



Orange Park Athletic Association

Emergency Action Plan

Orange Park Athletic Association (OPAA) considers the safety and well being of all participants and spectators as its top priority. While we will take every possible precaution to ensure the safest possible environment, emergency situations may still arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care in an emergency situation. This plan has been developed to serve as a guideline for our coaches and other volunteers to provide the best possible response to an emergency.

The plan contains the following sections:

- 1) Basic Plan Steps & Accountabilities
- 2) Emergency Information Card Template
- 3) Emergency Response Card Template
- 4) OPAA Sports Complex Site Map
- 5) Injury Report Template

Basic Plan Steps & Accountabilities

As indicated, this plan is designed to provide basic guidance when an emergency occurs. Sport specific safety and injury prevention are addressed at the beginning of each season with all coaches. All coaches will take the appropriate steps to create the safest possible environment for their athletes and spectators. This plan covers the basic steps that must be taken when an emergency actually occurs.

Before the Season Starts:

- 1) The OPAA Board of Directors, all volunteers and coaches will review this plan at the start of every sport season.
- 2) All Team Managers will ensure that they have a completed Emergency Information Card (see Appendix A) for each athlete that contains the following:
 - a. Name
 - b. Age
 - c. Two Emergency Contacts
 - d. Allergies
 - e. Current Medications
 - f. Other

Helpful Hint: Team Managers can delegate this to their Team Mom, Assistant Coach or other parent. Having this information on hand is critical to ensure the appropriate information is given to emergency personnel – knowing that we have all the relevant information on hand will help the person contacting the appropriate medical personnel remain calm while they are on the phone so they can effectively convey the necessary information.

- 3) At the beginning of each season, all Team Managers will designate a calm, responsible adult that will be the primary person to initiate the emergency call. It is recommended that the Manager choose someone that can remain calm in a stressful situation and effectively communicate with emergency responders.



- 4) Team Managers will provide this person with an Emergency Response card (see Appendix B) and the OPAA Sports Complex Site Map (see Appendix C) that contains the following:
 - a. Location & Street Address
 - b. Caller's Name
 - c. What Happened
 - d. How Many People Injured
 - e. Condition of the Victim (s)
 - f. Help (first aid) being given
- 5) All Team Managers will designate another calm, responsible adult (most likely an assistant coach or the team mom) to remain with the rest of the team while the Manager is attending to the injured athlete or spectator. We must ensure the safety and well-being of the remainder of the team during the emergency response.
- 6) All Team managers will designate another calm, responsible adult (most likely an assistant coach or the team mom) to wait for the rescue team and direct them to the injured athlete or spectator.

Having these first steps completed ahead of time will greatly improve our response time in an emergency and will help us to calmly and effectively manage an otherwise stressful situation. The more effective our response, the sooner we can get the necessary care to the injured person.

When an Emergency Occurs:

- 1) The manager will survey the scene to make sure the area is safe for the injured person.
- 2) Check the injured person's level of consciousness.
- 3) Do not move the injured athlete if the injury is to the head, neck, or back; if a large joint (ankle, knee, elbow, shoulder) is dislocated; or if the pelvis, a rib, an arm, or a leg is fractured.
- 4) In a firm, calm manner the manager will immediately:
 - a. Have the designated contact person call the appropriate medical personnel and the athlete's parents
 - i. In our case, this involves calling 911 to facilitate the necessary response.
 - b. Have the designated person move the rest of the team to a safe area (dugout, bench or concession area, etc) and keep them calm – they will be upset and need to be reassured.
 - c. Have the designated person wait for emergency personnel and direct them to the athlete.
- 5) Calm the injured athlete and keep others away from him or her as much as possible.
- 6) Provide first aid care to the extent of your qualifications.
- 7) Remain with the athlete until emergency personnel arrive.
- 8) Assist emergency personnel in preparing the athlete for transportation to a medical facility.
- 9) Once the athlete is on their way to a medical facility, the OPAA President and/or Vice President are to be notified immediately, as well as the appropriate player agent or league commissioner who will assist with the preparation of the required injury report form (Appendix D).

The safety and well being of our young athletes and our spectators is our top priority. The above plan provides for the most effective response to an emergency situation. The importance of being properly prepared when an emergency arises cannot be stressed enough. The OPAA Board is committed to making sure all volunteers and parents are aware of their role in this plan – again, the safety and well being of our young athletes is and always will be our top priority.

Emergency Information Card

Athlete's name _____ Age _____

Address _____

Phone _____ S.S.# _____

Sport _____

List two persons to contact in case of emergency:

Parent or guardian's name _____

Address _____

Home phone _____ Work phone _____

Second person's name _____

Address _____

Home phone _____ Work phone _____

Relationship to athlete _____

Insurance co. _____ Policy # _____

Physician's name _____ Phone _____

IMPORTANT

Is your child allergic to any drugs? _____ If so, what? _____

Does your child have any other allergies? (e.g., bee stings, dust) _____

Does your child suffer from _____ asthma, _____ diabetes, or _____ epilepsy?

Is your child on any medication? _____ If so, what? _____

Does your child wear contacts? _____

Is there anything else we should know about your child's health or physical condition? If yes, please explain. _____

Signature

Date

Emergency Response Card

Information for Emergency Call

(be prepared to give this information to the EMS dispatcher)

1. Location _____

Street address _____

Directions (cross streets, landmarks, etc.) _____

2. Telephone number from which the call is being made _____

3. Caller's name _____

4. What happened _____

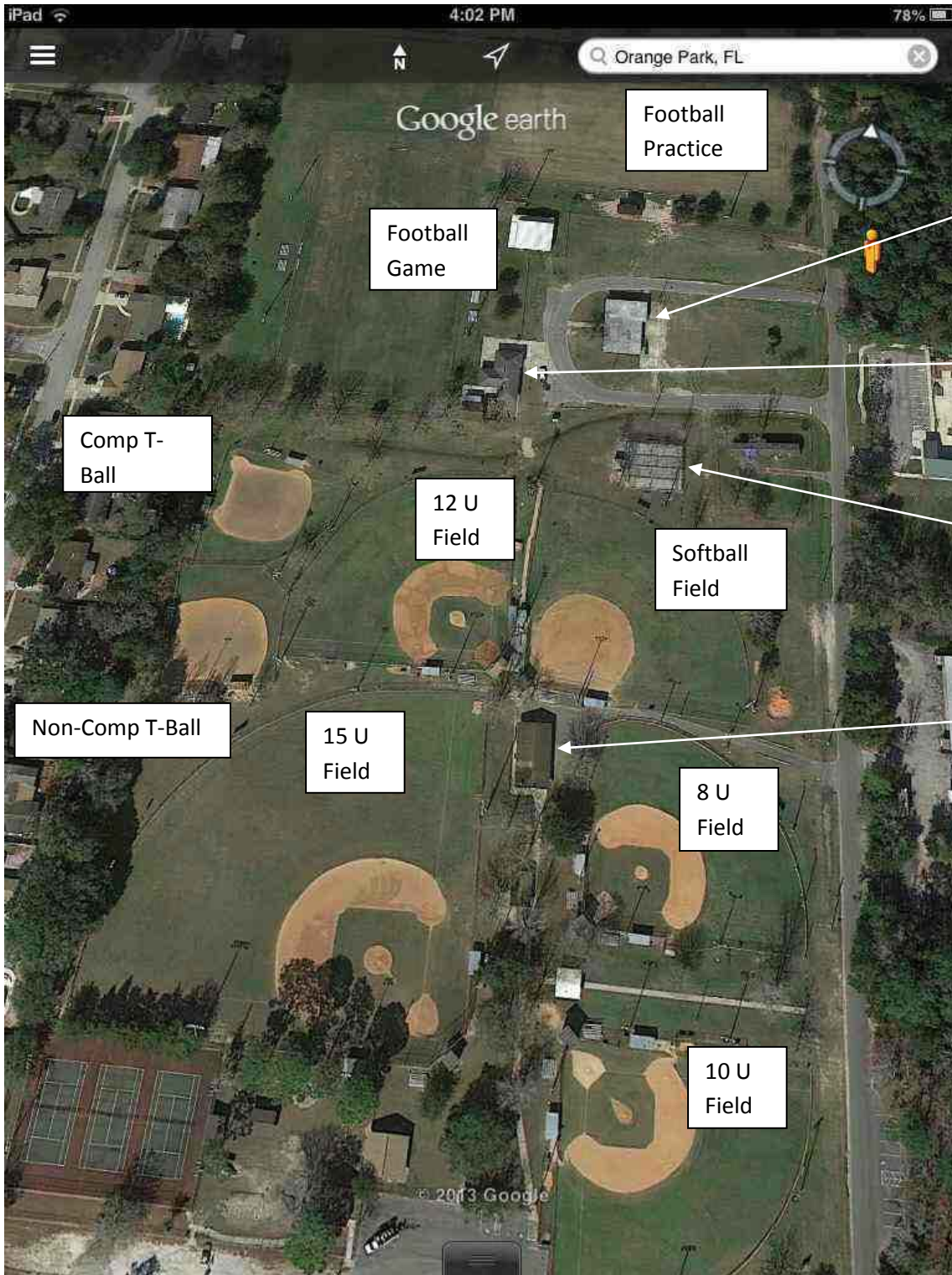
5. How many persons injured _____

6. Condition of victim(s) _____

7. Help (first aid) being given _____

Note: Do not hang up first. Let the EMS dispatcher hang up first.

OPAA Sports Complex Field and Building Map



Football Practice

Football Game

Comp T-Ball

12 U Field

Softball Field

Non-Comp T-Ball

15 U Field

8 U Field

10 U Field

OPAA Board Room

Football Concessions

Batting Cages

Baseball Concessions

Injury Report

Name of athlete _____

Date _____

Time _____

Firstaider (name) _____

Cause of injury _____

Type of injury _____

Anatomical area involved _____

Extent of injury _____

First aid administered _____

Other treatment administered _____

Referral action _____

First aider (signature)