

EMERGENCY ACTION PLAN

This Emergency Action Plan (EAP) should be posted at all Sports Edge and JJVA hosted events 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 or venue staff. It is important in these situations that coordination between the Event Director, 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 Sports Edge management team. A copy of this EAP should also be provided to any venue used with a reciprocal copy of the venue's EAP (or similar document) to be kept on file by the Event and Site Director.

KEY EVENT INFO (EMERGENCY CONTACT SUMMARY)

Event Info:

- **Event Name:** 2022 Pre-Season Round Up
- **Event Director:** Sherrene Benedict, 904-386-9042
- **JJVA Site Directors:** Emilee Hughes, 904-200-8339; Jesse Medina, 757-232-0256; Lisa Davis, 904-219-9457

Event Staff Contact:

- **Tournament Director:** Sherrene Benedict, 904-386-9042
- **Head Referee:** Donna Beasley, 904-728-8288
- **JJVA Medical*: H2 Health** – Otilia Langston, 651-728-0885
- **JJVA Security:** Fred Bible, 904-219-8812

Venue Info:

JJVA: 8457 Western Way, Jacksonville, FL 32256

- Facility Manager: Jesse Medina, 757-232-0256
- Closest Emergency Access: Main entrance near handicap parking off of Western Way
- AED Location: Teal wall by court 2 near entrance to referee lounge area

Hospital & Medical Clinic Info:

- St Vincent Medical Center Southside, 4205 Belfort Rd, Jacksonville, FL 32216; 904-296-3700
- Baptist Medical Center South, 14550 Old St Augustine Rd., Jacksonville, FL 32258; 904-271-6000

Media Spokesperson:

- **Della Wolfe** – 904-759-6804

CHAIN OF COMMAND

Medical Staff: Athletic Trainer on site

Event Director: Sherenee Benedict

Asst. Event Director: Lisa Davis

Club Director: Adis Imamovic

Head Coach

Asst. 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.

SPECIFIC EVENT CONCERNS

Power Outages:

In the event of a power outage the event staff should anticipate partial or full-loss of lights and/or air conditioning. Internal communications could be hindered and should be handled using the bullhorns. One bullhorn will be kept at the championship desk, one in the facility management office, and one at the front desk. Event staff will execute the attached evacuation plan to assist with venue evacuation. Flashlights are located in every office to guide spectators through any dark areas. A phoneflashlight can also be used.

To assist with a timely event restart, officials will be briefed to grab their respective scoresheetexcept in the case of an extreme emergency.

The Event Director will work with venue staff and first responders to determine when participants and spectators may re-enter the venue to resume safe competition.

Fire Alarm Activation/Building Fires:

All fire alarm activations must be treated as valid with the primary focus being a safe and orderly evacuation of the venue. If event staff and/or multiple witnesses confirm a ball activated a pull-handle staff will verify while executing the attached evacuation plan to assist with evacuation. Internal communications may be limited and bullhorns will be utilized as needed. One bullhorn will be kept at the championship desk, one in the facility management office, and one at the front desk. If a false alarm is identified communication will occur over the loud-speaker that it is safe to resume competition. Flashlights are located in every office to guide spectators through any dark areas. A phone flashlight can also be used.

To assist with a timely event restart, officials will be briefed to grab their respective scoresheet except in the case of an extreme emergency.

The Event Director will work with venue staff and first responders to determine when participants and spectators may re-enter the venue to resume safe competition.

Water Leaks/Floods:

These types of incidents can range from minor to serious and could impact the safety of the event. Any leaks should be brought to the Event Director's attention to ensure adequate repairs can be made without jeopardizing the safety of those in the building. Major incidents may require a delay, cancelation, postponement, and/or relocation of the event.

The Event Director and the Venue Director will be responsible to ensure safety for all participants and spectators.

Inclement/Extreme Weather Conditions:

Weather incidents can arise out of nowhere and it is imperative that the Event Director is aware of any potential weather concerns.

Vehicle Related Incidents:

Local law enforcement should be called immediately for any matter regarding vehicle incidents on the venue's property. If injuries are involved, law enforcement will dispatch the appropriate first responders to address the situation.

GENERAL EVENT CONCERNS

Injuries:

All injuries require the review of the event medical staff to determine base course of action. Any escalation involving EMS will require the event's chain of command.

Hurricane/Tornadoes:

These incidents require the expertise of the local government to determine if the venue should be evacuated. Local advisories issued by any government entity will be followed. If an evacuation is not ordered than everyone should find an internal area free of windows through the warning/weather until such advisories are lifted.

Excessive Code of Conduct Violations:

These violations may include verbal or physical threats between attendees. This could include property damage, use of fake credentials/identification, 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 the venue security should be notified immediately.

Spectator Fights/Altercation

These incidents may be verbal or physical. Both classifications require immediate action by the event staff. Verbal incidents will be handled by event security and could lead to escorting the offending parties from the venue immediately. Physical incidents require the presence of law enforcement to address the matter. An incident report should be completed capturing as much information as possible and forwarded to the Region office.

Missing Children:

In the event a missing child is reported an announcement will be made to help locate the child. The announcement may include the child's name and what they are wearing to help with identification. Staff members will report to their evacuation plan entryways and ensure no children leave the area until properly identified.

Bomb Threats:

Any person receiving a bomb threat should record as much detailed information as possible to assist law enforcement. The bomb threat checklist should be completed by the person receiving the threat and law enforcement should be notified immediately and provided with all available details. Law enforcement/event security will advise the Event Director on evacuation recommendations. Recommendations should be followed without delay and if an evacuation is ordered then staff should execute the attached evacuation plan.

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. Law enforcement and event security recommendations should be adhered to. In most instances, every individual will be responsible for their own safety and evacuation of the impact area. Local law enforcement should be notified as soon as possible with specific details of the incident, location, and shooter identification.

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. Submission of the report will be IAW guidelines supplied by the Indoor Event Director Checklist. COPS forms will also be available at the tournament desk.

EVACUATION PLAN

Evacuation plan will occur IAW posted evacuation flow. The main purpose of the evacuation plan is to evacuate every spectator or participant in a safe, expedient, and orderly fashion.

Door Locations/Definitions:

Door One – Located on the west side of the facility by the front desk.

Door Two – Located on the west side of the facility in between the men's and women's restrooms.

Door Three – Located on the south side of the facility behind courts 11 and 12.

Door Four – Located on the south side of the facility behind court 10.

Door Five – Located on the southeast side of the facility behind courts 7 and 8.

Door Staffing Assignments: Each location will have two staff personnel assigned to ensure the doors are opened and people are safely exiting the building. Staff for these roles will be discussed by the appropriate managers. Staffing for this event is as follows:

Door One – Front Desk Attendance and Door One Ticketing Lead

Door Two – Concession Assistant and Door Two Ticketing Lead

Door Three – Concession Assistant and Facility Crewmember

Door Four – Facility Crewmember and Volleyball Staff

Door Five – Facility Crewmember and Volleyball Staff