

will be checked (*insert frequency eg weekly*). Missing supplies will be ordered (*insert frequency eg monthly*).

### Communication

- ▲ The communications co-ordinator is responsible for contacting emergency services (eg ambulance) if required
- ▲ The nearest telephone is located at (*insert location*)
- ▲ Mobile phone calls for emergency purposes should be made from (*insert location*)
- ▲ A list of relevant emergency numbers will be posted at (*insert the location where phone calls to emergency services are to be made*)
- ▲ A list of any special directions for emergency services personnel will be posted at the same location as the emergency numbers (*insert locations*)
- ▲ (*Insert name*) will be responsible for ensuring that access for emergency services is kept clear.

### Contacts

- ▲ All players/participants must supply the name and contact details of two (2) guardians/next of kin at the commencement of each season
- ▲ Contact names of guardians/next of kin are to be kept on file and accessible during events and training
- ▲ It is the responsibility of (*insert name*) to contact guardians/next of kin in the advent of a serious injury to a player/participant

The type of information conveyed to a guardian/next of kin should include

- ▲ Description of the incident
- ▲ Transport arrangements (if any) for the injured player
- ▲ Current location and any immediate future location (eg hospital) of the injured player
- ▲ Condition of the injured player (*where known*)

### Reporting

- ▲ A full injury report form should be completed immediately following treatment of the injured player
- ▲ The completed report form will be filed at (*insert location*) for (*insert number*) years (this period will usually be determined to satisfy insurance requirements)
- ▲ A copy of the injury report form will be provided to relevant parties (eg insurance company, affiliated local council)

### More Information

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Smartplay is supported by VicHealth, Sport and Recreation Victoria and Department of Human Services. Smartplay's aim is to encourage all Victorians to be more active by promoting participation in safer sport and recreation activities.



# EMERGENCY PLANNING FOR SPORTING CLUBS

# EMERGENCY PLANNING



# Emergency Planning for Sporting Clubs

We've all watched major professional sporting events and often witnessed incidents that stop play and result in players being severely injured to the extent that intensive medical attention is required. Often in these circumstances the player may be carried by stretcher off the field, and sometimes transported to hospital for specialist treatment or precautionary tests.

The response to these types of incidents is delivered according to a well documented, drilled and executed emergency procedure often involving many more people than just the medical personnel seen attending the incident.

These types of incidents are not exclusive to professional and elite sporting events and are just as likely to occur at community sporting activities.

A comprehensive emergency plan should be in place to cover all types of emergency. As well as medical emergencies, they may also include incidents such as fire, violence and environmental threats.

All sporting clubs and venues have a responsibility to provide a safe environment for those in their care. This includes having a clearly documented plan that outlines the actions and processes that need to be fulfilled in an emergency situation.

So, how well is your club equipped to deal with a medical emergency? This resource aims to assist sporting clubs to develop their own **medical emergency** plan by pointing out some of the items that may need to be considered.

A typical emergency plan may include reference to items such as:

## 1. Roles and Responsibilities

▲ Each person should be familiar with their role and the actions required of them in an emergency. This may include coaches, officials, volunteers, parents etc.

## 2. Communication

▲ Everyone involved in an incident should be aware of who is responsible for contacting emergency services and only that person should contact them.

▲ Everyone should know the location of the nearest phone. All relevant telephone numbers (eg Ambulance, fire brigade) should be listed next to the telephone.

▲ If a mobile phone is used identify a location that will be kept quiet and with suitable mobile coverage.

▲ The contacted emergency personnel should be given any special directions for ease of access to the venue and the injured player.

▲ Access and entry points for emergency vehicles must always be kept clear.

## 3. Leadership

▲ Everyone must be aware of who will co-ordinate activities during an incident. This person ensures all aspects of the plan are fulfilled before, during and after an incident.

## 4. Sports First Aid

▲ Sports first aid equipment must be in an accessible location.

▲ Sports first aid supplies should always be well stocked and checked regularly.

## 5. Contacts

▲ Someone must inform parents, legal guardians or next of kin following the incident.

▲ The type of details to be conveyed should also be clearly specified and medical details should only be conveyed by, or with approval from medical personnel.

## 6. Reporting

▲ All incidents should be well documented using an incident response form. Completed forms should be securely stored for future reference.

Emergency plans should be documented and be communicated to all club members and participants. These plans should be updated and rehearsed regularly for reinforcement of actions.

# Sample Emergency Plan

## Roles and Responsibilities

In the advent of a medical emergency/serious injury the assigned people will assume the following roles. (each role should be accompanied by a list of duties and multiple roles may be required to be filled by one person)

- \* Emergency Co-ordinator - *(insert name)*
- \* Sports First Aid - *(insert name/s)*
- \* Crowd Control - *(insert name/s)*
- \* Communication Co-ordinator - *(insert name)*

In instances where any of the assigned people are not available an alternative representative must fill their role.

## Leadership

The Emergency Co-ordinator *(insert name)* will be responsible for ensuring that all aspects of the plan are fulfilled before during and after the incident. This may include:

- ▲ Availability of personnel at events
- ▲ Sports first aid and communication resources
- ▲ Direction of personnel at incidents
- ▲ Completion of tasks following incidents
- ▲ Record keeping

## First Aid

- ▲ A sports first aid kit is located at *(insert location)*
- ▲ A sign will be erected to identify the location of the Sports first aid area
- ▲ It is the responsibility of the Sports First-Aider to keep the first aid kit stocked. The Sports first aid kit