



Emergency Action Plan (EAP)

Introduction – This Emergency Action Plan (EAP) should be posted at all Florida Region hosted events and followed in the event of a medical emergency or other related incident. An emergency is defined as an incident that requires Emergency Medical Services (EMS), local law enforcement, or the fire department. A non-emergency incident can generally be handled by event staff of the venue staff. It is important in these situations that coordination between the Event Director, the event staff, the venue, and all event attendees be prompt and effective. All event staff members should be familiar with this document along with their role and responsibility in an emergency. Any areas not covered in this EAP should be directed to the Executive Director of the Florida Region. A copy of this EAP should also be provided to the venue with a reciprocal copy of the venue’s EAP (or similar document) to be kept on file by the Event Director.

- **KEY EVENT INFO (Emergency Contact Summary)**
 - Every USAV sanctioned event in the Florida Region should have an Emergency Contact Summary (ECS) document posted at the main tournament desk with the following information at a minimum:
 - **Event Info**
 - Event Name
 - Event Director Name & Cell Phone
 - **Event Staff Contact Info**
 - Key Event Staff Name(s) & Cell Phone
 - Medical Staff Name(s) & Cell Phone
 - Security Staff Name(s) & Cell Phone
 - **Venue Info**
 - Physical Address (Street, City, State, Zip)
 - Hall Designation
 - Show Manager Name(s) & Cell Phone
 - Closest entry/exit for ambulance/police response
 - Location of any AED’s onsite
 - **Hospital & Medical Clinic Info**
 - Name, Address, & Phone # for the closest hospital & medical clinic
(It is recommended to have a separate print out of this

information to hand to participants/attendees that may require medical care offsite.)

- **Media Spokesperson Info**

- List who is eligible to speak to the media on behalf of the event/organization

- **CHAIN OF COMMAND**

- This guide is to delineate roles and outline the protocol to be followed should an emergency occur. The following Chain of Command is in place for Florida Region hosted events:
 - Medical Staff (If medical emergency)
 - Event Director
 - Assistant Event Director
 - Region Board Member
 - Club Director
 - Head Coach
 - Assistant Coach
 - Any Other Responsible Adult
- The highest person in the chain of command who is present at a scene will be the designated person in charge, or leader. That person is responsible for deciding whether or not to call 911, instructing others how they may be of assistance, and will be the person who stays with (or designates who stays with) the athlete/injured individual until EMS arrives.

- **INDOOR SPECIFIC CONCERNS**

- **Power Outages** – These incidents can result in partial or full loss of lights and/or air conditioning and could be temporary or permanent depending on the cause. In the event of a power outage, internal communications may be limited which could negatively impact crowd control. Event staff should be assigned a designated location within the venue in advance, and should report immediately to those locations if a power outage occurs in order to assist with venue evacuation. To assist with a timely event restart, officials should be briefed in advance of the event on their responsibility to collect the scoresheet on their way out of the venue. Auxiliary lighting should turn on inside the venue to help with the evacuation process. Once all attendees have safely departed the building or gathered in a safe location, the Event Director will work with the venue staff and/or first responders to determine when everyone may re-enter the venue and resume competition.

- **Fire Alarm Activations & Building Fires** – These incidents may be directly related to a building fire or may be due to a fire alarm being pulled without cause. All fire alarm activations must be treated as valid with the primary focus being a safe and orderly evacuation of the venue. In the event of a fire alarm or venue fire, internal communications may be limited which could negatively impact crowd control. Event staff should be assigned a designated location within the venue in advance, and should report immediately to those locations if a fire alarm or venue fire occurs to assist with venue evacuation. To assist with a timely event restart, officials should be briefed in advance of the event on their responsibility to collect the scoresheet on their way out of the venue. Auxiliary lighting should turn on inside the venue to help with the evacuation process. Once all attendees have safely departed the building or gathered in a safe location, the Event Director will work with the venue staff and/or first responders to determine when everyone may re-enter the venue and resume competition.
- **Water Leaks/Floods** – These types of incidents can range from minor to serious and could impact specific portions or the entire event. Water leaks in indoor venues may be isolated and only impact a single court causing play to stop and the remaining matches to be relocated to an open court. Major leaks and/or flooding may require the entire event to be delayed, canceled, or postponed based on the individual situation. The Event Director and the Venue Director will be responsible to ensure the safety of all participants.
- **OUTDOOR SPECIFIC CONCERNS**
 - **Heat Related Incidents** – These types of incidents are very serious and should only be dealt with by trained medical personnel. They range from heat cramps, to heat exhaustion, to heat stroke. Heat related incidents generally result from prolonged exposure to high temperatures, usually in combination with dehydration, which leads to failure of the body's temperature control system. If awaiting a medical response, removing the individual from the direct heat and attempting to cool their core with temperature is recommended. Medical staff will look for signs/symptoms of heat related issues and treat accordingly.
 - **Inclement Weather** – These incidents can range from a light rain shower to a torrential downpour and may or may not contain high winds and/or lightning. It is acceptable to continue play in a light rain shower (with no lightning) at the discretion of the Event Director. Any lightning should be measured against the lightning section of this policy. The Event Director should suspend play if the falling rain and/or wind negatively impedes visibility or creates a safety hazard of

any kind. If high winds are involved, a reminder announcement should be made to remind attendees to strike/secure/lower their canopies/umbrellas/tents until the wind event subsides.

- **Lightning** – These incidents are very serious and can cause injury or even death to participants/attendees.
 - If lightning is visible in the area the event director will monitor weather channels and radar (and now Lightning App) to determine the proximity of lightning to the playing venue. (A general rule of thumb for measuring the distance is to count seconds between the lightning strike and the audible thunder with the understanding that thunder travels at approximately one mile in five seconds).
 - If lightning is determined to be within 6-10 miles of the venue, all activities will be suspended and all participants will be instructed to seek shelter in either their personal vehicle or in the enclosed pavilion adjacent to the sand complex.
 - All play will be suspended for a minimum of 30 minutes after a lightning strike takes place within the 6-10 mile window. If subsequent lightning strikes occur, an additional 30 minutes will be added to the restart clock.
 - Activities will continue after the lightning has either concluded or moved more than 6-10 miles away from the venue.
 - Lightning procedures should be announced in advance of the start of the event and must be followed by all participants/attendees.
 - Below is a sample lightning announcement:
 - Attention ladies and gentlemen, lightning has been recorded in the immediate area and we will now suspend play for a period of 30 minutes while we wait for the storm to pass.
 - If we have additional lightning strikes within the 6 mile radius, play will continue to be suspended for 30 minutes after each subsequent strike.
 - We are advising you to exit the area/bleachers/venue and seek a safe location at this time. We will announce when play has been cleared to resume.
 - I repeat, lightning is in the immediate area and everyone is instructed to exit the area/bleachers/venue and seek a safe location at this time. Thank you.
- **Vehicle Related Incidents** – These incidents would involve a vehicle of some kind and could be accidental or purposeful. If a vehicle related incident occurs, local law enforcement should be called immediately to report the matter. If injuries are involved, law enforcement will dispatch the appropriate first responders to address the situation.

- **GENERAL EVENT CONCERNS**

- **Injuries** – These incidents can be categorized as sport related and non-sport related and can range from minor to life threatening. All injuries require the review of the event medical staff to determine the best course of action.
- **Hurricanes/Tornados** – These incidents require the expertise of the local government to determine if the venue should be evacuated. Local advisories issued by any government entity should always be followed.
- **Excessive Code of Conduct Violations** – These types of violations go above normal disagreements and may include verbal or physical threats between attendees. This may also include property damage, presenting fake identification/credentials, possession/consumption/distribution of illegal drugs, possession of firearms/other weapons, or violating any Federal, State, or local law ordinances. In most instances of excessive code of conduct violations, local law enforcement and/or the venue security liaison should be notified immediately.
- **Spectator Fights/Altercations** – These incidents may be categorized as verbal or physical. Both are very serious violations that require immediate action by the event staff. Verbal incidents should be addressed by having the event security escort the offending parties from the venue immediately. Physical incidents require the presence of local law enforcement to address the matter. In both cases, an incident report should be completed capturing as much information as possible. It should then be forwarded to the Florida Region office.
- **Missing Children** – In the event that a missing child is reported, an announcement should be made to help locate the child. The announcement might include the child's name and what they are wearing to help others in the venue.
- **Bomb Threats** – These incidents are generally specific or non-specific in nature. Specific threats are the least common but the most credible. Details such as location, appearance, time, or motive will be mentioned. Non-specific threats do not include any details other than the actual threat. The person that receives the threat must record as much detailed information as possible to assist law enforcement. A bomb threat checklist should be completed by the person receiving the threat and law enforcement must be notified immediately and provided with all available details. Law enforcement and/or the venue security liaison will advise the Event Director on evacuation recommendations. All law enforcement recommendations regarding evacuation and/or an event restart should be followed without delay.

- **Gun Related Incidents** – These incidents, commonly referred to as “active shooter” situations, can be very serious and should be handled with the utmost care to protect and safeguard everyone in attendance. They are unpredictable and evolve quickly with no single solution for every situation. Event staff should be notified in advance of the event of their individual responsibilities regarding the safety and security of themselves and the event attendees. In most instances, every individual will be responsible for their own safety and evacuation of the impacted area since any group communication will become very difficult. Local law enforcement should be called as soon as safely possible with specific details on the incident and the venue location.
- **REPORTING REQUIREMENTS**
 - In all instances, a formal incident/accident report should be completed by event staff to properly document the situation and the parties involved.

Important Note: Any items of concern that might occur outside of this plan should be immediately directed to the highest-level authority available in the chain of command to make event & region management aware. Please take notes and pictures/videos of any suspicious activities and make those available when reporting a concern.

If you are unsure of who to report a concern to at a Florida Region event, please submit your concerns to:

Florida Region of USA Volleyball

Attn: Steve Bishop, Executive Director/President

15010 US Highway 441

Eustis, FL 32726

E: office@FloridaVolleyball.org

T: (352) 742-0080