



# EMERGENCY ACTION PLAN

YSSA uses 3 separate addresses for our Programs here are their addresses:

## You are here

*Archery-AirRifle-AirPistol-HuntingSkills*  
**YSSA Range & Academy**  
 3654 Avenue of the Cities  
 Moline, IL 61265

*Shotgun*  
**Bi-State Sportsman's Association**  
 571 Cleveland Rd  
 Colona IL 61241

*SmallBoreRifle-Pistol-CenterfirePistol*  
**Milan Rifle Club**  
 9221 51st St W,  
 Milan, IL 61264

## Immediate Action:

### *Fire:*

1. Immediately leave the structure that is involved in fire through the safest closest exit, stay calm and keep an eye out for people that may be confused or injured or youth that may need assistance. One outside gather as a group. Do not leave until someone has accounted for you.
2. Once you have exited the building keep people calm and call 911 do not try to assess the situation on your own
3. Help direct Police, Firemen and EMS to the area the fire is located.
4. Relay any information they may need to secure the area and if there may be a possibility of someone that may have remained inside or is unaccounted for.

### *Severe Weather:*

1. *If you are inside:* Immediately move calmly to an interior room with no windows if possible. Get under something that will protect you from flying debris or crouch/set down to make your body mass smaller. Protect your head with your arms and hands as much as possible. Try to use a radio or cell phone for details on the severe weather
2. *If you are outside:* Immediately move to the closest building or storm shelter follow the "inside procedures" listed above. If there is no building or shelter available. Keep as low as possible in a Ditch or depression in ground
3. Do Not Scream! Stay calm and quiet and protected for the severe weather passes.
4. Call 911 if the situation need it.

### *Injury:*

1. Coach will stay with athlete and keep them calm. The coach will also keep other non-medical personnel away from the area.
2. No one will move the injured athlete until the possibility of serious injury (especially head, neck, or back injury) has been ruled out. If the coach decides that is safe to move the athlete, they will be moved only after all injuries have been stabilized. Procedures covered in first-aid training will be used.
3. Coach will provide first-aid until medical assistance arrives.
4. Coach will contact the EMS (Emergency Medical Service) if necessary.



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## **If EMS is contacted for any reason:**

1. The EMS phone Number is 911. A cell phone should be available at all times.
2. A coach or delegate will give the following information to the emergency dispatcher:
  - a. Coach's or Delegates name, position and facility name and address.
    - i. Fire: Details on what happened how many people are at the location. Answer all questions as accurately as possible
    - ii. Severe Weather: Amount of damage, possible injuries, Answer all questions as accurately as possible
    - iii. Injury: The athletes name age and suspected injury
  - b. Any additional information requested.  
IMPORTANT: Do not hang up until EMS dispatcher hangs up.
3. A coach or delegate will go to the facility entrance to direct medical personnel to the areas they are needed.
4. A coach or delegate will pull the athletes medical card which includes phone numbers for parents and important medical history information. They will also note the names of adult witnesses to the injury for the injury report form.
5. A coach or delegate will contact the athlete's parents as soon as the medical personnel and prepared them for transport to a medical facility. The athlete will be transported to the medical facility only in a EMS vehicle. Personal vehicles will not be used.
6. Coach or delegate will then inform the range manager of the use and activation of the emergency plan.

## **In Any Injury Situation:**

1. A coach or delegate will complete the Incident Investigation Form # 100-390. Names of adult witnesses should be included on the Incident Investigation Form # 100-390.
2. A coach or delegate will file copies of the Incident Investigation Form # 100-390 with the Range Manager, team records, and with the athlete's personnel record.
3. A coach or delegate will follow up with medical personnel to determine any role they may play in the recovery process.