



SOA Emergency Action Plan

Special Olympics
Alberta





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Emergency Action Plan

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

An EAP should be prepared for the facility or site where you normally hold practices and for any facility or site where you regularly host competitions. An EAP should be activated immediately if the injured person:

- Is not breathing
- Does not have a pulse
- Is bleeding profusely
- Has impaired consciousness
- Has injured the back, neck or head
- Has a visible major trauma to a limb

Emergency Action Plan Checklist	
Access to telephones	<input type="checkbox"/> Cell phone, battery well charged <input type="checkbox"/> Location of nearest land line (if indoors) <input type="checkbox"/> Venue phone number <input type="checkbox"/> List of emergency numbers
Directions to access the site	<input type="checkbox"/> Accurate directions to the sites <ul style="list-style-type: none"> - Include major intersections nearby - Best point of access to location (closest unlocked doors if within a venue, or closest parking lot or street if outdoors)
Athlete Information	<input type="checkbox"/> Athlete medical information sheets <input type="checkbox"/> Athlete emergency contacts
Personnel Information	<input type="checkbox"/> Charge person identified <input type="checkbox"/> Call person identified <input type="checkbox"/> Backup personnel identified in case of absence
<input type="checkbox"/> The medical profile of each athlete should be up-to-date and readily accessible <input type="checkbox"/> A first-aid kit must be always accessible and must be check regularly	



Emergency Action Plan

Contact Numbers	
<i>*Please provide the name and number of the individual in the space provided</i>	
Emergency phone numbers:	911 for all emergencies
Security Dispatch (24 hours) for facility: (Will call 911 for you and provide directions)	
Cellphone number of head coach:	
Cellphone number of assistant coaches:	
Phone number of affiliate lead:	
Phone number for COVID-19 Cases:	
Phone number of Facility:	
Address of facility:	
Address of nearest hospital:	
Charge Person (name and number):	Primary: _____ Backup: _____
Call Person (name and number):	Primary: _____ Backup: _____

Notes:



Venue Diagram:

If able, please provide a diagram of the venue, if a diagram is hard to obtain please provide clear concise directions.

Information to include:

- All areas accessed by participants.
- All preferred entrances and exits (emergency exit)
 - Be mindful that venue layouts and flows may have changed for previous programs as a results of COVID-19.
- All muster points and flows to muster points.
- Location of venue services that include first aid stations, security office, etc.
- Location of AEDs and emergency alarms
- Location of isolation areas for participants with COVID-19 symptoms or exposure



EAP Protocols.

FIRE EMERGENCY

If you see a fire or smoke:

- Leave the fire area immediately and close the door behind you.
- Activate the nearest fire alarm.
- Leave the building by the nearest exit and proceed to the Muster Point.

Venues will have developed response plans to Fire emergencies, please familiarize yourself with the specific response plan for your venue (if applicable).

EXAMPLE ONLY – RESPONSE PLAN: STAGE 1 - ALERT ONLY: SLOW-PACED INTERMITTENT AUDIO TONE & FLASHING STROBE LIGHTS

- A slow-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue. This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. Evacuation is not necessary unless fire is obvious. This will last approximately 5 minutes and/or less dependent on the nature of the situation.
- All activity should immediately cease.
- Head Coach retrieves closest EAP package and direct participants to prepare for evacuation. Evacuation not required, but preparations to leave the building should be made.

EXAMPLE ONLY – RESPONSE PLAN: STAGE 2 - EVACUATE: FAST-PACED INTERMITTENT AUDIO TONE & FLASHING STROBE LIGHTS

- A fast-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.
- Head Coach retrieves closest EAP package and directs participants to immediately evacuate.
- Immediately evacuate. Leave the building via the nearest exit proceed to Muster Point 1. (Include description of muster point location.)
- Follow specific evacuation instructions from loudspeakers or from trained venue staff.
- Never put yourself in danger. Do not return until declared safe to do so by venue staff.
- Head Coach to perform roll call and communicate any missing individuals to venue's fire marshal.
- Assistant Coaches will confirm that the Head Coach has successfully evacuated.

VENUE LOCKDOWN

- Follow all directions of venue security, administration, or other emergency personnel.
- Head Coach retrieves closest EAP package.

Head Coach conducts a roll call of their participants and reports any missing individuals to officials.



MINOR MEDICAL ISSUE

- Masks and gloves must be donned by any coach or volunteers performing or assisting with assessment. A mask should be available for the injured to wear if safe for the injured to do so.
- Initial assessment done by Head Coach or designate. If parent/caregiver in attendance, it is preferred that they conduct assessment and any follow-up required.
- First aid supplies accessed from team's first aid kit.

SERIOUS INJURY

- Masks and gloves must be donned by any coach or volunteers performing or assisting with assessment. A mask should be available for the injured to wear if safe for the injured to do so.
- Initial assessment done by Head Coach or individual designated by Head Coach. Head Coach remains with athlete.
- If ambulance, AED, or other medical support is needed, team's designated call person (assistant coach or volunteer) calls venue's Security Dispatch.
- Team's call person provides exact location and detailed information of the injury to Security Dispatch.
- Security Dispatch contacts 9-1-1. If Security Dispatch cannot be reached, call person calls 9-1-1.
- Safety Protocol Volunteer or individual(s) directed by Safety Protocol Volunteer ensures safe area around injured athlete and clear paths to injured athlete for emergency services.
- Uninvolved coaches and volunteers remain with the athletes and keep all participants calm, providing support to affected team's volunteers as needed.

Red Cross first aid protocols for an unresponsive person during COVID-19:

Outlined below are the first aid protocols that should be followed when attending to an unresponsive person. If someone's heart stops, and the First Aider is concerned they may have had respiratory symptoms, it is at the individual's discretion to perform or not perform mouth-to-mouth breaths based on personal preference. It's still important to call emergency medical services and find an AED. If the individual chooses to perform breaths, they can also use a barrier device, such as a pocket mask, to help protect themselves.

CPR with breaths is recommended for people who have been trained in CPR, but as an alternative, hands-only CPR can be performed until help arrives if the First Aider is unsure about putting their mouth on a stranger's mouth, or has concerns the person may have COVID-19. If the individual chooses to perform hands-only CPR, they should first call 9-1-1, lay a cloth, a towel, or clothing over the person's mouth and nose to prevent any potential spread of the virus through contaminated air or saliva, and then push hard and fast in the centre of the person's chest until advanced help arrives. If the First Aider believes the person may have COVID-19, they should state their concerns to the emergency response telecommunicator so everyone who responds can be aware of the potential for COVID-19 transmission.



POTENTIAL COVID-19 CASE PROCEDURES

IF SYMPTOMS OF COVID-19 ARE IDENTIFIED UPON CHECK-IN WITH SAFETY PROTOCOL VOLUNTEER:

Role of Safety Protocol Volunteer:

- Immediately rings handbell or (other signalling device) to notify Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptoms and those who may have been exposed to participant declaring symptoms the in designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants, maintaining physical distancing, until their transportation arrives.
- Participants and parents/caregivers advised to contact 8-1-1 and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.

Role of Head Coach:

- Upon being notified of potential concern by Safety Protocol Volunteer, immediately ceases all activity.
- Appoints assistant coach or other volunteer to support participant check-in processes.
- Resumes activity provided that a minimum of two coaches are still available to continue with the program.
- Once all have departed, Head Coach notifies AMC Chair or designate of concern.



IF SYMPTOMS OF COVID-19 ARE IDENTIFIED DURING PROGRAM:

Role of Safety Protocol Volunteer:

- Immediately notifies Head Coach of potential issue.
- Identifies any participants who travelled or resides with the participant declaring symptoms.
- Isolates participant declaring symptom and those who may have been exposed to participant declaring symptoms in the designated area(s) (include description of designated areas).
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Contacts parent/caregivers of participants and remains with participants until their transportation arrives.
- Participants and parents/caregivers advised to contact 8-1-1 and arrange for COVID-19 screening.
- Performs all required sanitization and self-care.

Role of Head Coach:

- Immediately ceases all activity.
- Notifies Safety Protocol Volunteer of concern.
- Appoints assistant coach or other volunteer to support participant check-in processes. Support for check-in processes advises arriving participants that the remainder of the session is cancelled and ensures that the participant has safe transportation to depart from the venue. If the participant does not have transportation, they will be instructed to enter the venue, but not prepare for training.
- Instructs each participant to maintain physical distancing, sanitize their hands, and wear a mask when it is safe to do so.
- Head Coach instructs assistant coaches and volunteers to provide support in contacting parents/caregivers of each participant for pick-up.

Once all have departed, Head Coach notifies AMC Chair or designate of concern