



EMERGENCY ACTION PLAN



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Crown Sports Center

This emergency action plan is the responsibility of Sports Facilities Companies. It is a “living” document to be continuously revised and updated. It will be exercised annually.

Cody Revel

General Manager- *Crown Sports Center*

Address: 28410 Crown Rd. Suite 101. Fruitland, MD 21826

1. Introduction

Crown Sports Center is committed to ensuring the safety and well-being of all participants, staff, and visitors. This Emergency Action Plan (EAP) outlines the procedures to be followed in the event of an emergency within our indoor sports facility. This plan includes specific responses for medical emergencies, fire emergencies, severe weather, evacuation procedures, and communication protocols.

2. Key Contacts & Emergency Phone Numbers

- **General Manager:** Cody Revel- 302-519-5239
 - **Facility Manager:** Chris Wright- 410-310-7618
 - **Director of Operations:** Adam Manning – 443-859-5198
 - **Emergency Services:** 911
 - **Local Police Department:** 410-548-2803
 - **Local Fire Department:** 410-749-9421
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3. Emergency Equipment Locations

- **First Aid Kits:** Located at the front desk, sports office, and outdoor sports tent.
 - **Automated External Defibrillators (AEDs):** Centrally located and mounted on wall next to party room B in the FEC and in the outdoor sports tent.
 - **Fire Extinguishers:** Positioned throughout the facility near exits, fields, and high-risk areas.
 - **Emergency Exits:** Clearly marked throughout the facility with illuminated signs.
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4. Medical

Emergencies

Procedure:

1. **Assess the Situation:** Quickly determine the severity of the injury or illness.
 2. **Call for Help:** Dial 911 immediately if the situation is life-threatening.
 3. **Administer First Aid:** Provide basic first aid as needed using supplies from the nearest first aid kit.
 4. **Notify Management:** Contact the General Manager, Facility Manager, or Director of Operations to inform them of the situation.
 5. **Document the Incident:** Record details of the incident in the facility's incident report log.
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5. Missing Child(ren)

- If a child is lost or a parent cannot find them, the MOD will radio a "code Adam". MOD will provide a description of the child: age, race, outfit, and where they were last seen.
- Team members should secure all entrances, check restrooms, and scan the entire venue

looking for the child. After a thorough check of the entire venue, the MOD or Operations Manager will notify the police.

- Once the child has been found, the MOD will notify the team members over the radio that the child has been found.

6. Fire

Emergencies

Procedure:

1. **Raise the Alarm:** Activate the nearest fire alarm pull station.
2. **Call 911:** Provide details about the fire and location within the facility.
3. **Evacuate the Building:** Guide all occupants to the nearest emergency exits and assemble at the designated safe area outside the building.
4. **Use Fire Extinguishers:** Only attempt to extinguish small fires if you are trained and it is safe to do so.
5. **Await Emergency Services:** Do not re-enter the building until authorized by emergency personnel.

7. Severe

Weather

Procedure:

1. **Monitor Weather Alerts:** Stay informed of weather conditions via weather radio or smartphone apps.
2. **Alert Occupants:** Use the facility's PA system to announce severe weather warnings.
3. **Move to Safe Areas:** Direct all occupants to designated safe areas (Crown Room, Sports Office, or Party Rooms) away from windows and exterior walls.
4. **Remain in Place:** Stay in the safe areas until the severe weather has passed and an all-clear is given.
5. **Inspect for Damage:** Once it is safe, assess the facility for any damage and report findings to management.

8. Evacuation

Procedures Procedure:

1. **Activate Alarm:** Trigger the fire alarm to initiate an evacuation.
2. **Guide Evacuation:** Staff members should guide all occupants to the nearest exits.
3. **Assist Individuals with Disabilities:** Ensure that individuals with disabilities are assisted to evacuate safely.
4. **Designated Assembly Area:** Assemble at the designated safe area outside the building and conduct a headcount.
5. **Account for Everyone:** Confirm that all occupants have evacuated the building. Report any missing persons to emergency services.

9. Communication

Protocols Internal

Communication:

1. **Use PA System:** Utilize the facility's PA system for announcements and instructions.
2. **Two-Way Radios:** Staff members should use two-way radios to coordinate during an emergency.
3. **Group Text Messages:** Send out mass text messages to staff and participants as needed.

External Communication:

1. **Emergency Services:** Provide detailed information to emergency responders upon their arrival.
 2. **Parents and Guardians:** Notify parents or guardians of minors involved in the emergency.
 3. **Public Statements:** Only designated spokespeople (General Manager) should communicate with the media.
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10. Training and Drills

1. **Regular Training:** Conduct regular training sessions for staff on emergency procedures and the use of emergency equipment.
 2. **Drills:** Schedule and conduct regular fire, evacuation, and severe weather drills.
 3. **Review and Update:** Review and update the Emergency Action Plan annually or after any incident to ensure effectiveness.
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11. Documentation and Reporting

1. **Incident Reports:** Complete an incident report for every emergency situation, detailing the response and outcome.
 2. **Post-Incident Review:** Conduct a debriefing session with staff to discuss what went well and areas for improvement.
 3. **Records Maintenance:** Maintain all incident reports and training records for future reference.
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By adhering to this Emergency Action Plan, Crown Sports Center aims to provide a safe environment for all participants, staff, and visitors. Safety is our top priority, and we are committed to being prepared for any emergency situation.
