

CLIENT EMERGENCY ACTION GUIDELINES

Know where your athletes are at all times

Emergency information must be with you

Have a predetermined Assembly Area in case of evacuation procedure

Meet with building representative(s) in advance of first scheduled date

Establish who is in charge and connect with the Night Custodian for potential non-threatening issues

SITUATION

- Assess the situation
 - Evacuate
 - Shelter in place-Restrooms
- Notify parent(s)/guardian(s)-Night Custodian @ your location
 - Predetermined location of student pick up (if needed)
- Call local law enforcement or 911
 - Your name
 - Your call back number
 - Precise location
 - Any present danger
 - Assistance needed
 - Directions for first responders to you

SPONSOR EMERGENCY PROCEDURE

- Predetermined method of alerting your students to an emergency
 - Athletes respond to the method of communication rules for safety and discipline
- Evacuate
 - Leave area and all meet at a predetermined designated Assembly Area
 - Predetermined method for accountability
- Shelter in place
 - Keep athletes together
 - Secure doors
 - Stay away from windows
- Assist any person in immediate danger only if it is SAFE to do so

Medical Emergency

- AED (Identify location of in your specific building)
- Care for conditions based on your level of training or directed by emergency medical dispatcher
- If first responders are on their way
 - Predetermined athlete designee to meet emergency vehicles out on the street
 - Predetermined athlete designee to meet them at the entrance of a building
 - Predetermined athlete designee as a “runner” for medical supplies
 - Predetermined athlete designee for crowd control
 - Ensure area is clear around an injured person