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| **EMERGENCY ACTION PLAN**  Club Guidance Document |
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| June 2022 |

Media Coverage

It is understood that the [Club] staff may have to handle initial contact with the media. If so, do the following:

1. DO NOT make any statements regarding the incident.
2. DO NOT respond with “No Comment”.
3. Let the media know that a designated spokesperson will serve as their point of contact and that they have the current information related to the incident.
4. Those individuals are:
   1. [Name] | [Title] | [email] | [phone]
   2. [Name] | [Title] | [email] | [phone]
   3. [Name] | [Title] | [email] | [phone]
5. Follow up with [Name] at [email] to inform which media outlet contacted [Club].

The elected spokesperson should follow the dos and “don’ts” of communication:

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| **DOS** | **DON’TS** |
| Tell the truth | Speculate or guess |
| Release only confirmed | Overstate and understate |
| Be concise | Talk “off the record” |
| Show concern | Be thrown by hostile questions |
| Remain calm | Give exclusive to one reporter |
| Provide updates | Place blame |

Active Shooter

Active shooter situations are unpredictable, escalate rapidly, and in most cases, there are no patterns, and the selection of victims are completely random. The procedures, descriptions and checklists below will outline what to do if you are caught in an active shooter situation and what to expect from the arriving law enforcement. You will need to be both physically and mentally prepared, as you will need to follow these three steps of RUN. HIDE. FIGHT

How to respond when an Active Shooter is withing your area:

1. RUN if possible
   * Leave your belongings behind
   * Escape the area even if others do not agree to follow
   * Help others escape the area, if possible
   * Warn and prevent others from entering the area where shooter may be
   * Call 911 when in a safe area
   * Describe the shooter, location and weapons being used
2. HIDE if escape is not possible
   * If inside or outside:
     + Stay out of the shooters view and remain quiet
     + Silence your electronics including vibration
     + Do not hide in groups
     + Hide behind large sturdy items that can take a shot if fired in your direction
     + Try communicating with law enforcement by using text message or social media
   * If inside:
     + Lock the door and turn off the lights
     + Provide yourself protection if shots are fired your direction
     + Turn off any items inside the room (ex: tv, radio)
3. FIGHT as a last option if needed
   * You will need to fight or disrupt against the shooter
   * Acting aggressively in action or by yelling
   * Use surrounding items as weapons

After the situation clears and law enforcement are on scene:

1. Remain Calm
   * Keep your hands visible and empty at all times
   * Take care of yourself first, then move on to others if you can
   * If you see injured people, help them to safety
   * Do not yell or scream for officers’ attention
   * You will need to hold in a contained area after officers take control of the area. Do not leave until law enforcement instructs you to do so
2. Law Enforcement will survey scene
   * They will be armed heavily with handguns, shotguns, and rifles among other items
   * They will shout directions. Do not be alarmed. Follow the directions.

Bomb Threat Safety

The below checklist is designed to assist all employees and designated personnel on responses to the threat of a bomb in an orderly manner working with first responders.

Phone

If a bomb threat is received phone, the caller should attempt to obtain as much information as possible.

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

Questions to ask:

* Where is the bomb located?
* When will it explode?
* What kind of bomb is it?
* What does it look like?
* What will make it explode?
* Did you place the bomb?
* Why did you place the bomb?

Receiving caller information:

* Your Name
* Time of call
* Time call ended
* Date

Caller details:

* Male / Female
* Adult / Juvenile
* Approximate age
* Any background noise? If so, describe
* Tone of the caller’s voice? (i.e.: calm, angry, loud, laughing)
* Type of call (local, cell phone, long distance)
* Exact words of the threat

Verbal

1. If the perpetrator leaves, note which direction they went
2. Notify the designated personnel and authorities
3. Write down the threat exactly as it was communicated
4. Note the description of the person who made the threat:
   * Male / Female
   * Adult / Juvenile
   * Race
   * Type of clothing
   * Approximate Age
   * Body description (height, weight, hair & eye color)

Written

1. Handle the document as little as possible
2. Notify the designated personnel and authorities
3. Rewrite the threat exactly as is on another sheet of paper and note the following
   * Date/time/location document was found
   * Any situations or conditions surrounding the discovery/delivery
   * Full names of any personnel who saw the threat
   * Secure the original threat; DO NOT alter the item in any way
   * If small/removable, place in a bag or envelope
   * If large/stationary, secure the location

Emailed

1. Leave the message open on the computer
2. Notify the designated personnel and authorities
3. Print, photograph, or copy the message and subject line; note the date and time

Fire Emergency

When fire is discovered:

* Activate the nearest fire alarm (if installed).
* Notify the local Fire Department by calling 911.
* If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
  + Voice communication
  + Phone paging
  + Radio

Fight the fire ONLY if:

* The Fire Department has been notified.
* The fire is small and is not spreading to other areas.
* The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

* Leave the building using the designated escape routes.
* Assemble in the designated area.
* Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

* Ensure that all employees have evacuated the area/floor.
* Assistants to Physically Challenged should assist all physically challenged employees in emergency evacuation.
* Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
* Coordinate an orderly evacuation of personnel.
* Perform an accurate head count of personnel reported to the designated area.
* Determine a rescue method to locate missing personnel.
* Provide the Fire Department personnel with the necessary information about the facility.
* Report any problems to the Emergency Coordinator at the assembly area.

Medical Emergency

The below procedures are to be used during any [Club] event that requires responses for serious injuries needing medical care and transportation. This checklist is designed to assist all employees and designated personnel working with the first responders.

Roles of Activation

1. Secure the scene
2. Treat the injured player, spectator or identified individual. Onsite Athletic Trainer or EMS should be the ONLY ONE administering treatment.
3. Call 911
   * Provide your name, address, phone number and any specific directions.
   * Condition of person receiving treatment.
   * What treatments are currently being administered. Facility location where forthcoming medical personnel can be met and directed.
4. Staff duties
   * Assign an individual to meet the EMS upon arrival at designated entrance.
   * A second person should be waiting at the entrance to help responders to the injured person.
   * Assign a third individual to serve as crowd control on location.
5. Make sure the driving path is clear for ambulance or ATV vehicle for entry and exiting. Have all necessary gates and doors unlocked and open.
6. After situation is clear, fill out the Accident Report Form.
7. Take down the following information for the person accompanying the injured player or individual.
   * Address of the nearest hospital
   * Phone number of the hospital
   * Phone number of the injured person’s emergency contact

For other non-life threatening or non-serious injuries, the onsite event protocol should be in place.

1. Injury at the field, contact the certified Athletic Trainer via radio.
2. Announce the need for an Athletic Trainer (*on field 2 as an example)*
3. Athletic Trainer tends to the situation.
4. Athletic Trainer turns in paperwork (if it applies)
5. Staff follows up with Head Athletic Trainer.

Lost/Missing Child

If an individual reports that they cannot find someone, they should be directed to the Event Director for assistance. The first attempt to find the missing patron will be to walk in and around the park building/area. If the missing person is a small child, all available staff will assist in looking for the patron. Telephone calls may need to be made to see if the person may have found a ride home. The Event Director may have the park area secured to find a missing patron.

An accurate description should include:

* Name
* Date last seen
* Time last seen
* Location or area last seen
* Height
* Weight
* Gender
* Hair color
* Eye color
* Skin tone
* Date of birth (age)
* Clothes worn (including shoes)
* Any distinguishing characteristics (scars, tattoos, freckles, piercings, birthmarks)
* Is there a photo available?

1. The following steps need to be taken once notification has been made. It is the discretion of the Program Director, Committee Chair or [Club] Representative to choose the best method to do so.
2. All staff must be alerted that there is a “Code Adam” on site. The staff must be informed of the child’s name and physical description.
3. All fields and sidelines must be swept in an effort to find the missing child.
4. [Club] Representative, staff member or onsite police/EMS must be placed at all main areas to monitor everyone who passes by.
5. Communication: All participants and staff members on site must be alerted that there is a missing child, the child’s name, and physical description. The Program Director, Committee Chair or [Club] Representative has the discretion to use text alerts, walkie talkies, intercom system, email blasts, or social avenues to communicate the tournament is undergoing a “Code Adam”.
6. If the child is not found within 5-10 minutes, call law enforcement.
7. Staff must be educated so that they know the difference between a missing child versus a lost child— staff must distinguish whether to enact Code Adam before initiating procedure. You will see the lost child protocol below.
8. If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian
   * If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm’s way.
   * Law enforcement should be notified and provide with a detailed description of the person leaving with the child.

Spectator Violence or Verbal Abuse

*Spectator violence* refers to any violent activity that occurs among those attending a sporting event. It can be directed at players, officials, event personnel or fellow spectators.

Types of spectator violence can include verbal abuse, throwing objects, property destruction and physical assaults.

The following steps are designed to be taken as precautionary measures when dealing with verbally abusive spectators. Each situation is different and needs to be addressed and handled in a relative matter to what is going on.

* + - 1. Mention to a fellow employee there is a current situation you are going to deal with. This can serve as a need for backup or record of the incident.
      2. Approach the individual.
      3. Remain calm and patient.
      4. Step aside with individual to a secure location.
      5. Keep a good distance between each other.
      6. Don’t interrupt individual’s comments, use very little body language and speak peacefully.
      7. If needed, issue disciplinary actions.
      8. Remove the individual if needed. If no removal is needed issue a warning and inform that the next incident will result in removal.
      9. If needed, inform the police or security of the situation.
      10. Inform the lead person of the event.

Assault/Fight

1. Separate the individuals that committed the fight and from the scene.
2. Report the following to a [Club] staff member:
   * The location of the incident
   * The extent of the fight or assault
   * The individuals that committed the fight
3. If in the field, remove them from the field and take them to the headquarters office. Warn the individuals involved that they need to stop what they are doing, or corrective actions will be taken.
   * Asking them to leave the park
   * Calling the police
   * Other course of action
4. Verify that you have additional witness and/or staff present during incident.
5. If the fight continues, call 911.
6. Submit an incident report to the WYSA State Office.

Burglary/Theft & Vandalism

If you are involved in one of these situations, below are the preventive steps to take in reporting the incident along with how to protect yourself from harm or injury.

Burglary/Theft

1. If done from a safe distance, approach the person and ask them if you can help.
   * If you feel that this will put you in harm’s way, do not engage conversation
2. Look for a safe and secure location and continue to watch them.
3. Call the local law enforcement.
4. Take notes of the occurring incident.
   * Description of person(s)
   * Crime being committed
   * Time of the incident
5. Follow instructions given by law enforcement.
6. Report incident to the lead person of the event.

Vandalism

1. Once you have noticed and viewed the scene, contact the local law enforcement.
   * If you are witnessing the incident in real time, contact the local law enforcement and follow the instructions given by them.
     + Move to a safe and secure location.
     + If you can take video or pictures safely, do so.
2. DO NOT move anything.
3. Report the following:
   * Location of incident
   * Extent of the vandalism
   * Your name and contact phone number
4. Report incident to the lead person of the event.

Suspicious Person/Activity/Package

Suspicious Behavior

Please report all suspicious behavior to the local Police at 911. Be prepared to provide the following information.

* What the person is doing
* The location
* Gender, physical and attire description
* If they have weapons or tools
* If applicable, vehicle description and license plate number
* Direction of travel when last seen

After, inform one of the [Club]staff members of the situation.

Suspicious Packages

If you discover or receive a suspicious package the following procedures are to be followed:

* Do not attempt to open the package.
* If the package is stained, discolored, or emits an odor do not attempt to identify the substance. If you come in contact with a leaking substance, wash hands and exposed skin vigorously with soap and flowing water for at least 15 minutes.
* Do not handle, shake, or move the package.
* Calmly notify others in the immediate area, relocate to another room, and close the door behind you.
* Contact the Police at 911 as soon as you are able.
* Take no further action until advised to do so by Police.

All Attendees and employees should be aware of the possible indicator of a suspicious package. The presence of one or more of the following features should be cause for concern:

* Unexpected mail with foreign postmarks, airmail, or Uncharacteristic/abnormal delivery markings.
* Postage irregularities; including excessive postage, no postage, or unusual stamps.
* Return address irregularities such as no return address, a return address that does not match the postmark, or a return address that is not familiar to the person to whom the package is addressed.
* No postmark (may indicate hand delivery).
* Delivery addresses irregularities such as a title without a name, an incorrect title with a name, a generic title that is not used at USYS.
* Badly typed, misspelled, or poorly written addresses and markings.
* Restrictive markings or special handling instructions, such as "Personal," "Confidential," "Special Delivery,” or "Open by Addressee only".
* Visual distractions on the package such as drawings, statements, or handmade postage.
* Rigid or bulky envelope.
* Oddly shaped, unevenly weighted, lopsided, or lumpy package.
* An odor emitted from the package.
* Stains or discoloration on the package.
* Protruding wires, tinfoil, or other conductive materials.
* Over-wrapping with excessive paper, tape, and/or string.
* A package left by an unknown person