

Emergency Action Plan (EAP)



Clinton Township Cowboys

P.O. Box 380512

Clinton Twp., MI, 48038

Emergency Action Plan (EAP)

This Emergency Action Plan (EAP) is designed to assist Clinton Township Cowboys (CTC) board members and coaches in responding to emergency situations during practice or games. The development implementation of the EAP will ensure the board members and coaching staff is supplied with the information necessary for reacting responsibly and in a clear-headed manner in the event of an emergency situation.

CTC has made the commitment to providing the best quality experience for our athletes. Part of that experience is the safety of our athletes on the field during practices and games. This Plan shall be the guideline for not only safety and injury prevention on the field but also a guideline for emergency preparedness for all severe weather related or unforeseen emergencies.

This plan shall serve only as a guideline until trained emergency personnel from The Charter Township of Clinton are on site. Their actions and directions will supersede any plan put in place by CTC.

It shall be the responsibility of all Board Members, Head Coaches, and Assistant Coaches to carry out this plan to ensure the safety of our student athletes.

All athletes must have a signed Emergency Contact & Consent form submitted prior to participating in any practice or game. Each Head Coach and/or Team Manager must keep a copy of each athlete's Emergency Contact & Consent form in their possession at each practice and game. The CTC Safety Director and/or Football Director will also keep a file of all signed Emergency Contact & Consent forms. It is the responsibility of the Head Coach and Team Manager to make sure the rules are followed and ensure that all assistant coaches have read and are familiar with the EAP.

Emergency Action Plan (EAP)

CODE RED – FIRE

PURPOSE:

To provide fire safety instructions for staff, players, and volunteers in the event of a fire.

POLICY:

The staff shall be prepared to respond in the event of a fire and shall call 911 or if in an indoor facility, activate the nearest fire alarm. All persons immediately threatened by fire or smoke shall be evacuated from the area.

SCOPE OF APPLICATION:

This plan applies to all Coaches, Officials and League Directors.

PROCEDURE:

A. If a fire or signs of a fire are noticed: **R.A.C.E.**

1. **R**escue anyone in immediate danger.
2. **A**ctivate a fire alarm if present, by pulling the nearest pull station and alert other staff using the code words for fire, which are CODE RED. Call 911 Give operator location of fire.
3. **C**onfine the fire by closing all doors (for an in-house field)
4. **E**xtinguish the fire use the “PASS” technique.

B. To use a fire extinguisher: **P.A.S.S.**

1. **P**ull the pin
2. **A**im at the base of the fire. Stand about 8 to 10 feet away from the fire.
3. **S**queeze the handles of the extinguisher together.
4. **S**weep from side to side evenly coating the fire.

C. Other steps to take in case of fire:

1. Remain calm.
2. Turn on all lights, when in an indoor facility.
3. Clear corridors, in preparation for possible evacuation when in an indoor facility.
4. Close all doors checking for signs of fire as doors are closed when in an indoor facility.
5. Minimize telephone use.

Individual Responsibilities:

A. **Football Director :**

Report immediately to the scene. Evaluate and direct any evacuation necessary.
Assume charge until relieved by the Fire Department.

B. **Team Manager:**

Respond immediately to the scene. All responders will secure a fire extinguisher and fight the fire until the Fire Department arrives.

C. **Coaches:**

Follow **CODE RED** instructions. Check to be certain that all players are accounted for. Stand by for orders for evacuation or requests for assistance.

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During practice, when there are no Team Manager or a Football Director, the coaches will take charge until the Fire Department arrives.

CODE YELLOW - ABDUCTION OF AN INFANT/CHILD

PURPOSE:

To identify the typical physical description and actions demonstrated by someone attempting to kidnap an infant/child. To establish critical incident response procedures for personnel to follow in the event of an abduction of an infant/child. To ensure that police department agencies are notified. To locate & reunite the infant/child with family members as quickly as possible. The following occurrences are included in this policy: Child missing from any area of the playing fields or facilities Child found unattended in any playing fields or facilities

POLICY:

It is the policy of Michigan Youth Flag Football to protect infants/children from removal by unauthorized persons.

SCOPE OF APPLICATION:

This plan applies to all Coaches, Officials and League Directors.

PROCEDURE:

1. Missing Infant/Child

Individual Responsibilities:

A. League Director :

Report immediately to the scene. Call 911. Assume charge until relieved by the Police Department.

B. Team Manager:

Respond immediately to the scene. All responders will look in general area for the infant/child until relieved by the Police Department.

C. Coaches:

Follow **CODE YELLOW** instructions. Check to be certain that all players are accounted for. Stand by for orders or requests for assistance.

During practice, when there are no Team Manager or a Football Director, the coaches will take charge until the Police Department arrives.

2. Infant/Child found unattended at any playing field or facility

In the event that any staff member find an infant/child unattended at any location at the playing fields or facilities the following actions should be taken:

1. Escort/carry the infant/child to the League Director.
2. The Football Director will attempt to look for the parents/grandparents.
3. If unable to locate child's parents, **CALL 911.**
4. Once the child identifies the lost parent/grandparent or the lost parent/grandparent can identify the found child the child can be released to the parent/grandparent.
During practice, when there are no Team Managers or a Football Director, the coaches will take charge until the Police Department arrives.

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CODE BLACK - BOMB THREAT PROCEDURES

PURPOSE:

To provide for rapid, orderly, and responsible action in case of a bomb threat or if an explosive device is discovered at a CTC game or practice.

POLICY:

CTC will take precautions to protect players, staff, volunteers and visitors from injury as a result of a bomb threat without causing panic. The appropriate response to a bomb threat is an obligation of all of CTC staff and volunteers. Threats will be taken seriously and reported immediately to the Police Department.

SCOPE OF APPLICATION:

This plan applies to all Coaches, Team Managers and Football Directors.

PROCEDURE:

For ALL Code Black (A, B, C)

Call 911 immediately

Stay in your area until you have spoken to the Police. If in door do not leave the building unless instructed to do by the Police. During any Code Black Bomb Threat a lockdown shelter procedure may be implemented to restrict entry/egress to/from the building.

A. Code Black A: Telephone or other Electronic Means.

Threats Received by Telephone

1. Have another person listen in on the call if possible.
2. Write down the caller's exact words, word for word.
3. Prolong the conversation as long as possible by inquiring as to the location of the bomb, the time it will explode and to determine if the caller has any knowledge of the facilities buildings.
4. Listen for voice characteristics such as accent, male/female, young or old etc.
5. Listen for background noises.
6. Note any information given on why, when, where and how the bomb was placed.
7. Was the call from inside or outside the facility?
8. Record the exact time the call was received.
9. Immediately notify 911 and Football Director
10. Complete the Telephone Bomb Threat form attached to this plan. Emergency Action Plan (EAP)

B. Code Black B: Homicide/Suicide Bomber

This is an act of terrorism and falls under the FBI jurisdiction. This portion of the plan is designed to assist first responders who may encounter a scene where a bomber may be identified or suspected but has or has not detonated the device.

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Call 911 immediately

1. In the event notification of a homicide/suicide bomber, if indoors, implement a lockdown procedure. The goal is to attempt to lock out, or try to prevent the person from entering the facility. All entrances to the facility will be locked and personnel assigned to areas.
 2. The League Director will contact the police. The police will then report to FBI if required. The police or FBI will be in charge of the scene.
 3. If a suspect does appear, DO NOT APPROACH the subject.
 4. Evacuate the area upon authorization & direction from the police department.
- Code Black C: Explosion inside the facility—cause unknown

Call 911 immediately

Individual Responsibilities:

A. Football Director :

Report immediately to the scene. Evaluate and direct any evacuation necessary. Assume charge until relieved by the Police Department.

B. Team Manager:

Respond immediately to the scene. Wait and take direction from League Director until the Police Department arrives.

C. Coaches:

Follow **CODE BLACK** instructions. Check to be certain that all players are accounted for. Stand by for orders for evacuation or requests for assistance. During practice, when there are no Team Manager or a Football Director, the coaches will take charge until the Police Department arrive. Emergency Action Plan (EAP)

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Clinton Township Cowboys Telephone Bomb Threats Form

The person receiving a bomb threat should remain calm and should immediately write down the below details while they are fresh in their memory. This information will aid security and the police in their investigation. The person receiving the bomb threat should notify the police department immediately at 911.

Immediately write down the exact wording of the threat:

Questions to ask the caller:

- Where is the bomb right now? _____
- When is the bomb going to explode? _____
- What does the bomb look like? _____
- What kind of a bomb is it? _____
- Did you place the bomb? _____
- Why? _____

An educated guess should be made as to the sex, age, and race of the caller.

Record:

- a. Time and date the call received: _____
- b. Time length of the call: _____
- c. Telephone number call received on: _____
- d. Inside or outside call (one or two rings): _____
- e. Name of person receiving the call: _____

Describe the caller's language as:

- ___ Foul ___ Irrational ___ Well spoken (educated)
- ___ Incoherent ___ Taped ___ Message read by threat maker

Describe the caller's voice:

- ___ Calm ___ Sincere ___ Deep
- ___ Angry ___ Normal ___ Ragged
- ___ Excited ___ Distinct ___ Clearing Throat
- ___ Slow ___ Crying ___ Deep Breathing
- ___ Rapid ___ Nasal ___ Cracking Voice
- ___ Soft ___ Stutter ___ Raspy
- ___ Loud ___ Lisp ___ Disguised
- ___ Laughter ___ Slurred ___ Accent (kind)
- ___ Giggling ___ Stressed ___ Familiar (why?)

The person receiving the telephone call should attempt to identify background noises:

- ___ Street Noises ___ PA System Telephone Line Noises:
- ___ Voices (crowd) ___ Office Machines ___ Clear
- ___ Laughter ___ House Noises ___ Static
- ___ Music ___ Factory Noises ___ Echo
- ___ Motor Engines ___ Animal Noises ___ Long Distance

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CODE WHITE – WEATHER

PURPOSE:

- To protect staff, visitors and players from injury or harm during inclement weather.
- To maintain operations during severe weather conditions.

POLICY:

It is the policy of Michigan Youth Flag Football to provide notification of severe weather warnings and maintain adequate staffing levels during extreme weather conditions.

SCOPE OF APPLICATION:

This plan applies to all Coaches, Officials and League Directors.

PROCEDURE:

1. Before the game/practice starts:
Before each game or practice the Football Director or Coaches shall check the weather forecast. If necessary, contact the Executive Director or Designee to determine if the game/practice should be canceled. If so, all persons will be notified by the Coaches or designee.
2. After the game/practice starts:
After the game/practice has started and the weather gets questionable The Football Director will call the Executive Director and advise him of the weather conditions. The Executive Director will make the decision to continue or cancel all games that day. The Team Managers and Coaches will help staff, players, volunteers and visitors with all necessary preparation to evacuate the areas. During practice, when there are no Team Managers or a Football Director, the Coaches will take charge.
3. National Weather Service Definitions:
 - Severe Thunderstorm WATCH: Indicates conditions are favorable for severe thunderstorms. Be alert for changing conditions.
 - Severe Thunderstorm WARNING: The Nation Weather service issues this advisory when strong winds, rain and hail are expected in the area.
 - Tornado Watch: Issued when weather conditions exist that could produce a tornado.
 - Tornado Warning: Issued when a tornado has actually been sighted and is threatening the community. At this time, the Civil Defense warning sirens are sounded and the emergency messages are broadcast by the media.

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CODE BLUE - INJURY

PURPOSE:

To instruct Coaches how to care for minor injury.

SCOPE OF APPLICATION:

This plan applies to all Coaches, Team Managers and Football Director.

PROCEDURE:

1. Prior to the first day of practice, players must complete an Emergency Care Permission Form to be held in the possession of the Coach. The information form provides the names of emergency contact persons and a comprehensive overview of past and current medical conditions that may have implications for coaches and emergency care. The Emergency Care Permission Form from parents or a guardian gives the coach or someone else permission to provide emergency care and to seek medical attention for the injured player.
2. The Coach notifies the Football Director of any injury.
3. The Coach will proceed with Basic First Aid.
4. The Football Director will notify the parents.
5. The Football Director will call 911 if necessary.
6. The parents or Coach will accompany the injured patient to the Hospital.
7. After the injured player is released to emergency medical personnel, the Coach should complete the Incident Report Form.
8. At the end of the season, the Coach should total each type of problem in a summary of injuries form to see if there are any trends. By analyzing the information, the Executive Director or Designee can work to reduce future injuries.

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CODE GREEN

POLICY:

It is the policy of Clinton Township Cowboys to provide notification when an emergency Code has been deactivated (All clear).

PURPOSE:

To notify all staff and players that they can return to normal operations.

SCOPE OF APPLICATIONS:

This plan applies to all Coaches, Team Manager and Football Directors.

PROCEDURE:

The Football Director will verbally announce to all Team Managers and Coaches that everything is okay and that all games are to continue as planned. During practice, when there are no Team Manager or a Football Director, the Coaches will take charge.

EXTERNAL CONTACTS

EXTERNAL CONTACT S	Emergency: Police, Fire and EMS	911
	Michigan Department of Community Health	(517) 335 8063 AFTERHOURS (517) 335 9030
	Michigan State Police	(517) 336 6604
	Poison Control Centers	(800) 222 1222
	Macomb County Sheriff Dept. Oakland County Sheriff Dept. Wayne County Sheriff Dept.	(586) 469 5151 (248) 858 5000 (313) 224 2222
	Macomb County Health Dept. Oakland County Health Dept. Wayne County Public Health	(586) 469 5235 (800) 858 1310 (734) 727 7000
	Kevin Barnes Exc. Dir. CTC	(586) 244 8035

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Practice Field#1: Robbie Parker Elementary- 22055 Quinn Rd.

GPS Coordinates: N 42.54.730, W 82.89.350

Practice Field#2: McGlennen Elementary- 21415 Sunnyview

GPS Coordinates: N 42 33.713, W 82 54.146

Game Field: Clintondale High School- 35100 Little Mack

GPS Coordinates: N 42 33.333, W 82 54.572

Emergency Personnel: Team Medic (Randi Frazer & Barbara Confere) and CPR Trained CTC staff member

Emergency Communication: Cell phones, landlines, and walkie-talkie

Emergency Equipment: First Aid Kit

Role of first CTC responder:

1. Immediate care of the injured or ill athlete
2. Execution of emergency action plan (EAP)
 - 911 call (provide name, location, telephone number, number off individuals injured, condition of injured, first aid treatment, and other information as required.
 - First aid kit retrieval
 - Designate individual to communicate with EMS and direct to scene
 - Limit scene to first responder and move bystanders away from area

