

Saluki Emergency Action Plan Guidance

All SIU sport clubs that practice, compete, or meet at off-campus locations are responsible for implementing an Emergency Action Plan (EAP). This EAP establishes a procedure for dealing with emergencies during practice, during game situations, hazardous weather, or other crises. The Safety Officer is charged with creating and updating the club's EAP on an annual basis.

If the off-campus location has an existing EAP, the sport club is expected to review and follow the established EAP. The sport club is exempt from creating an Emergency Action Plan.

According to the sport club handbook, each club must have at least two members with current CPR/First Aid/AED certifications. All clubs are required to have at least one CPR/FA/AED certified member at all club practices, competitions, and approved travel. Each club should purchase and maintain a first aid kit.

Each club is responsible for addressing and reporting all injuries and incidents via the approved processes in the sport club handbook.

EAP Components

- ✓ There are five components for the Saluki Emergency Action Plan:
 - Emergency Personnel
 - Emergency Communication
 - Emergency Information
 - Emergency Equipment
 - Response to Non-Medical & Medical Emergencies

EAP Component Review

- ✓ Emergency Personnel
 - The Safety Officer will designate persons as Charge Persons and Call Persons.
 - The *Charge Person(s)* should be CPR/First Aid/AED certified and familiar with the club's EAP. This individual will:
 - Know locations of emergency equipment within the facility
 - Secure a controlled and calm environment.
 - Assess/tend to the injured participant.
 - Direct others until emergency responders arrive.
 - The *Call Person(s)* should be familiar with the club's EAP and may or may not be CPR/First Aid/AED certified. This individual will:
 - Have access to or store sport club participation forms.
 - Know the location of telephones in the facility and/or keep a charged cell phone available during training, practices, games etc.
 - Make telephone calls for assistance or call for emergency responders.
 - Guide/assist first responders as required.
 - Fill out an official incident report.
 - Contact the Competitive Sports Office or RSS staff as appropriate.

- ✓ Emergency Communication
 - The Call person or designee should have access to a charged cell phone with adequate reception or access to a facility phone.
- ✓ Emergency Information
 - Sport club participation form
 - The emergency contact information and voluntary medical history information for each member will be accessible via a link from the Competitive Sports Office.
 - The Safety Officer may request hard copies of each form.
 - The Safety Officer must ensure that all information is not shared with non-club members.
 - Site address & detailed instructions for police officers and medical emergency responders
 - The site address should be researched and verified.
 - If additional directions are needed, this information must be written down and easily accessible by the Call Person or designee.
- ✓ Emergency Equipment
 - First Aid Kit
 - The first aid kit should be inspected weekly and restocked when necessary.
 - The Competitive Sports Office recommends purchasing a first aid kit appropriate for indoor and/or outdoor use.
 - AED (If available)
 - The AED should be inspected and maintained according to the manufacturer's instructions.
 - The AED should be stored in a clean and environmentally controlled manner.
- ✓ Response to Medical & Non-Medical Emergencies
 - The Call Person or designate should complete and submit an incident or accident report (online or paper form) within twenty-four (24) hours.
 - In the event of an emergency, the Call person should contact personnel in the following order.
 - Non-severe incident or non-critical injury:
 - Emergency contact for involved members
 - Local law enforcement (if appropriate).
 - Competitive Sports Office via email or phone
 - You may call or text the Program Director.
 - Severe incident, critical injury, and other emergencies:
 - 911 or Emergency Services
 - Emergency contacts for involved members
 - Program Director via call or text
 - If the Program Director cannot be reached, please contact the Coordinator of Competitive Sports or the Student Recreation Center.

Saluki EAP Worksheet

Contact Information

- Identify all Charge Persons for the club.
 - Please provide their full legal names.
 - Cell phone numbers for all charge persons are required.
 - Identify all Call Persons for the club.
 - Please provide their full legal names.
 - Cell phone numbers for all Call Persons are required.
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Emergency Information

- Identify the Non-SIU facility.
 - Full formal name
 - Full formal address
 - Location of emergency entrance
 - Phone number at site (if applicable)
- Find the local non-emergency phone number.
- Locate and identify the nearest hospital.
 - Full formal name
 - Full formal address
 - Phone number
- Locate and identify the nearest Urgent Care facility.
 - Full formal name
 - Full formal address
 - Phone number

Emergency Action Plans

For each of the following situations, develop a step-by-step response. Each EAP may be depicted literally (e.g., a bulleted or numbered list) or visually (e.g., flow chart). It is important that the sequential actions of the EAP are easily understood.

- Emergency Scenarios
 - Plan for severe injury
 - Plan for severe incident
 - Plan for physical assault
 - Plan for severe weather
 - Plan for evacuation of facility
 - Other