



Facility Guide - Emergency Action Plan



Host
Logo

Facility Information

Name:		Address:		Pin:	
Ingress/Egress:					
ADA Access:					
Player Parking:	Main Lot	Officials Parking:	Main Lot	Volunteer Parking:	Main Lot
Player Warmup:	On Court - Pre Game only	Officials Room: (Y/N? Where?)		Volunteer Checkin:	
Maintenance Engineer On-Site:		Name & Contact:		Maint. Supplies Location:	

Cut/Paste Maps & Diagrams

Host QR
Code



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MYAS



Emergency Communication

Police:		911	Onsite:		MYAS Director:		
Fire:		911	Onsite:		Host Lead		
EMS:		911	Onsite:		Official in Charge		
PLAN:	In the event of an emergency, disorderly, or medical situation, 911 should be called. Responders may take time to arrive, but can always be cancelled. Then, an association representative should be contacted immediately.						

Medical Procedures

Heart/Breathing/Consciousness:	1) Call 911, 2) immobilize, 3) if trained, use an AED, 5) start CPR until EMS arrives.
Concussion/Break/Sprain/Blood:	1) Follow Association Medical Plan. 2) Seek higher level of care if needed.

Medical Equipment Location

AED:		First Aid Kit:	
O2/AMBU Bag:		Backboard:	
Ice:		Blood Decon:	

Medical Facilities

EMS Transport:		Directions:		
Hospital - Trauma:			Hospital - Childrens:	
Urgent Care:			Urgent Care (Sports):	
OnSite Medical (EMS)	YES	NO	Athletic Trainer:	YES NO

Contingency - Weather (Severe, Heat/Cold, Air Quality)

Notification Plan:	
Shelter Location:	
Evacuation Location:	

Contingency - Other

Active Threat:	Shelter or EVAC players, call 911 & isolate the threat (if able). Only confront person to protect life.
Fire:	Call 911 and orderly leave the area for the EVAC Location. Account for all persons during EVAC.
Lost Child/Parent:	Locate association rep and do what you can to ensure the child doesn't leave the area.
Disorderly Parent:	Remain calm to de-escalate the situation. Invite the parent to a location away from players.
Disorderly Player:	Remain calm to de-escalate the situation. Remove from play and escort from the venue.



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Facility Information

Name:	<i>School/Center Name</i>		Address:	<i>123 Fake St., No Where, MN</i>		Pin:	<i>Coordinates for phone pin</i>		
Ingress/Egress:	<i>How do people access the building? Special door?</i>								
ADA Access:	<i>Can be same, but is there a special entrance for ADA compliance</i>								
Player Parking:	<i>Specific Lot?</i>		Officials Parking:	<i>Separate parking for Officials? or N/A</i>	Volunteer Parking:	<i>Separate parking for Volunteers? or N/A</i>			
Player Warmup:	<i>Court/Room/Location to warm up? or N/A</i>		Officials Room:	<i>Separate room for Officials? or N/A</i>	Volunteer Checkin:	<i>Where do volunteers check in? or N/A</i>			
Maintenance Engineer On-Site:		Name & Contact:	<i>Name and phone of Engineer or maintenance staff.</i>		Maint. Supplies Location:	<i>Where are cleanup supplies? Wet floor signs, etc...</i>			

EXAMPLE

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MYAS



Emergency Communication

Police:	Local Dept?	911	Onsite:		MYAS Director:	Name	Mobile
Fire:	Local Dept?	911	Onsite:		Host Rep 1:	Name	Mobile
EMS:	Local Dept?	911	Onsite:		Host Rep 2:	Name	Mobile
PLAN:	In the event of an emergency, disorderly, or medical situation, 911 should be called. Responders may take time to arrive, but can always be cancelled. Then, an association representative should be contacted immediately.						

Medical Procedures

EXAMPLE

Heart/Breathing: Conscious 1) Call 911. 2) Immobilize. 3) If pain, give an AED. 4) Start CPR until EMS arrives.

Concussion/Break/Sprain/Blood: 1) Follow Association Medical Plan. 2) Seek higher level of care if needed.

Medical Equipment Location

AED:	Where are these located?	First Aid Kit:	Where are these located?
O2/AMBU Bag:	Where are these located?	Backboard:	Where is this located?
Ice:	Where is this located?	Blood Decon Kits:	Where are these located?

Medical Facilities

EMS Transport:	Local Dept?	Directions:	What street access? Door? Special Directions?
Hospital - Trauma:	Main Emergency Department?	Hospital - Childrens:	Children's Hospital?
Urgent Care:	For minor injuries	Urgent Care (Sports):	Childrens? TCO/Orthopedics?
OnSite Medical (EMS)	EMS onsite? Yes/No	Athletic Trainer:	Trainer onsite? Yes/No

Contingency - Weather (Severe, Heat/Cold, Air Quality)

Notification Plan:	Using PA? Word of Mouth? App notifications? etc.	
Shelter Location:	Indoor location for sheltering?	Reunification Location:
Evacuation Location:	Outdoor location for gather after evacuating	Offsite place to meet?

Contingency - Other

Active Threat:	Shelter or EVAC players, call 911 & isolate the threat (if able). Only confront person to protect life.	
Fire:	Call 911 and orderly leave the area for the EVAC Location. Account for all persons during EVAC.	
Lost Child/Parent:	Locate association rep and do what you can to ensure the child doesn't leave the area.	
Disorderly Parent:	Remain calm to de-escalate the situation. Invite the parent to a location away from players.	
Disorderly Player:	Remain calm to de-escalate the situation. Remove from play and escort from the venue.	