

# **HBAA Emergency Action Plan**

## ***Hopkins Bobcat Athletic Association (HBAA) Emergency Medical and Safety Action Plan***

This emergency medical and safety action plan establishes the HBAA sports program approach to effectively manage through unusual medical or safety conditions. This plan also outlines the chronological steps and actions that will be taken to address any medical concern that surfaces during a practice and or game. This plan will receive on-going review and will be adjusted as necessary to enhance the safety of all HBAA players, coaches and parents.

### ***Practice and Game Day Inspection (i.e. field and gymnasium)***

Prior to all practice/game sessions the sports director or designated coach will perform an inspection of all ground conditions. The purpose of the inspection is to identify all unsafe or unusual conditions that may cause injury or harm to a player. Once the practice area is canvassed and unsafe areas/conditions are identified the sports director or coaching staff must make necessary arrangements to remove the unsafe condition or relocate the team to a new practice area. All unsafe conditions must be shared with each player in an effort to reduce risks of injury and immediately reported to Parks and Recreation.

### **Player Medical Waiver Documentation**

All medical waivers must be completed and received by the registrar during the registration process. Waivers should be consolidated and a document file be provided to Sports Directors. Document should contain athlete name, contact person name/number and any special conditions.

### **Onsite Medical Personnel**

Poll parents to see if there are any doctors, nurses or CPR trained personnel.

### **Emergency Management**

Should a situation come up that warrants immediate medical services to a player, coach and/or parent the following plan and steps will be followed:

An authorized sports director, coach or member from the HBAA Board of Directors staff will be required to call 911, providing them with general information such as the nature of the injury, time injury occurred, and practice/game location. Once all pertinent information regarding the injury has been exchanged then that assigned designee will be responsible

for positioning themselves in plain clear site as to direct medical services to the injured individual.

The Sports Director/Head Coach (or designee) will be responsible for staying with the injured player, coach or parent until medical services/medically trained first responders arrive.

The Sports Director/Head Coach will provide the basic first aid and comfort to the injured person. If needed the head coach will communicate directly with first responders along with the parents of the player to discuss incident specifics and medical history. If a parent of the injured player is not present during the time of the incident, then the Team Mom or authorized coach from the staff will be responsible for contacting the injured player's parents.

If the injury is such that necessitates transportation to local medical facility, then a parent of the injured player/legal guardian will accompany the player to the medical facility. If the parent of the player is not available or present, then the designated coach from the team will accompany the player to the medical facility and stay with the injured player until such time the player's parents and or legal guardian arrives.

The Sports Director will document incident with times and other general information related to the incident and injury for future reference. A full report written or oral will be provided to the club association President and a HBAA board representative within 24 hours of incident. The Sports Director is also required to complete and submit injury claim with the sports league, i.e. CBC, CCL, CQL and CBL within sports league guidelines. The Sports Director/Head Coach will also follow up with injured player and family with 24 hours of incident to check on player's well-being and to ensure proper medical treatment was received.

<b>Emergency Task Assignment:</b>	<b>Assigned to:</b>
<b>Immediate Care of Injured</b>	Sports Director(s) / Head Coach
<b>Call 911</b>	Sports Director(s) / Head Coach / BOD
<b>Contact Parent/Guardian (if not present)</b>	Team Mom /Authorized Coach
<b>Flag Down/Direct EMS to field</b>	Sports Director(s) / Head Coach / BOD
<b>Travel with EMS</b>	Parent / Designated coach

**Game Day Locations:**

Various Locations throughout Chesterfield County (Attach game schedule per season)

**Practice Location:**

<b>Cheer &amp; Football</b>	<b>Basketball – Various Locations</b>	<b>Baseball</b>
<p><b>Meadowbrook High School</b> 4901 Cogbill Rd Richmond, VA 23234</p> <p><b>Directions to Football &amp; Cheer Practice Field:</b> From Cogbill Rd left/right on Michael Mood Jr Dr. Proceed straight to the back of the school cheer will be practicing by tennis court. <b>Football:</b> Continue towards baseball field Enter the drive path near the baseball fields and continue to the practice field up to the hill.</p>	<p><b>Hopkins Road Elementary School</b> 6000 Hopkins Rd North Chesterfield, VA 23234</p> <p><b>Directions to Basketball Practice Gym:</b> From Hopkins road proceed to front of school; entrance to gym will be on your left.</p> <p>(Attach assigned practice schedule)</p>	<p><b>Beulah Elementary School</b> 4216 Beulah road North Chesterfield, VA 23237</p> <p><b>Directions to Basketball Practice Gym</b> From Hopkins road left on Beulah Rd then left on Brookshire Dr Field is in the back of the school</p> <p>(Attach assigned practice schedule)</p>

**Closest Hospitals:**

<b>Hospital Name</b>	<b>Address</b>	<b>Phone #</b>
Chippenham Hospital	7101 Jahnke Rd Richmond, VA 23225	804-483-0000
VCU Medical Center	1213 E Clay St Richmond, VA 23219	804-828-9000
St. Francis Medical Center	13710 St. Francis Blvd Midlothian, VA 23114	804-594-7300