

US Lacrosse Emergency Procedures: Medical Emergency & Facility Evacuation

Section I: Creating an Emergency Plan

1. Establish written Emergency Procedures, using these checklists as a guideline. These procedures outline the responsibilities of the Emergency Response Team during a crisis.
2. Complete the information in the Emergency Plan form for each team in your league. If the team uses more than one facility, set up a separate Emergency Plan for each field, facility or venue.
3. Designate the Emergency Response Team and obtain the appropriate contact information for each member.
4. Give a copy of the Emergency Plan to each member of the Emergency Response Team and make sure each person understands their role.
5. Obtain a Participant Medical Emergency Card for all participants on your team (see Section VII of the Emergency Plan form).
6. Keep a copy of the Emergency Plan in a binder, along with copies of each participant's Emergency Medical Card, the Emergency Plan Checklist and the Incident Report forms. Have this binder ON HAND at every practice, game and sponsored activity for quick access to this important information.

Section II: Emergency Medical Procedures

The Emergency Procedures outline the responsibilities of each person on your Emergency Response Team in the event of a crisis. Review and update these procedures regularly with your Emergency Response Team so that everyone knows what is expected should an emergency situation arise.

1. **Provide immediate care** to the injured or ill participant or spectator. The most qualified individual(s) on the Emergency Response Team should handle this, if medical personnel are not on-site.
2. **Retrieve Emergency Equipment** or supplies.
3. **Call for HELP.** Assign different individuals to make these calls where possible, as the person calling 911 must stay on the line until the operator says to hang up.
 - **Call 911.** Provide name, address, telephone number; information on the emergency -- number of individuals injured/ill, condition of individuals, first aid treatment; give specific directions to location; and stay on the line until EMS operator tells you to hang up.
 - **Call on-site medical staff** for immediate assistance, if available.
 - **Call Campus Security/Police**, if available.
4. **Provide EMS with complete directions** to the scene of the emergency.
 - Designate specific individual to open locked entrances or gates to facility.
 - Designate a person to flag down EMS and direct them to the scene.
5. **Crowd Management:**
 - Get other participants and spectators to safety, if additional threat is present.
 - Limit the scene of emergency treatment to first aid providers only.

Section III: Emergency Facility Evacuation

In the event of an emergency, evacuating the premises may be necessary. Emergencies may include, but not be limited to, fire, bomb/terrorist threat, weather emergency or person with a weapon.

1. Facility Evacuation: Pre-Emergency Planning

- A. Evacuation Alarm - Designate a signal for emergency evacuation
- B. Meeting Area - Set a pre-arranged meeting place away from the facility where all participants will meet upon leaving the facility
- C. Appoint Emergency Response Team
- D. Assign Emergency Response Team duties
 - Notify teams/attendees of evacuation procedures, in advance
 - Assist in clearing facility during emergency
 - Direct people to designated meeting area(s)
 - Assist those with special needs
 - Account for all participants at meeting area(s)
 - Each member has a copy of Emergency Plan, including:
 - maps of exit routes
 - location of meeting areas
 - phone numbers for Response Team members, Athletic Trainer and EMS
 - Establish inter-team communication via walkie-talkie and/or cell phone
- E. Staging Area - place where fire, police and EMS will organize to deal with emergency

2. During an Emergency: General Evacuation Procedures

- A. Do not panic
- B. All required to evacuate when alarm sounds
- C. Call for HELP (911: Fire, Police, EMS)
- D. Emergency Response Team goes into action, managing evacuation process
- E. Close doors when leaving rooms
- F. Leave through nearest unblocked exit (check maps, if possible)
- G. Do not use elevators
- H. Do not open doors that are warm/hot to the touch; find another exit
- I. Avoid smoke-filled areas, if possible; stay down low, if you must travel through smoke
- J. Report to meeting area(s)
- K. Account for all participants and attendees

3. Special Circumstances

- A. Trapped by smoke/fire/building damage
 - Do not panic
 - Close doors and windows
 - Block doorway cracks, vents, etc., with wet towels, clothing or other materials
 - Call 911 and report your location and the number of people with you
 - Contact Emergency Response Team via phone or walkie talkie and report your location and number of people with you
 - If possible, go to window and hang an article of clothing or other signal to indicate your presence
 - If room becomes smoky, cover mouth and nose with wet cloth and stay close to the floor

B. Bomb or Terrorist Threat

- Do not panic
- Note exact time and words used by caller
- Write down details of call as soon as possible:
 - Describe threat
 - If explosive, when is it set to explode?
 - Where is it located?
 - What does it look like?
 - What will cause or trigger the explosion?
 - Did caller place the bomb or device?
 - What is the caller's name?
 - What is caller's address or location?
 - What is caller's affiliation?
- Note characteristics of caller's voice: Male/female, accent, lisp, etc.)
- Note any background noise
- If digital display/caller id, note the information on the display
- Call Police immediately - stay on the line until they tell you to hang up
- Notify Emergency Response Team
- Begin General Evacuation Plan
- If you see any suspicious package or person while leaving, inform police/security what you saw and where
- Do not re-enter building until told to do so by security or police

C. Person with Weapon

- Do not panic
- If weapon is in immediate vicinity
 - Act quickly and deliberately to evacuate through nearest unblocked exit, without pulling alarm
 - Call 911/Police
 - Go to protected meeting place away from facility
 - Account for all participants
 - If you are NOT able to evacuate:
 - Conceal and protect yourself and participants as much as possible
 - Move away from doors and windows
 - Lock doors and windows, if possible; close shades or curtains
 - Hide under enclosed counters, seating, desks
 - Call 911/Police; inform them of your location and how many people are with you
 - Communicate with Emergency Response Team, if possible
 - When and if possible, leave area by nearest exit
 - If not possible, wait quietly for police rescue
 - DO NOT ATTEMPT to aggressively deter unstable person with weapon
- If weapon is not in immediate vicinity
 - Call 911/Police
 - Begin General Evacuation procedures without pulling alarm
 - Move swiftly to protected meeting place away from facility
 - Account for all participants at meeting place

D. Preventing Crowd Control Problems

- Identify characteristics of expected audience to determine likely behaviors
- Schedule activities to avoid periods of high crowd congestion and mass movement
- Have security or ushers dressed in order to be clearly visible
- Make provisions for a good public address system
- Emergency Response Team should outline emergency plan for security, ushers, ticket takers and concession personnel
- Provide walkie-talkies and/or cell phones to security and Emergency Team
- Establish hand signals or other non-verbal means of communication for ushers and concession personnel to request help
- Inspect facility to make sure no fire hazards are present
- Check that all doors and exits are accessible and clearly marked
- Check that attendance does not exceed capacity
- Develop contingency plan if crowd gets unexpectedly large
- Place staff in strategic areas where they can quickly respond to trouble
- Arrange for adequate numbers of admissions areas, concession stands and rest rooms to avoid long lines/long waits
- Establish procedures to quickly remove anyone who is: intoxicated, throwing things, being hostile or displaying other aggressive or disruptive behavior

Note: These guidelines are not legal advice, nor are they intended to be complete or definitive in identifying all hazards associated with emergency or safety procedures, in preventing crisis situations in your sports program, or in complying with any safety-related regulations or other laws.