>	<ol style="list-style-type: none"> <li>1. Assess situation and check for injuries. <ul style="list-style-type: none"> <li>• Treat injuries if qualified.</li> <li>• Call 911 only if there are injuries that</li> </ul> </li> </ol>	

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	<p>require immediate attention.</p> <ol style="list-style-type: none"> <li>2. Assess damage to the building you are in.</li> <li>3. Evacuate if necessary.</li> <li>4. If you smell gas (rotten egg smell):               <ul style="list-style-type: none"> <li>• Evacuate, and</li> <li>• Report it to local gas company.</li> </ul> </li> <li>5. Stay away from fallen power lines.</li> <li>6. Monitor emergency information.</li> <li>7. Stay out of damaged buildings.</li> <li>8. Contact Provincial Emergency Program for disaster response update and public warnings</li> </ol>	