Sample Emergency Action Plan Information and Procedures

Elements of Risk Management:

1. **Identification** – Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to club’s finances, image, etc. This plan will include the elements of risk management most closely associated with injury prevention, safety and response.

2. **Evaluation** – Once you have identified the risks associated with the club’s activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

3. **Treatment** – Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks; therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

4. **Implementation** – Once the most effective method for managing the risk has been identified clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, pre-event planning, etc. The Implementation possibilities are endless and should be discussed with the Sport Club Staff.

Key:

- **Required**: Must be included in every club’s Emergency Action Plan.

- **Required (If Applicable)**: Must be included if the policy is applicable to the club. If these policies are not applicable, they may be removed from a club’s.

- **Club Specific**: These are general risk management policies adhered to by many sport clubs. Each sport club should determine if the club follows (or should follow) the policy. If these policies are not applicable, they may be removed (or changed) from a club’s Emergency Action Plan.
General:

**Required:** Sport club participants must each turn in an Assumption of Risk waiver, Medical Health History form, Physical, and copy of the front and back of their Health Insurance card BEFORE participating in any physical activity.

**Required:** Each sport club must have one Safety Officer (per ten club members) that is CPR and First Aid certified. One Safety must every Club home and away practice and game.

**Required:** Each sport club must have one officer that manages the Club finances.

**Required:** Following any injuries occurring during travel, practices, or home events, one Safety Officer from the club will complete an Incident Report on site and at the time of the injury. A follow-up will be conducted for every injury by a Rec Sports staff member. All injury reports must be turned in to the Assistant Director-Club Sports within 48 hours of the incident.

**Required:** All club members must be current XU students meeting the minimum requirements set forth in the Club Sports Manual. Each club must also have at least four eligible officers (Pres, VP, Secretary, Treasurer) registered with the Club Sports office.

**Required:** In the event of serious accident or for serious or life threatening accidents, clubs will follow their Emergency Action Plan.

**Required (If Applicable):** For all high risk sport clubs, include how the club acclimates new, and perhaps novice, members into the activity. In other words, a student joins your club with no experience or knowledge of the potentially dangerous activity, what measures does the club take to prevent injury?

**Club Specific:** Include any/all specific insurance requirements for participation

**Club Specific:** Include any/all insurance or safety policies set forth by their national governing body (e.g., physicals, required equipment, boundaries, league waivers, etc.)

Practices:

**Required:** At least one CPR and First Aid certified Safety Officer will be present at all practices.

**Required:** While practicing, a first aid kit will be on scene and accessible at all times.

**Required:** At least two officers will have a fully charged cell phone at all practices. Always notify the Assistant Director-Club Sports after calling Campus Police/EMS.
**Required:** Outline a brief emergency action plan for emergencies while practicing, including first responder responsibilities, responsibility of calling Campus police/911, responsibility of “flagging” emergency vehicles from practice/competition area.

**Required:** At least one Safety Officer will be present at all practices and have the RWC Emergency Contact List, club emergency contact information, and injury reports at the practice location.

**Required (If Applicable):** document the location of nearest AED to your practice location.

**Required (If Applicable):** If practices or competitions are held off-campus, the flash/bang system will be used. After the FLASH, count the seconds to the BANG. Every 5 seconds equals 1 mile. Divide by 5 to give the distance in miles from you to the lightning. The 30-30 rule states that a 30 second flash-to-bang count indicates danger and that play should be suspended for 30 minutes.

**Club Specific:** Coaches and officers will encourage members to rest or hydrate if they begin to feel exhausted or dehydrated. Practices will have designated water breaks every 15-30 minutes depending on the sport and activity.

**Club Specific:** Any variances in practice routines for different participants’ skill level in order to prevent cardiac emergencies.

**Club Specific:** Availability to water during practice

**Club Specific:** Include any before practice injury prevention (e.g., stretching, hydration, equipment checks, etc.)

**Club Specific:** Include any procedures used to ensure that the participation area (e.g., fields, mats, gym floor, ice, water, etc.) is safe, clean, and ready for member use. These procedures may be set forth by a club’s national governing body. Playing surfaces will be checked for divots, holes, sharp objects and any other hazards. These hazards will be brought to the attention of the Assistant Director-Club Sports. Practice/games will not resume until the issue is resolved.
**Competition:**

**Required:** At least one CPR/and First Aid certified Safety Officer will be present at all competitions.

**Required:** While competing, a first aid kit will be on scene and accessible at all times.

**Required (If Applicable):** For all home competitions hosted on campus, an athletic trainer will be made available and have full medical jurisdiction during the competition unless EMS arrive on scene. The Athletic Trainer will have an AED available for cardiac emergencies.

**Required (If Applicable):** All official competitions must officiated by a referee that is certified with the league or the sponsoring national governing body.

**Required (If Applicable):** Include any specific emergency action plans enforced by external facilities (off-campus) used by the club for competitions.

**Club Specific:** Include any specific competition requirements required by the club or national governing body (e.g., sanctioning as an official competition by NGB).

**General Travel:**

**Required:** At least one CPR/AED and First Aid certified Safety Officer will be present at all travel events.

**Required:** While traveling, a first aid kit will be available during travel and at all away competitions at all times.

**Required:** A Travel Itinerary will be turned into the Club Sports office no later than 5 days prior to travel. All traveling members MUST have fully completed and submitted ALL required participant paperwork to the Club Sports Office.

**Required:** The group leader for each event will travel with an Emergency Action plan, Emergency Contact List, and the emergency contact information for each traveling member. In the event of an emergency, one Safety Officer will be responsible for immediate contact with the Assistant Director-Club Sports.
Required: Ensure that all drivers (rental and personal) are insured and licensed drivers. In the event a minor accident occurs:

   a) Report accident to rental vendor (i.e., Enterprise) or personal insurance company
   b) Obtain a police report
   c) Advise the Assistant Director - Club Sports.

Required (If Applicable): When traveling with vehicles, drivers will not drive for more than 4 hours without taking a minimum 30 minute break. Alternate drivers should be used when available. Second drivers with Enterprise rentals must be at least 21 years of age. When driving between the hours 12:00am – 3:00am, drivers will have a 30 minute break every 2 hours.

Required (If Applicable): A safety check on all vehicles is conducted before departing on travel when using personal vehicles. It is recommended that the group leader verify that each person driving has insurance coverage suitable for group travel and a valid driver’s license. It is also recommended that each personal vehicle undergo a safety inspection prior to departure. A minimum safety check should include:

<table>
<thead>
<tr>
<th>Seat/ Shoulder Belt</th>
<th>Headlights (low &amp; high)</th>
<th>Taillights/ Brake Light</th>
<th>Horn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windshield Wipers</td>
<td>Window Operation</td>
<td>Parking Brake</td>
<td>Mirrors</td>
</tr>
<tr>
<td>Tire Tread Depth</td>
<td>Turn Signals/ Hazards</td>
<td>Brake System</td>
<td>Engine Oil (service date)</td>
</tr>
<tr>
<td>Door Latches</td>
<td>Visual Hose Inspection</td>
<td>Floorboard Integrity</td>
<td>Defroster/Heat/AC</td>
</tr>
<tr>
<td>Visual Belt Inspection</td>
<td>Fluid Levels</td>
<td>No Battery Corrosion</td>
<td>Tire Inflation</td>
</tr>
</tbody>
</table>

Club Specific: Any requirements for driving to competitions (driver certifications, personal vehicle inspection, non-driving hours, etc.)

Club Specific: Include any other specific travel procedures conducted by your club before, during, or after travel.