



Emergency Action Plan

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General Medical Emergency Action Steps

1. Stop the class/team activity and prevent the injured athlete from moving or being harmed by any further activity.
2. Get immediate help from the most experienced staff member.
3. Locate another free staff member to supervise your class/team and move them away from the incident.
4. Assess the situation with the assistance of the most experienced staff member. Be prepared to render first aid and/or call 911. **An instructor/coach must remain with the injured athlete at all times.**
5. Complete an Incident Report Form (located in the Safety binder). Give the original copy of the completed form to the gym owner before leaving the facility for the day.
6. Contact the injured athlete's parent(s)/guardian. Be calm and simply state that their child has been injured.

When talking to the athlete's parent(s)/guardian, DO NOT make a diagnosis. State only the obvious facts and do not accept or place blame on anyone. While you are emotionally involved in the situation, you are not in a position to determine guilt or innocence regarding the cause of the accident.

Additional Medical Action Plan Considerations

Minor Incident

A minor incident is one that does not require initiation of emergency medical procedures. Examples include simple first aid for minor cuts and scratches. Incidents more complicated than this should be handled as major incidents until a qualified and trained individual can assess the situation and reclassify the incident as minor.

Medical Emergency

When a medical emergency occurs:

1. Conduct a primary survey of the area. Make sure it is safe to approach the victim without causing more harm or placing others (including you) in danger.
2. Initiate the emergency medical procedures and follow First Aid standards: Check – Call – Care. Examine the injured person(s) to discover the main problems (i.e. choking, not breathing, bleeding, burned, laceration, chest pain, extremely hot, etc.).
3. Call 911 for immediate assistance and instruct another staff member to meet the emergency responders.
4. Medical Treatment: Full medical emergencies are best handled by dialing 911 and providing basic first aid until the fire department or paramedics arrives. Under certain circumstances such as large disasters, assistance from the fire department or paramedics may not be immediately available. If immediate medical assistance is required, take the person(s) to one of the following facilities:

The Valley Hospital, 223 N Van Dien Ave, Ridgewood, NJ 07450, (201) 447-8000

Good Samaritan Hospital, 225 Lafayette Ave, Suffern, NY 10901, (845) 368-5000

Poison Control Center – (800) 222-1222

EVACUATION RELOCATION AREA: PARKING LOT WEST OF FLIPPER'S BUILDING

In the event of a hard fall or an obvious catastrophic injury, specific steps must be followed, such as the following:

1. Do not panic.
2. Follow all first aid training guidelines including rescue breathing and CPR if necessary.
3. The manager on duty oversees the first aid treatment of that child until care is transferred to a more qualified caregiver. Stay with the injured child.
4. Call another staff member over to assist you. Depending upon circumstances, direct that individual to take control of the rest of your group so that no one else gets hurt. Have that individual recruit another person to assist you in first aid.
5. Instruct the new assistant to bring you the necessary supplies, such as ice and bandages, to provide immediate care. Direct them to call 911 with instructions to the dispatcher. Have them go to the student files on Jackrabbit and get the injured student's registration/medical history information and print a copy for the paramedics. Using the emergency numbers in their account, have the new assistant call the child's parents.

Blackouts

In the event of a blackout in the gym:

Instructors

1. Remain calm.
2. Quietly ask all students to remain where they are and to sit down on the closest level-ground.
3. Stay in one spot and sit. The gym manager or Debby will give verbal instructions soon.

Gym manager

Initially contact Debby as soon as possible. Front desk will assist with the following details as much as possible.

1. Locate a battery-operated light nearby (A cell phone or flashlight).
2. Make an announcement to the gym - ***"Remain calm and stay seated where you are. We will be back in the light shortly."***
3. Briefly check the premises for light (***"Does the parent observation room or the front entrance have light?"***) You will also have to silence the fire alarm base at the front door. This will beep because the system was reset during the blackout and not due to a fire. If there is a fire on site, do NOT silence the alarm- EVACUATE.
4. * To silence the alarm, Click "SILENCE". Then type "1111"
5. If the lights do not return to normal in 30 seconds, make another announcement stating what you will be doing next: ***"I will be escorting each class to _____ * insert location *. Please sit until I, or your instructor, tells you otherwise."***
6. Walk to each group (with your battery-operated light as a guide) to escort them to the nearest light. This may be the front desk, the parent observation room, or if nowhere in the gym has light, outdoors to the parking lot west of Flipper's building.
7. Approach the instructor of the class and help them locate their clipboard so that the class roll is accessible, and attendance can be taken once in the light.
8. Tell the instructor that you will guide the class out in one single file line. Instruct the instructor to be the caboose of the line (the last person).
9. Instruct the students to stand up, assemble in a line and put their hand on the shoulder of the student in front of them.

10. Escort the class to the nearest light source.
11. Do the same for each class.
12. Once in light, have each instructor take attendance to ensure each student is out of the gym.
13. If the lights return to normal within 5 minutes, return to classes. If the lights do not turn on, the next step is to contact each student's parent or guardian for pick up. In the case that the student does not know their parent's phone number, the information can be found on the instructor's clipboard on the class roll.
14. Once everyone is called, report the updates to Debby & PSE&G.

Fire, Flame or Smoke

1. Evacuate anyone in the immediate and adjacent areas to the fire. In case of a large or spreading fire, evacuate the building by pulling the manual fire pull.
2. An individual trained to use a fire extinguisher may extinguish a small fire, such as one contained in a wastebasket. Do not attempt to extinguish a fire unless you have been trained in the use of fire extinguishers and have a clear escape route.
3. If safe to do so, rescue any injured employee(s).
4. If you have any doubts about your safety, evacuate, call 911 and wait for the fire department.
5. In large fires, trained individuals should use the extinguishers to protect the exits and corridors until everyone has been able to escape from the area involving the fire.
6. If the fire is in a confined area, such as a closet or enclosed office, attempt to close the door to confine the fire and smoke.
7. Do not open doors until you touch the door near the top. If it is hot do not open it— find an alternate route to evacuate.
8. If the area is filled with smoke, remain low to the ground while making your way to the nearest exit.
9. Do not jeopardize personal safety or attempt to save possessions at the risk of personal injury.
10. Report to the Evacuation Relocation Area.
11. The senior Police officer in charge or designee will meet the first responding fire department vehicle direct them to the fire and supply headcount.

Dangers of Smoke:

Since smoke and heated gases rise toward the ceiling, the air near the floor is both fresher and cooler. Crawl low in smoke to reduce the exposure to hot and toxic fire gases.

- 90% of all fire-related deaths are caused by smoke inhalation. Oxygen deprivation (due to decreased oxygen levels and/or the effects of various gases) leads to confusion. The victim may exhibit irrational behavior such as clawing at a door instead of turning the knob, going back into a burning building, or resisting the rescue efforts of fire fighters.
- Smoke and other gases irritate the respiratory system, making breathing difficult, and often frightening the victim to the point of panic.
- Smoke and fire gases also irritate the eyes. Even before the smoke becomes thick enough to reduce visibility, a person may be unable to see because of tears and the protective instinct to close and rub irritated eyes.

Riots, Civil Disturbance or Workplace Violence

Visitors and staff are to congregate in the gym portion of the facility and are to remain there until police determine that it is safe to leave. No one is to venture outside.

1. If a riot occurs in the vicinity, all perimeter doors are to be locked.
2. Contact the police (911) to report the disturbance, including any observations you have made.
3. In the case of a civil disturbance such as an angry employee, customer, or group of people, remain calm.
4. Listen to the person(s) carefully and speak to them in a calm straightforward manner.
5. Under no circumstances should you speak to the individuals in a condescending or hostile tone of voice.
6. Do not offer unsolicited information.
7. If necessary, call 911 and have the police department manage the situation. Even if the situation appears to resolve itself without involving the police, document the incident with as much pertinent information as possible. Make other employees aware of the situation as appropriate. The hostile person(s) may return.

Active Shooter – Run-Hide-Fight

Stay Safe:

1. Pay attention to emergency alerts.
2. Report suspicious activity and individuals.
3. Take note of the two nearest exits in any facility you visit.
4. Help others if you are able to do so safely.
5. If you are in a secure location, stay there until law enforcement enters.

Run:

1. Identify the location(s) of the threat.
2. Quickly escape from the threat (via windows, stairs, doors, etc.).
3. Leave belongings behind.

Hide:

1. Block entry to hiding place and lock doors.
2. Hide in area out of the shooter's view.
3. Silence mobile communication devices.

Fight:

1. Commit to decisive and aggressive action.
2. Your goal is to incapacitate the shooter.
3. Fight until the threat is neutralized.

When Law enforcement arrives:

1. Remain calm and follow instructions.
2. Put down any items in your hands (i.e., bags, jackets).
3. Keep hands visible at all times.
4. Avoid quick movements toward officers such as holding on to them for safety.
5. Avoid pointing, screaming, or yelling.
6. Follow responder's instructions when evacuating.

Earthquake / Tornado / Hurricane

During:

1. Take cover in an interior doorway, or under heavy furniture like a table or desk. Protect your head with your arms while doing so.
2. Stay clear of windows and glass doors. Do not stand under light fixtures or other objects that may fall during an earthquake.
3. If you are inside a building, stay inside.
4. Tell others to take cover.
5. If you are outdoors, move to a clear area, away from trees, signs, buildings, poles, downed or above ground wiring.

After:

1. Check for injured personnel. Do not move the seriously injured unless they are in immediate danger.
2. Evacuate the facility and take a headcount to determine that everyone is accounted for. If safe, trained personnel may search for missing employees in the area they were last seen under direction from the Police Chief or his next in command.
3. Be prepared for more shaking (aftershocks) which will follow the first earthquake.
4. Do not reenter the building until the Building Inspector or designated authority has cleared the building for reentry.
5. Do not operate equipment until it has been determined that it is safe and functional.

Action in case of bomb threat

By mail:

1. Do not handle any suspicious letter, card, or package; do not allow anyone else to handle it. A suspicious package may be abandoned, or without a return address, or from an unfamiliar vendor or source.
2. Evacuate the area.
3. Call 911

By phone:

1. Assume the threat is real.
2. Keep caller on the phone as long as possible.
3. Try to get detailed information, such as location of bomb, time set to go off, as well as exact words of caller, gender, and other details you might interpret. Questions to ask the caller:
 - When will the bomb go off?
 - Where is it?
 - What does it look like?
 - What sorts of explosives were used?
 - What is the reason for the bomb?
 - What is the detonating device?
4. If possible, notify another staff member so that 911 can be called and people can be evacuated from the building while you are still on the phone.
5. Once the caller hangs up, call 911 (if no one has called before) and then notify the Police if someone has not already done so. The Police will evacuate the building.
6. No one should use radio communication as a radio transmission could detonate the bomb.

Stranded Student / Team Member

If you notice an athlete has been waiting some time to be picked up:

1. Check and make sure they have a ride.
2. Allow them to use the phone to call their parents.
3. All athletes should wait inside.
4. DO NOT leave a child unattended.
5. If the athlete is stranded, call the police. DO NOT drive them home. Ask the police to pick them up at the facility.
6. If a parent is chronically late, notify the manager.

Concussion Action Plan

If you suspect that an athlete has concussion, you should take the following steps:

1. Remove the athlete from play.
2. Ensure that the athlete is evaluated by a health care professional experienced in evaluating for concussion. Do not try to judge the seriousness of the injury yourself.
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion.
4. Keep the athlete out of play the day of the injury. An athlete should only return to play with permission from a health care professional, who is experienced in evaluating for concussion.



Concussion Signs and Symptoms

Athletes who experience one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

SYMPTOMS REPORTED BY ATHLETE

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall

