

# ORANGE COUNTY INTERSCHOLASTIC ATHLETIC ASSOCIATION

## EVENTS RISK AND EMERGENCY PLAN

AUGUST 2010

### I. Philosophy

Interscholastic athletics is an integral part of the total secondary educational program. Its purpose is to offer educational experiences not otherwise provided in the curriculum which will promote the student athlete's physical, mental, moral, social and emotional well-being.

Interscholastic athletics shall be primarily for the benefit of the students who participate directly or as spectators. The interscholastic athletic program shall exist for the value which it has for students and for the benefit of the sponsoring institutions.

### II. Purpose

A. A school's academic program and athletic program need to work together to achieve the overall goals of the education system. The purpose of a school's athletic program is diverse:

1. To subordinate it to the academic program which is the basis and prime reason for establishment of an educational institution;
2. To protect the good name of the school in the community;
3. To promote the principles of good citizenship; and
4. To recognize participation in athletics is a privilege.

### III. Objectives

- A. To provide safe athletic events and a meaningful experience for student athletes, coaches and spectators alike.
- B. To prevent a crisis from beginning or escalating.
- C. To focus on risk management and emergency plan for athletic events.

#### IV. Code of Ethics

A. It is the duty of all concerned with high school athletics:

1. TO EMPHASIZE the proper ideals of sportsmanship, ethical conduct and fair play.
2. TO ELIMINATE all possibilities which tend to destroy the best values of the game.
3. TO STRESS the values derived from playing the game fairly.
4. TO SHOW cordial courtesy to visiting teams and officials.
5. TO ESTABLISH a happy relationship between visitors and hosts.
6. TO RESPECT the integrity and judgment of the sport officials.
7. TO ACHIEVE a thorough understanding and acceptance of the rules of the game and standards of eligibility.
8. TO ENCOURAGE leadership, use of incentive, and good judgment by the players on the team.
9. TO RECOGNIZE that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. TO REMEMBER that an athletic contest is only a game...not a matter of life or death for player, coach, school, official, fan, community, state or nation.

#### V. Strategies

As a course of action, the Safety Committee has developed the following steps:

- A. Clarify chaperones' duties and expectations with regard to crowd control.
- B. Clarify police involvement at event OCIAA Championships.
- C. Construct an event checklist so as to identify potential risks and to note coverage areas.
- D. Share this developed plan and review it annually during the scheduled September Athletic Directors Workshop.
- E. Share information and review procedures annually for Section IX Lightning Policy during September Athletic Directors Workshop (attached).

- F. Share the Public Access Defibrillator (PAD) program and review it annually during the scheduled September Athletic Directors Workshop.
- G. Pursuant to the Commissioner of Education and Education Law (section 136.4) regarding the requirement for AED's in Public Schools it is required that:
  - 1. Whenever an instructional school facility is used for a school sponsored or school approved curricular or extracurricular event or activity, the public school officials and administrators responsible for such facility ensure the presence of at least one staff person who is trained, pursuant to Public Health Law section 3000-b (3)(a), in the operation and use of automated external defibrillator.
  - 2. During any school-sponsored athletic contest or school-sponsored competitive athletic event held at any location, public school officials and administrators responsible for such contest or event shall ensure that automated external defibrillator equipment is provided on-site and that at least one staff person who is trained, pursuant to Public Health Law section 3000-b (3)(a), in its use is present during such contest or event.

## VI. Guidelines

The OCIAA provides the following general guidelines for crowd control at hosted events.

### A. Precrisis Indicators

- 1. Unusual movement is noted as:
  - a. Athletic teams or groups not moving together;
  - b. Groups of students not in their territory;
  - c. Absence of groups not in their territory; and
  - d. Sudden clustering of students.
- 2. Student attendance can point to a potential problem:
  - a. By those students who most likely would not attend; and
  - b. By those students who have been suspended.
- 3. Warning signs are suggested when:
  - a. Graffiti is increased;
  - b. Students carry items into events;
  - c. Nonprofessional staff mention hearsay; and
  - d. Rumors are not dealt with as if they are true.

### B. Chaperone and/or Crowd Control Duties

- 1. To maintain a high level of conduct by:
  - a. Being courteous;
  - b. Not running to the scene of action;
  - c. Dealing with a threat as an act of violence; and
  - d. Following the chain of command.

2. To remain highly visible by:
  - a. Wearing arm bands or other identifiers;
  - b. Assisting in finding rest rooms, seats or concessions;
  - c. Enforcing event rules about spectator behavior;
  - d. Removing unruly students or spectators; and
  - e. Being able to identify associated event personnel.
3. To keep moving by:
  - a. Not viewing or taking an active role in the athletic event;
  - b. Asking spectators to move into assigned seating areas; and
  - c. Asking spectators to not to loiter in exit or fire lanes.

#### C. Police

1. Police are essential in championship events, because they:
  - a. Add to the decorum of the contest;
  - b. Help with spectator ejection or removal;
  - c. Aid in traffic control; and
  - d. Provide a safe atmosphere.
2. Techniques that police bring to events are:
  - a. The diffusion of large crowds;
  - b. The diffusion of a possible situation;
  - c. When to call for help; and
  - d. Hands on to help.

#### D. Activating Event Safety Plan

1. Designate a site administrator or event manager. Persons authorized to take actions are chaperones, coaches and school administrators. Person in charge shall notify or direct notification as needed:
  - a. Emergency providers – police, ambulance, fire, poison ctr.
  - b. Superintendent of Schools
  - c. Building Administrator, Athletic Administrator
  - d. Site chaperones
2. Response to medical emergency will follow a sequence of steps:
  - a. Assess the injury. If life threatening to player, cancel the game;
  - b. Send contact person to activate emergency medical response personnel. If injured party is a minor, call parents;
  - c. Administer first aid. Prepare to transport to medial facility; and
  - d. Complete an injury report.
3. Response to a crowd control incident will use a four layer approach that is:
  - a. Prevent any incident from escalating;
  - b. Keep crowd back;
  - c. Witness and document incident; and
  - d. Remain in the area until all is clear

4. Sequential responses will include:
  - a. Monitoring of weather stations and/or scanners.
  - b. Event evacuation or cancellation instructions told during prevent announcement. Potential causes are: severe weather, fire, bomb threat, and sustained power outage.
  - c. Event rules that serve notice to no alcohol, no smoking and improper spectator behaviors and consequences told also during prevent announcement.
  
5. Individuals designated as site administrator, event manager, chaperone, coach or other trained individual whom has been trained in the use of AED units should:
  - a. Immediately check the scene for safety, then verify sudden cardiac arrest;
  - b. Perform proper steps according to training;
  - c. Allow AED unit to analyze and determine if shock is advised;
  - d. If shock needed perform as instructed and trained;
  - e. If NO shock is advised begin CPR training skills and procedures;
  - f. Follow Post – Use Procedures.

E. Chain of Command

1. The chain of command at athletic events is defined as:
  - a. OCIAA Sport Chairs or their designees;
  - b. OCIAA Athletic Coordinator;
  - c. Host site Athletic Directors or their designees;
  - g. Sponsoring Coach;
  - h. Security Personnel.

VII. Checklist of Event Risks

- A. This checklist of event risks is used to pragmatically prepare for interscholastic athletic events and/or championships:

- \_\_\_\_\_ 1. Proper supervision in all areas is used
- \_\_\_\_\_ 2. Plan for the occurrence of bad weather
- \_\_\_\_\_ 3. Preevent inspection of playing and spectator access areas
- \_\_\_\_\_ 4. Facility maintenance
- \_\_\_\_\_ 5. Event announcement which covers rules and evacuation routes
- \_\_\_\_\_ 6. Injury reporting forms on hand
- \_\_\_\_\_ 7. Medical personnel and supplies arranged

- \_\_\_\_\_ 8. Officials, scorekeepers, timers and announcer in place
- \_\_\_\_\_ 9. Forms completed: insurance, pay vouchers, etc.
- \_\_\_\_\_ 10. Public address system and/or megaphones available to warn
- \_\_\_\_\_ 11. Telephone and/or cell phone available
- \_\_\_\_\_ 12. Ancillary help duties are defined for: ticket takers, custodial, etc.

VIII. The following is the recommended OCIAA Medical Emergency Action Plan for OCIAA contests and schools in which a certified approved athletic trainer is assigned. In addition guidelines for responsibilities of an emergency care team are recommended in situations when a doctor or ambulance is not present.

Responsibilities of Emergency Care Team:

❖ Athletic Trainer:

1. Coordinates care
2. Assist injury/illness
3. Provide initial first aid care if necessary
4. Activate EMS \*911\* when necessary
5. Release student athlete to EMS if necessary for transport
6. Complete necessary accident reports

❖ Head Coach/Assistant Coach:

1. Send team members to assigned benches
2. Provide emergency medical/contact card to athletic trainer
3. Contact parent/guardian
4. Complete necessary accident report forms
5. Contact athletic director

❖ OCIAA Security Staff:

1. Scene control (limit injury scene to first aid providers and move bystanders away from area)
2. Go to designated location to flag down emergency vehicle
3. Have keys to gate/doors for emergency vehicle access
4. Direct EMS/vehicle to injury site
5. Complete necessary accident report forms

A. Emergency Personnel:

Certified athletic trainer and student athletic trainers on site for practice and competitive events.

B. First Aid Equipment:

1. All interscholastic sports teams are provided with first aid kits, ice packs and CPR masks.
2. Athletic trainer has medical kit, AED, oxygen, vacuum splints, backboard, and cervical collars.

C. Communication:

1. All interscholastic sports teams have a two-way radio to communicate with athletic trainer.
2. All interscholastic sports teams have the athletic trainer's cell phone number.

D. Appropriate Medical Forms:

1. Accident reports to be completed after incident occurs.
2. Emergency Medical/Contact Information to be completed for every student athlete and given to athletic trainer.

PC: Mr. Doug Murphy, OCIAA President  
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