



EMERGENCY ACTION PLAN



General Policy Statement

At the outset, it should be stressed that no two situations are exactly alike. Thus, the following guidelines are meant to be just that – guidelines. Anyone who has ever been involved in an emergency knows that there is no single “right” procedure for dealing with such situations. Rather, the successful resolution of an emergency depends upon the individual facts and circumstances of the incident. Each emergency will require the use of different equipment and different skills by the individuals involved. The most important thing for all personnel to remember is that although you cannot be expected to perform to the satisfaction of all people, you can be expected to exercise your common sense, your training, and your best judgment in dealing with an emergency. Remember, if you see something, say something.

All employees should be familiar with the proper method of evacuation, fire exits, the location of fire extinguishers, first aid kits, and the AED. **All employees should be familiar with the accident and incident report form and complete one immediately following an incident.** In the event there is an incident at the venue, you should not divulge any information about the incident to a member of the public. Any communications in regard to the incident will come from the GM and Marketing Team.

Emergency Contact Numbers

| | |
|----------------------------------|--------------|
| Medical/Fire Emergency | 911 |
| Poison Emergency | 800-222-1222 |
| Springfield Local Police | 417-864-1810 |
| Chris Martin: General Manager | 417-298-2390 |
| Jordan Scott: Operations Manager | 314-368-2740 |

SGF Sports, LLC dba Allison Sports Town
 209 N Airport Blvd, Springfield Mo 65802
 Main Desk: 417-530-1600 Ext 01

The Guest Services Front Desk should be notified of any emergency, issue, or problem that arises. The PA system, walkie-talkies, megaphone, calls to offices and cell phones can be utilized at the discretion of the Desk Staff during an emergency.

- The Front Desk Staff will contact the appropriate personnel depending on the situation.
- In the case of an emergency situation where 911 must be called, the Director of Operations and GM must be called after incident management is completed.

Activating EMS System

Making the call:

- 911 or other emergency contact number

Providing Information:

- Name, address, telephone number of caller (209 N Airport Blvd, SPRINGFIELD)
- Nature of emergency, whether medical or non-medical
- Number of individuals injured
- Condition of individuals (breathing, not breathing, pulse, no pulse, bleeding, conscious, unconscious)
- First aid treatment initiated by first responder (blood control, rescue bleeding, CPR etc.)
- Specific directions as needed to location of injured individual
- Other information as requested by dispatcher

Appropriate use of 911:

- Serious or life-threatening injuries
- Assaultive behaviors taking place on Iron Peak grounds
- A hostage situation
- A weapon sighted in the building
- Fire, smoke, or other such disaster
- Automobile accident with injury

Inappropriate use of 911:

Any person caught making fraudulent use of the 911 system will face termination of employment as applicable, in addition to any fines or legal charges. If 911 is dialed by mistake and no emergency exists, do not hang up. Simply explain to the dispatcher that the call was an error.

AFTER CALLING 9-1-1

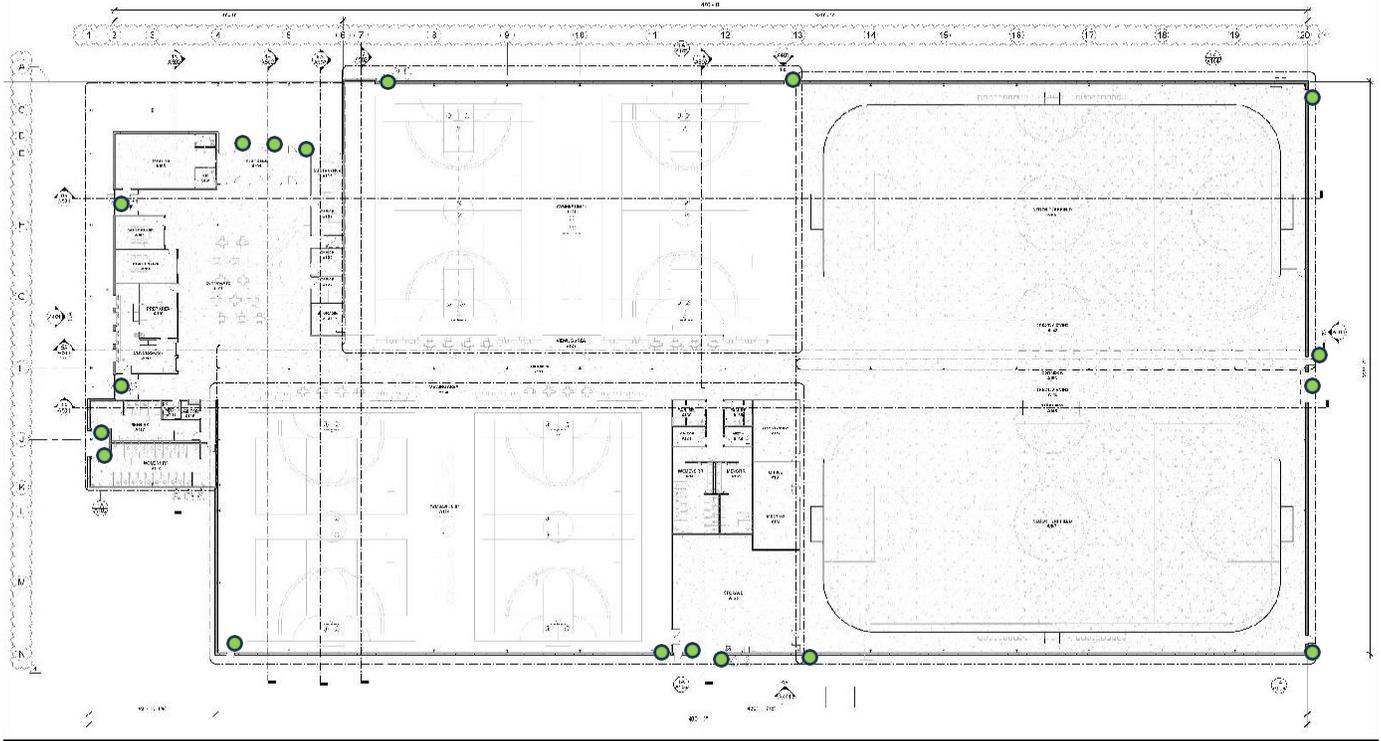
To make sure that dispatch has the ambulance going to the correct location, call the following:

Call Ryan Verch – 417-459-3586 – explain that you have an emergency and need to verify if dispatch has the ambulance going to the correct location. If Ryan does not answer,

Call 417-840-7657 for EMS On-Duty Supervisor, if no answer

Call 417-269-8103 for EMS Dispatch

FIRE EVACUATION:



In the event of an emergency evacuation, all guests should proceed to the nearest marked exit door. All exit locations for indoor spaces are marked above. The building should be completely evacuated, as is possible.

Accounting for staff and guests

Staff should congregate in the lots opposite the main entrance. The supervisor or manager on duty should do a full check of staff and compare to the staff list on their time clock app. Once accounted for, staff should check with coaches and other group leaders to ensure that they are able to account for all members of their respective parties. Notify emergency personnel of any unaccounted-for staff members or guests. All groups or agencies renting any space in the facility should be informed of the accountability policy and report to the main entrance area to ensure complete facility accountability.

Providing aid

Staff are required to be trained in rescue CPR, and should provide aid where necessary, up to the extent of their training and to the best of their ability.

Notification in Building

The fire alarm system – high pitched electronic tones, followed by a voice describing instructions to evacuate – will be automatically activated during a fire that is detected by the system.

In the event that the system does not activate, but an evacuation is necessary, a public address system is available the front desk. To activate, hold down the side button, and after a loud tone, you can begin speaking. Speak clearly, and provide clear instructions based on the situation.

Fire Department Notification

If the fire alarm is activated, the fire department will be automatically notified. Do not attempt to reset or disable the alarm under any circumstances. Continue to follow the steps to call 911 to provide additional information. Only fire department personnel are permitted to clear the fire alarm panel and give the all clear to re-enter the building.

Carbon Monoxide Alarm

If carbon monoxide is detected, there will be a localized alarm and strobe light activated in the area. Evacuate the area and follow the steps to call 911, noting that there may be a carbon monoxide.

Lockdown

Lockdown procedures are required when there is an intruder in the building, a hostage situation, an armed offender, and/or other life-threatening situations in progress that require the occupants of that building to implement lockdown procedures. Building lockdown means to restrict the mobility of building occupants to maintain their safety and care. Once an incident is in progress, a properly executed lockdown may minimize the threat to the safety of members and staff and reduce casualties. Once Lockdown is implemented, members and staff are to remain and lock themselves in designated lockdown locations.

- Armed offender/Gunfire
- Threat of extreme violence outside the classroom
- Imminent danger in the surrounding community
- Intruder in the building
- Hostage situation

Procedure

If you recognize a threat or hazard, do not approach the offending party or put yourself or others in danger.

Director on duty will use the page system to notify the building.

Front Desk and/or Director on Duty secure themselves in Business Office.

Once in a secure room call 911 and identify yourself. Give the location, the nature of the situation, and any other pertinent information (i.e. what was observed, number of individuals presenting the threat, height, weight, sex, race, clothes, description of weapon, etc.). Stay in the line until you are instructed to disconnect by the emergency operator.

When safely inside a room, lock doors, close blinds/shades, turn off all lights, and get low to the ground and out of sight of the intruder, silent all phones and remain quiet.

Do not allow anyone to leave, only evacuate if told by law enforcement. Do not open doors for any once door is locked.

Once told by law enforcement to evacuate you should evacuate the building, listening to any commands from the officers.

Complete incident/accident report.

Power Outage

The building has been equipped with battery powered backup lights throughout the facility. These will turn on and stay on in the case of a power outage.

In the case of extended power outage wait for instructions from the Director of Operations or General Manager

Bomb/Building Threat

Obtain as much information as possible about the bomb and the caller. Write down all the information you can.

Pull the fire alarm and evacuate the building guiding all to the safe areas. Do not use P.A. system or any electronic devices, including cell phones or walkie-talkies.

Once outside of the building, call 911 and relay all the information you have. If you find a suspicious object or package, do not touch the object.

Do not re-enter building until police officials instruct you that it is safe to do so.

Criminal Action / Assault in Progress

A serious criminal act will be defined as any unlawful act which is likely to result in a death, injury, or damage to property. Examples would include assault, attempted rape, or suicidal attempt/gesture.

Any staff member being informed of a criminal act in progress should immediately notify a supervisor or manager on duty. **Call 911**

The staff will assess the situation to determine if immediate intervention is required. If possible, try to deescalate the situation.

Direct everyone away from the area for their safety.

Upon arrival, the police will be in charge of the situation, all relevant information is to be relayed to the police and the staff will assist only as directed.

Shelter in Place

Shelter in place is utilized when there is a harmful incident outside the facility. No one should leave the facility unless instructed by law enforcement or shelter in place is lifted.

Main Desk will be notified and will make announcement over PA system, walkie talkie, and phones to shelter in place.

Main Desk will post someone at the main entrance making sure no one leaves the building. If necessary, bring outside guests into the building to ensure their sa

Left Child Policy

In the event a child is left at Allison Sports Town with no parent/guardian in the area, the following procedure should be followed:

Determine the name and age of the child.

If child is involved in a program, contact the Director or staff responsible for the program. Staff will remain with the child until the parent/guardian arrives.

If after 30 minutes the parent has not been reached local police should be contacted for assistance.

Complete incident/accident report.

Lost Child Policy

In the event a child has gone missing from an Allison Sports Town program or a guardian notifies staff that they are unable to locate their child the following procedure should be followed:

If involved in a program, check attendance rosters and complete a head count to verify that a child is unaccounted for.

Once sure that you are missing a child the Director in charge of the program or MOD will obtain complete a description of the child and see that it is distributed. This should include name, age, physical description, clothing, and time and place last seen.

The front desk staff will announce over walkie talkie "CODE" along with the child's name and will repeat it three times.

Responding staff will secure all building entrances.

All additional responding staff will sweep the building and immediate property.

After all available means of locating the child have failed and after a searching through the building 3 times the Director/MOD will call local police as well as the parent/guardian.

The main entrance will remain secured until the child is found or police discontinue the search.

Once the child has been found or the search has been completed an announcement should be made saying "Code Completed".

Medical Emergency

AED Locations – By front vending machine (permanent), with Cox Health First Aid

Locations – Cox Health

When to call 911 – Life threatening condition including bleeding, loss of consciousness, breathing emergencies, stroke, seizure.

All trained personnel in the building will respond to the medical emergency taking first aid kits and AED's from respective areas to the scene.

Identify yourself and that you are trained to help, obtain consent if needed. Try to determine the nature and cause of the illness or injury if it was not witnessed. Contact 911.

The first staff person on scene will assign roles and ensure 911 has been called. Roles include crowd control and direct emergency responders. Complete incident/accident report.

Nearest Urgent Care: Mercy Urgent Care – Kearney St

2120 W Kearney St, Springfield Mo Phone: (417)869-6191

Nearest Hospital: Cox North

1423 N Jefferson, Springfield Missouri

Phone: (417)269-3000

Suspected C-Spine Injury

A spinal cord injury is often the result of an unpredictable accident or fall from a significant height. Some symptoms of a spinal cord injury include:

- Inability to move the arms or legs
- Pain, pressure, and stiffness in the back or neck area
- Numbness/tingling in the extremities
- Unconsciousness
- Signs of shock

If you believe someone has a spinal cord injury, follow the procedure below

1. Call 911 right away
2. Don't move the person or disturb them in any way unless it's absolutely necessary, this include repositioning the person's head.
3. Encourage the person to stay as still as possible, even if they feel they're capable of getting up and walking on their own.
4. If the person isn't breathing, begin CPR, but do not tilt the head back. Instead, move the jaw forward
5. When EMS arrives, staff might be expected to assist the medical professionals with spine boarding the victim.

Opioid Emergency

An opioid overdose happens when the body has been overloaded with either a medication or an illicit drug. Because opioids affect the part of the brain that controls breathing, if opioid levels in the blood are too high, your breathing can slow down to dangerous levels, which could cause death by cardiac arrest.

Some signs and symptoms of an opioid overdose can include

- Unusual sleepiness or unresponsiveness
- Breathing will be slow or absent
- Slow heartbeat or low blood pressure
- Skin feels cold and clammy
- Pupils are tiny
- Nails and lips are blue

In the event that you suspect an opioid overdose, it is important to treat the patient as cardiac arrest until EMS or police arrive to administer Narcan.

Making the call:

- 911 or other emergency contact number

Providing Information:

- Name, address, telephone number of caller
- Nature of emergency, whether medical or non-medical
- Number of athletes injured
- Condition of athletes (breathing, not breathing, pulse, no pulse, bleeding, conscious, unconscious)
- First aid treatment initiated by first responder (blood control, rescue bleeding, CPR etc.)
- Specific directions as needed to location of injured athlete
- Other information requested by dispatcher.

Tornado Safety

Tornados can destroy buildings, flip cars, and create deadly flying debris. Tornadoes are violently rotating columns of air that extend from a thunderstorm to the ground. If there is a tornado warning, **FIND A SAFE SHELTER RIGHT AWAY.**

- Get to a safe, sturdy building
- Go to a safe room, basement, or storm cellar
- If you are in a building with no basement, then get to a small interior room on the lowest level
- Stay away from windows, doors, and outside walls
- Watch out for flying debris that can cause injury or death
- Use your arms to protect your head and neck
- Listen to EAS, NOAA Weather Radio, and local authorities for updated information

Lightning Safety

Death from lightning is the highest storm related fatality. Death or injury from lightning occurs most often in the summer months (June- August). Individuals who are alone, rather than in a large group are at the highest risk of death or injury from lightning. The greatest form of preparation is becoming educated and aware of unsafe surroundings. People must be cognizant of the risks of lightning producing storms and the appropriate steps to reduce the risk of lightning related injury. Studies have shown that people suffering from lightning injuries were only a few feet away from safety, but chose not to leave their unsafe environment. Lightning producing storms are more likely to occur from early spring to fall, with a higher frequency in the southeast part of the United States.

HOW CAN LIGHTNING STRIKES BE PREVENTED?

If a storm is suspected or if there is a lightning strike within a 10-mile radius of Allison Sports Town, all outdoor activities should be suspended and athletes/spectators should head to “lightning safe” facilities until the weather clears.

- Establish a chain of command that identifies a specific person (athletic trainer, Iron peak supervisor, camp directors) who is to make the decision to remove individuals from the field or activity. This person must have recognized and unchallengeable authority to suspend activity.
- A “lightning safe” facility is a fully enclosed building with both plumbing and wiring.
- Concession stands, pavilions, standing under trees, equipment sheds, and tents are NOT considered lightning safe and people are still at risk at these locations.
- If a fully closed building is not available, people should go inside a car or bus with the windows fully closed and doors shut.
- Use a reliable source for monitoring forecasts such as:
 - <http://www.weather.gov> or <http://www.spc.noaa.gov>
- Consider monitoring local weather forecasts via phone apps such as WeatherBug or weather channel app
- There should be clear communication for alerting visitors and staff of an incoming storm which can include a speaker system, text messages, and staff announcements.
- There should be pre-event warnings made by either Allison SportsTown staff or event director to make visitors familiar with the appropriate actions to take in the event of a storm.

EQUIPMENT NEEDED TO BE PREPARED FOR A POSSIBLE LIGHTNING STRIKE

- Cell phone
- Blankets, splints, burn treatment kits
- Automated External Defibrillator (AED)
- Appropriate communication system
 - Megaphone or speaker system to make announcements
 - Proper signs and clear directions to safe zones in the event of lightning

WHEN TO RESUME PLAY DURING A STORM

- Play may resume 30 min after the last sound of thunder or strike of lightning within the 10-mile radius. THE 30-MINUTE CLOCK RESTARTS EVERY TIME THE SOUND OF THUNDER OR A NEW LIGHTNING STRIKE WITHIN 10-MILES.