

**Emergency Action Plan
MSTCA
Reggie Lewis Ctr-Boston**



12-5-16

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

DESIGNATED RESPONSIBLE OFFICIAL

MSTCA Executive Director Frank Mooney Phone#508-728-9921

MSTCA Asst Executive Director Rick Kates Phone #781-706-3340

Meet Director: _____ Phone: (_____)

RLTAC EMERGENCY COORDINATOR:

Sherman Hart

Sam Everett

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Date 12-5-16

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:
 1. Emergency exits
 2. Primary and secondary evacuation routes
 3. Locations of fire extinguishers
 4. Fire alarm pull stations' location
 - a. Rally points

- Site personnel should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

BOSTON FIRE DEPARTMENT 911

BOSTON EMS 911 [Head athletic trainer will be responsible]

BOSTON POLICE: 911

EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies to be reported by site personnel are:

- MEDICAL
- FIRE
- BOMB THREAT
- CHEMICAL SPILL
- OTHER (specify) _____
(e.g., terrorist attack/hostage taking)

MEDICAL EMERGENCY

- Call medical emergency phone number (check applicable):
 - Athletic Trainer
 - Ambulance
 - Fire Department
 - Other

Head Athletic Trainer will call 911 Provide the following information:

- Nature of medical emergency,
 - Location of the emergency (address, building, room number),
and
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary.
 - Call the following personnel trained in CPR and First Aid to provide the required assistance prior to the arrival of the professional medical help:

Name: _____ Phone: _____

Name: _____ Phone: _____

- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, consult the Material Safety Data Sheet (MSDS) and wear the appropriate personal protective equipment. Attempt first aid ONLY if trained and qualified.

Instruct Ambulance to meet assigned person at Malcom X Blvd for escort into facility to injured patient.

Meet Management will make decision to stop competition, or continue in consulting meet referee.

Athletic trainer will submit report to MSTCA Meet Manager within 24 hours.

Patient information and contact information to be obtained.

Date 12-5-16

Active Incident

In case of an Active Incident that warrants Police Response. Meet personnel have the authority to immediately evacuate of the facility by any means necessary for the safety of all.

1. If possible-Announcer gives notice to evacuate and give location of incident.
2. Use all exit doors to help facilitate immediate exit
3. Schools are responsible for meeting at their rally points.
4. If there is an immediate vacate-the track meet is automatically cancelled.
5. All teams should use caution and proactive methods to protect.
6. Bags, equipment should be left behind –NO need to go back in the hot zone.
7. If an incident occurs on the outside, meet managers may also go into lockdown procedures to police authority gives all clear.
8. MSTCA will show at each meet a video demonstrating & need for awareness of knowledge of emergency exits and emphasis of teams having rally points in case of emergency and halfway point at each meet, preempt by announcer.
9. All coaches will be required to complete a contact sheet at each meet with coaches contact information in case MSTCA meet management needs to contact a school in such an event or for accountability.
10. Coaches should have an active roster of their team and should be accountable for their team, if such a situation arises.

12-5-16

FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling _____.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means (check applicable):

- | | | | |
|--------------------------|---------------|--------------------------|-----------------|
| <input type="checkbox"/> | Voice | <input type="checkbox"/> | Radio |
| <input type="checkbox"/> | Communication | <input type="checkbox"/> | Other (specify) |
| <input type="checkbox"/> | Phone Paging | | |

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location):
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.
- Coordinate an orderly evacuation of personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Meet Workers/Officials must:

- Ensure that all have evacuated the area/floor.
- Report any problems to the Meet Manager at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Date 12-5-16

CHEMICAL SPILL

The following are the locations of:

Spill Containment and Security Equipment: _____

Personal Protective Equipment (PPE):

MSDS: _____

When a Large Chemical Spill has occurred:

- Immediately notify the designated official and Emergency Coordinator.
- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- Call a local spill cleanup company or the Fire Department (if arrangement has been made) to perform a large chemical (e.g., mercury) spill cleanup.

Name of Spill Cleanup Company: _____

Phone Number: _____

- Evacuate building as necessary

When a Small Chemical Spill has occurred:

- Notify the Emergency Coordinator and/or supervisor (select one).
- If toxic fumes are present, secure the area (with caution tapes or cones) to prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described in the MSDS.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Review the general spill cleanup procedures.

TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: _____ TIME: _____ DATE: _____
 CALLER'S IDENTITY SEX: Male _____ Female _____ Adult _____ Juvenile _____ APPROXIMATE AGE: _____
 ORIGIN OF CALL: Local _____ Long Distance _____ Telephone Booth _____

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud <input type="checkbox"/> High Pitch <input type="checkbox"/> Raspy <input type="checkbox"/> Intoxicated	<input type="checkbox"/> Fast <input type="checkbox"/> Distinct <input type="checkbox"/> Stutter <input type="checkbox"/> Slurred	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Foul
<input type="checkbox"/> Soft <input type="checkbox"/> Deep <input type="checkbox"/> Pleasant <input type="checkbox"/> Other _____	<input type="checkbox"/> Slow <input type="checkbox"/> Distorted <input type="checkbox"/> Nasal <input type="checkbox"/> Other _____	<input type="checkbox"/> Good <input type="checkbox"/> Poor <input type="checkbox"/> Other _____
ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local <input type="checkbox"/> Foreign <input type="checkbox"/> Race _____	<input type="checkbox"/> Calm <input type="checkbox"/> Rational <input type="checkbox"/> Coherent <input type="checkbox"/> Deliberate <input type="checkbox"/> Righteous	<input type="checkbox"/> Trains <input type="checkbox"/> Animals <input type="checkbox"/> Quiet <input type="checkbox"/> Voices <input type="checkbox"/> Airplanes <input type="checkbox"/> Party <input type="checkbox"/> Atmosphere
<input type="checkbox"/> Not Local <input type="checkbox"/> Region _____	<input type="checkbox"/> Angry <input type="checkbox"/> Irrational <input type="checkbox"/> Incoherent <input type="checkbox"/> Emotional <input type="checkbox"/> Laughing	<input type="checkbox"/> Factory <input type="checkbox"/> Machines <input type="checkbox"/> Music <input type="checkbox"/> Office <input type="checkbox"/> Machines <input type="checkbox"/> Street <input type="checkbox"/> Traffic

BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

- When will it go off? Certain Hour _____ Time Remaining _____
- Where is it located? Building _____ Area _____
- What kind of bomb? _____
- What kind of package? _____
- How do you know so much about the bomb? _____
- What is your name and address? _____

If building is occupied, inform caller that detonation could cause injury or death.

Call Boston Police at _____ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)?
 Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

