

# EMERGENCY PROCEDURES

## Dial 911

### MEDICAL EMERGENCY

**CALL 911** from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency at the facility.

- If you have been trained, quickly:
- Control serious bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR: Push hard and fast in the center of the chest.
- If an AED is available, turn on the unit and follow the simple instructions to use it.
- Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
- Remain with the injured person until help arrives.

### FIRE

- **ACTIVATE** the fire alarm using a manual pull station.
- **EVACUATE** the facility using the nearest exit or stairwell.
- **ASSIST** anyone requiring help to evacuate the building.
- **DO NOT** use the elevators.
- **CALL 911.**
- **NEVER** re-enter the building unless instructed to do so by Police or Fire personnel.

#### FIRE EXTINGUISHER INSTRUCTIONS

**P**—Pull the pin on the extinguisher.  
**A**—Aim the hose or nozzle at the base of the fire.  
**S**—Squeeze the handle to activate the extinguisher.  
**S**—Sweep the extinguisher back and forth at the base of the fire.

### EVACUATION

- Do not delay your evacuation. Always lead your players to the **NEAREST** door. The emergency doors are not locked and the only consequence of opening them is the sound of the alarm.
- Do not lead players towards the area of the incident. Do not congregate in the front entrance. Lead the players/parents to the open grass area on the north and south end of the building.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and are leaving the facility too.
- Make every effort to evacuate persons with physical limitations without interfering with the progress of others. If a person cannot be moved they may shelter in place.

### SHELTER IN PLACE

Certain incidents like hazardous spills may require that you and others shelter in place.

- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- Turn off all fans, heating and air conditioning systems.
- If instructed to do so, use whatever is available to seal all cracks around the doors and vents into the room.
- Remain indoors until authorities tell you it is safe or you are told to evacuate.

### ACTIVE SHOOTER

**BE PREPARED TO RUN, HIDE OR FIGHT.**

- If possible, quickly exit the building and evacuate to a safe area away from danger.
- **CALL 911.**
- If it is not possible to exit safely, get to an enclosed room and lock or barricade the door. Turn off the lights and keep quite. Turn down your cell ringer. Take protective cover.
- If the armed assailant enters your area, your option may be limited to fighting them to survive. Use anything you can find as an improvised weapon and attack with others if possible.
- Do not give you for any reason. Try to disable the intruder.

### TORNADO

**IF Indoors:**

- Immediately **DROP, COVER, and HOLD ON** under a sturdy object.
- Position yourself along an interior wall, staying away from glass windows, shelves and heavy equipment which could topple over onto you.
- Do not run outside unless your building is believed to be in imminent danger of collapse.
- **IF Outdoors:**
- Move quickly away from buildings, utility poles and other structures. Stay in an open area.

### BOMB THREAT

**IF YOU ARE CALLED BY A PERSON THREATENING A BOMB ATTACK:**

- Have someone else **CALL 911** to report the threatening call.
- Keep talking to the caller as long as possible and ask the following:
  - What does the bomb look like? What kind of bomb is it??
  - Why did you place the bomb?
  - What is your name?
  - Where is the bomb and when is the bomb going to detonate?

### HAZARDOUS MATERIALS

**If a chemical or biohazard spill occurs within the facility, CALL 911.**

- If a chemical spill occurs outside of the facility or from an outside source, follow the shelter-in-place procedure.
- In either case, notify the Police Department if you have been exposed to a chemical.
- If exposed, avoid contact with others.
- If evacuating, move to an area upwind and away from the doors.
- Use your clothing or other clean, dry materials to shield your nose, eyes and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.



## Emergency Action Plan

Although serious injuries or accidents are rare, team, officials must be ready to deal with them if and when they occur. The coaching staff for every team or pool of players is responsible for implementing an Emergency Action Plan (EAP). This ensures that there is an established procedure in place for dealing with injuries or other emergencies at training sessions or games.

**ACCESS TO PHONES:** make sure that someone on the coaching staff has a charged cell phone available at the field or facility. Information regarding emergency contact numbers should be known as well and should travel with the team/pool.

**ACCESS TO SITES:** coaching staff and/or the person designated as the charge person should be prepared to give emergency responders directions to their location, including the address.

**INFORMATION ON PARTICIPANTS:** roster form that includes players' medical history, past injuries, known medical conditions, allergies, and emergency contact information should be on hand at all times. This will assist medical personnel should there be a situation where a player needs to be transported to a hospital or needs to receive treatment at the field or facility.

The team must have a fully stocked first aid kit which is available and every game and training session

### Emergency Phone numbers - Call 911 First!

If an injury occurs, assess the player's injuries (ABCs – airway, breathing, circulation/pulse; any major bleeding) – put on gloves if you suspect bleeding. If any of the following is identified, activate EAP

When to Activate EAP

- No Pulse
- No Breathing
- Bleeding Profusely
- Impaired consciousness
- Injuries to Back, Neck, Head
- Major Trauma to a Limb
- Cannot move or Feel Limbs
- You Believe you Should

If not an emergency, treat injuries with First Aid and/or follow **Concussion Protocol**

How to Activate EAP

- Take Control
- Assess Injuries
- Call 911 or tell someone to call and relay info about injuries
- Direct someone to wait at the Front to Guide Paramedics
- Provide First Aid: STABILIZE

- EAP (Once the child is Stabilized)
  - Notify parents if not on the scene
  - Take Notes of player's name and:
    - injuries, hospital name
    - time, location, witnesses

Reporting the Injury - Team officials are to inform ESC personnel within 24 hours if the Emergency Action Plan has been initiated and ensure the Accident/Incident Report Form has been submitted to the office within 72 record incidents/injuries with the ESC

#### INDOOR FACILITY EVACUATION

Always lead your players to the NEAREST door. The emergency doors are not locked and the only consequence of opening them is the sound of the alarm. The staff has a key to reset the alarms on the doors after incident.

**Do not** lead players towards the area of the incident.

Do not congregate in the front entrance. Lead the players/parents to the open grass area on the north and south end of the building.

In the event of a Tornado Siren warning: -Lead players off the field away from windows into lower level bathrooms/interior walls. Do not run outside unless your building is believed to be in imminent danger of collapse.

#### Address of Outdoor Fields

Braemar	608 Chesterfield Ln, Barrington 60010
Bristol Trails	1130 Bristol Trail Rd, LZ 60047
Buffalo Creek	675 Old Mill Grove Rd, LZ 60047
Countryside East	683 Old Mill Grove Rd, LZ 60047
Countryside West	1200 Deerpath rd, LZ 60047
Deer Park TC	21970 W Field Pkwy, Deer Park, 60010
Knigge	23600 Echo Lake, 60047
Long Grove	2700 W Lake Cook Rd, Long Grove, 60047
Orchards	567 Lawrence, LZ 60047
Vehe	23680 Cuba Road, 60010
Wicklow	998 Cormar Dr, LZ 60047

#### Address of Indoor Facility

Soccerplex & Sportscenter Lake Zurich	325 Surryse Rd, LZ 60047
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