

# EMERGENCY ACTION PLAN

CLUB: \_\_\_\_\_

## Injuries:

1. **CONTACT** the Xavier Campus Police at x1000.
2. Tell the officer that this is a **911 CALL**.
3. **IDENTIFY YOURSELF**.
  - a. Ex.: "My name is Joe, I am a Safety Officer for the \_\_\_\_\_ Club. We are participating in practice/game on the Park Field"
4. Give the **LOCATION** that you are calling from and the location of the injured party.
  - a. Ex.: "I am calling from the Park Intramural Fields and we have an injured male/female participant on the field."
5. State the **CIRCUMSTANCES** regarding the injury and give the vital signs from the injured participant.
  - a. Ex.: "The participant collided with another participant/object and has pain in their leg. They are not showing any signs of shock, however, they appear to be seriously injured. Please send Campus Police to the scene."
6. Give the **CALL-BACK TELEPHONE NUMBER** and leave another person the telephone until help arrives.
7. Call or send someone to inform the O'Connor Sports Center Manager on duty of the accident and request assistance if needed. NOTE: do not leave the injured party at any time
8. **STAY** with the injured person and provide care until help arrives.
9. When help arrives, provide the **HISTORY** of the injury and updated vital signs, and then supply the ambulance personnel with information for the hospital.
10. Notify the Assistant Director of Intramural and Club Sports.

## Fire Alarm:

1. **CONTACT** the Xavier Campus Police at x1000.
2. **EVACUATE** the facility.
3. Everyone must remain out of building until fire department gives ok to re-enter.
4. Security will notify the fire department.

## Disturbance/Incidents:

1. **CONTACT** the Xavier Campus Police at x1000.
2. **EXPLAIN** the current situation.
3. If needed, request assistance diffusing the situation.

## Weather Emergencies

1. **Suspend play:**
  - a. If the playing surface becomes unsafe.
    - o Play will be suspended until the surface is deemed playable by the Safety Officer(s).
  - b. If there is a fight, conflict, injury, or protest.
    - o Play will be suspended until the situation is under control and the Safety Officer(s) feels it is safe to continue.
  - c. At the first sight of lightning or sound of thunder.
    - o Play will be suspended for a minimum of ½ hour without any further lightning or thunder. If lightning or thunder occurs, restart the ½ hour waiting period.
2. **Where to instruct people to go:**
  - a. Off of the playing surface
  - b. Nearest indoor facility
  - c. To automobiles
  - d. Along the edge of the fields near the tree-line