



Emergency Action Preparedness (EAP)

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Introduction



It is vital to have an emergency action plan approved and in place that supports policies outlined by the Calgary Spartans Athletic Club, in the event there is an injury, medical or emergency situation. This document contains key information for parents, coaches, board members and EMR personnel and is intended as a reference should a medical or emergency situation occur.

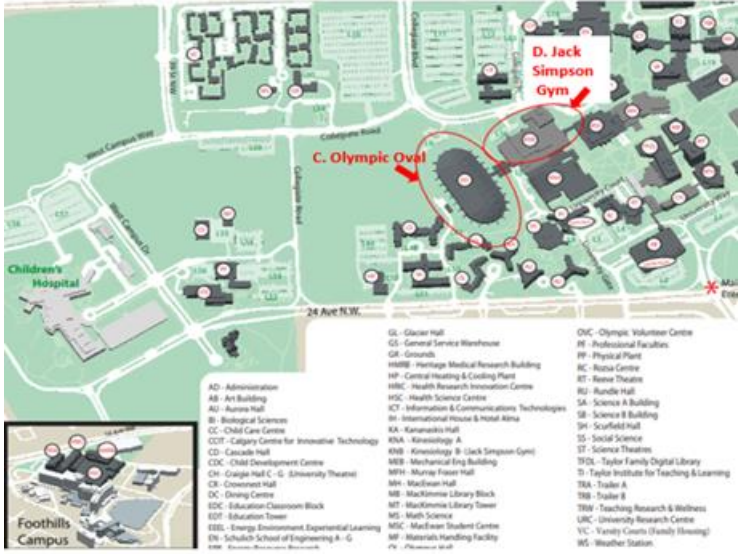

The EAP procedures are designed to align with provincial and federal legal requirements. Where legal requirements are in conflict with the Spartans EAP, the provincial and federal requirements will take precedence.

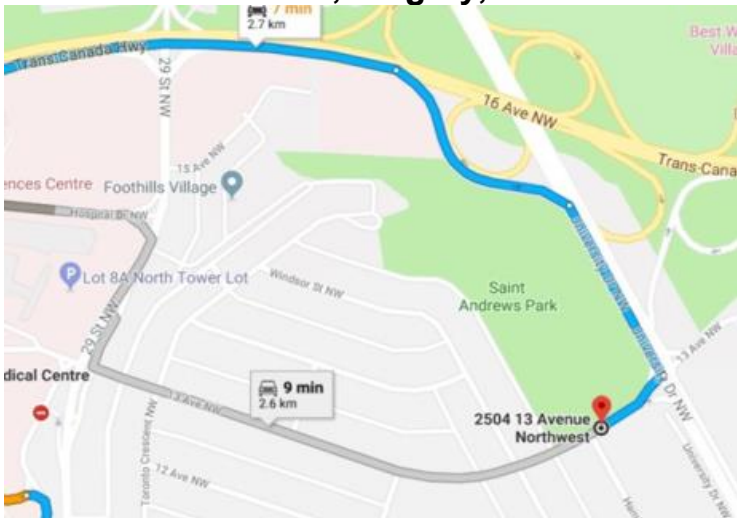
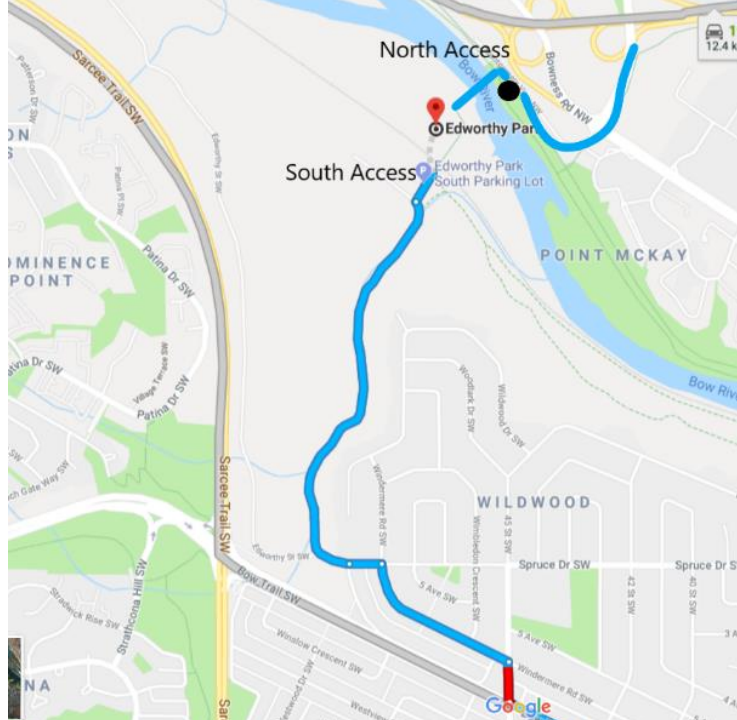
The EAP is updated on an annual review cycle by coaches and approved by the Board.

Training Venue and Directions

The training venue and direction information is included in the EAP so that in event of an emergency or injury situation EMS personal and parents can locate athletes.

| Training Season | Venue | Directions |
|------------------------|--------------------------------|--|
| Outdoor Track | Foothills Athletic Park | 2431 Crowchild Trail NW, Calgary, AB T2N 4L6  |
| Outdoor Track | Glenmore Athletic Park | 5300 19 St SW, Calgary, AB T3E 1P1  |

| | | |
|-----------------------------|--|---|
| <p>Indoor track</p> | <p>University of Calgary Olympic Oval</p> | <p>288 Collegiate Blvd NW</p>  <p>The map shows the University of Calgary campus with the Olympic Oval and the D. Jack Simpson Gym highlighted. The map includes a legend with building names and codes.</p> <ul style="list-style-type: none">AD - AdministrationAB - Art BuildingAI - Aurora HallBI - Biological SciencesCC - Child Care CentreCCIT - Calgary Centre for Innovative TechnologyCD - Cascade HallCDC - Child Development CentreCH - Craig Hall C - G (University Theatre)CH - Crowneet HallDC - Dining CentreEDC - Education Classroom BlockEOT - Education TowerEEB - Energy Environment Experiential LearningEN - Schulich School of Engineering A - GER - Exercise Recreation ResearchGL - Glacier HallGS - General Service WarehouseGA - GroundsMMB - Heritage Medical Research BuildingHP - Central Heating & Cooling PlantHRBC - Health Research Innovation CentreHSC - Health Science CentreICT - Information & Communications TechnologiesIR - International House & Hotel AlmaKA - Kananaskis HallKNA - Kinesthetics AKNB - Kinesthetics B (Jack Simpson Gym)MBS - Mechanical Eng BuildingMPH - Murray Fraser HallMM - Maclewan HallMLB - MacKinnon Library BlockMT - MacKinnon Library TowerMS - Math ScienceMSC - MacEwan Student CentreMF - Materials Handling FacilityPA - Pharmacy HallOVC - Olympic Volunteer CentrePF - Professional FacilitiesPP - Physical PlantRC - Roma CentreRT - Renee TheatreRJ - Rundle HallSA - Science & BuildingSB - Science & BuildingSH - Scuffield HallSS - Social ScienceST - Science TheatresTDL - Taylor Family Digital LibraryTI - Taylor Institute for Teaching & LearningTBA - Trailer ATBB - Trailer BTBR - Teaching Research & WellnessURC - University Research CentreYC - Varsity Courts (Family Housing)WS - Weather Station |
| <p>Cross Country</p> | <p>Canmore Park</p> | <p>Chicoutimi Dr NW and 19 st NW</p>  <p>The map shows Canmore Park with the location of Splash Park and Canmore Park - Cross Country location marked. The map includes Chicoutimi Dr NW and 19 St NW.</p> |

| | | |
|---|---|---|
| <p>Cross Country/ Outdoor Season</p> | <p>St. Andrews Hill</p> | <p>2504 13 Avenue NW, Calgary, AB T2N 1L8</p>  |
| <p>Cross Country</p> | <p>Edworthy Park – XC Season (Sep – Oct)</p> | <p>5050 Spruce Drive SW, Calgary, AB T3C 3B2</p>  |

Race Venue and Directions

Indoor Track, Outdoor Track and Cross country race season venues may change year to year. To accommodate for the variation in location, a race schedule will be updated in the EAP seasonally. Additionally, a copy of the race schedule will be provided to athletes.

Spartans Outdoor Meet Schedule (2019-20)

2020 Outdoor Track Season has been cancelled due to COVID 19

EAP for Athlete Injury and Medical Condition

Below is a list of common injuries and medical conditions that could occur to athletes while training and racing. It outlines the signs, symptoms and treatment for those injuries and medical conditions.

Signs, Symptoms and Treatment

Twisted Ankle

Signs and Symptoms:

- Difficulty running and /or walking
- Swollen ankle
- Blue or black bruising
- Pain in ankle or foot

Treatment:

- Athlete should be removed from indoor/outdoor track or trail
- Coach or trainer should apply ice packet to control pain and swelling

Pulled and Cramped Muscles

Signs and Symptoms:

- Difficulty running and /or walking
- Pain and involuntary spasm may occur in hamstring or quadriceps

Treatment:

- Athlete should be removed from indoor/outdoor track or trail
- Coach or trainer should support athlete in stretching muscle
- Athlete should be advised to hydrate and rest

Exhaustion

Signs and Symptoms:

- Pale moist skin
- Excessive sweating
- Athlete feeling faint, nauseous, or dizzy
- Athlete may have elevated core temperature

Treatment:

- Athlete should be removed from heat
- Ice or ice packs should be applied to face, neck, and armpits
- Athlete should be given fluids to sip
- Athlete should be monitored

Fainting

Signs and Symptoms:

- Loss of consciousness
- Skin appears pale and sweaty

Treatment:

- Lift athletes legs 12 inches above ground
- Monitor athletes vitals
- Athlete should take in fluids and rest

Chronic Condition (Asthma)

Signs and Symptoms:

- Chest tightness, discomfort, or wheezing
- Uncontrolled cough
- Inability to speak in full sentences
- Nasal flaring
- Prolonged expiration phase of breathing

Treatment:

- Athlete to use prescribed medication and strategies from physician
- Athlete to bring inhaler to practices and races.
- Athlete should supply coach with extra inhaler in the event of an emergency

EAP Process

The EAP Process is an action plan that will take place in an event of any injury and/or medical situation. The EAP process is outlined below and includes emergency personnel, communication, and transportation guidelines.

Emergency Personnel:

The main emergency personnel team will consist of Spartan coach (Head or Assistant) or designate for the following events where at least one Spartan coach or designate are trained in emergency CPR and First Aid.

- At each training session there will be either a Spartan coach or Designate.
- At a race event there will be either a Spartan coach or Designate.
- At a track meet there will be either the Spartan coach or Designate AND coaches from different athletic clubs and a professional EMS team present. Those persons must be identified before the start of the track meet.

1. Emergency Communication:

In the event of an injury or medical situation the coaches or designate are trained to provide immediate care and activate the EAP to request medical assistance. The procedures may be different depending on the training season and location of the athletes.

Refer to appendices for procedures for each venue – Foothills/Glenmore Athletic track, University of Calgary and Calgary cross country parks.

Immediate communication with EMS and parents is vital in any emergency situation therefore in all locations coaches will have a charged cell phone at every training session and race (*current coach cell numbers are provided in this document below*). Also, coaches will have access to a confidential contact list of guardians for each athlete.

A back up landline will be available, where applicable, as part of the communication procedure.

2. Transportation:

Non-Emergency Injury or Medical Situation – In the event of an injury or medical that is not an emergency the coach or designate is to stay with athlete until a guardian arrives. The only way a coach or designate is to transport an athlete is when a guardian is unable and has given permission for the transport to take place.

Emergency Injury or Medical Situation – In the event an injury or medical in which the athlete is unstable the athlete must be transported by ambulance to the nearest hospital by EMS. The coach or designate is to stay with the athlete until transported to the hospital and then go to the hospital to wait for guardians of the athlete to arrive.

During a racing event an ambulance is at the venue.

On the next page is a list of current coaches and their contact information.

Coaching Staff Contact Information

| Coaches: | | Cell | | |
|-----------------|-----------|--------------|---------------------|--|
| Deon | Flynn | 587-439-8787 | Distance | deon_flynn@hotmail.com |
| Terry | Crook | 403-969-5249 | Distance | trackcrook@gmail.com |
| Jill | Middleton | 403-700-2855 | Distance | jillkmiddleton@gmail.com |
| Llew | Edwards | 403-999-5645 | Sprints & Hurdles | Llew.nd4speed@gmail.com |
| Jessica | Zelinka | 403-921-0593 | Sprints & Hurdles | jessicazelinka@gmail.com |
| Greg | Urbanczyk | 403-585-3221 | Multi Events | Urban76@hotmail.com |
| Richard | Gallimore | 403-461-3867 | Athlete Development | Gallir_25@hotmail.com |
| Calli | Stromner | 403-465-2610 | Athlete Development | Calli.stromner@gmail.com |
| Eric | Koo | 403-831-6950 | Multi Events | erickoo@shaw.ca |

Below is a detailed chart that outlines emergency response steps for each training venue.

EAP Injury and Medical Emergency Procedures

| Training Sessions | | | | |
|--------------------------------------|--------------------------------------|---|--|--|
| Location | Personnel | Communications | Transportation | |
| Foothills or Glenmore Athletic Track | - Head coach and/or Assistant coach | <ol style="list-style-type: none"> 1. Provide immediate first aid (see appendices) 2. Call EMS, if necessary using cell phone or Glenmore pool landline providing vital information to dispatch 3. Call guardian(s) of athlete | <p>Non-Emergency 1.Wait with athlete for guardian arrival</p> <p>Emergency Situation 1. Wait for EMS to arrive and remain at location while care is being provided. 2. Go to nearest hospital and wait until guardians arrive.</p> | |
| Olympic Oval | - Head coach and /or Assistant coach | <ol style="list-style-type: none"> 1. Provide immediate first aid 2. Call EMS, if necessary using cell phone or use Skate shop phone at track entrance providing vital information to dispatch 3. Call guardians of athlete | <p>Non-Emergency 1.Wait with athlete for guardian arrival</p> <p>Emergency Situation 1. Wait for EMS to arrive and remain at location while care is being provided. 2. Go to nearest hospital and wait until guardians arrive.</p> | |
| Calgary Parks Canmore Park | - Head coach and/or Assistant coach | <ol style="list-style-type: none"> 1. Provide immediate first aid 2. Call EMS, if necessary using cell phone providing vital information to dispatch 3. Call guardians of athlete | <p>Non-Emergency 1.Wait with athlete for guardian arrival</p> <p>Emergency Situation 1. Wait for EMS to arrive and remain at location while care is being provided. 2. Go to nearest hospital and wait until guardians arrive.</p> | |
| Calgary Parks Confederation Park | - Head coach and/or Assistant coach | <ol style="list-style-type: none"> 1. Provide immediate first aid 2. Call EMS, if necessary using cell phone providing vital information to dispatch | <p>Non-Emergency 1.Wait with athlete for guardian arrival</p> <p>Emergency Situation 1. Wait for EMS to arrive and remain at location while care is being provided.</p> | |

| | | | | |
|---|--|------------------------------|--|--|
| | | 3. Call guardians of athlete | 2. Go to nearest hospital and wait until guardians arrive. | |
| NOTE: See Important forms at the end of this document Appendix A - Out of Town Figure 1 - EAP Meet Travel Form Figure 2 - Incident Report Form Figure 3 - Athlete Medical Conditions | | | | |

CONCUSSION PROTOCOL

CONCUSSION RECOGNITION TOOL 5[©]

To help identify concussion in children, adolescents and adults



FIFA®

Supported by



RECOGNISE & REMOVE

Head impacts can be associated with serious and potentially fatal brain injuries. The Concussion Recognition Tool 5 (CRT5) is to be used for the identification of suspected concussion. It is not designed to diagnose concussion.

STEP 1: RED FLAGS – CALL AN AMBULANCE

If there is concern after an injury including whether ANY of the following signs are observed or complaints are reported then the player should be safely and immediately removed from play/game/activity. If no licensed healthcare professional is available, call an ambulance for urgent medical assessment:

- Neck pain or tenderness
- Double vision
- Weakness or tingling/burning in arms or legs
- Severe or increasing headache
- Seizure or convulsion
- Loss of consciousness
- Deteriorating conscious state
- Vomiting
- Increasingly restless, agitated or combative

Remember:

- In all cases, the basic principles of first aid (danger, response, airway, breathing, circulation) should be followed.
- Assessment for a spinal cord injury is critical.
- Do not attempt to move the player (other than required for airway support) unless trained to do so.
- Do not remove a helmet or any other equipment unless trained to do so safely.

If there are no Red Flags, identification of possible concussion should proceed to the following steps:

STEP 2: OBSERVABLE SIGNS

Visual clues that suggest possible concussion include:

- Lying motionless on the playing surface
- Slow to get up after a direct or indirect hit to the head
- Disorientation or confusion, or an inability to respond appropriately to questions
- Blank or vacant look
- Balance, gait difficulties, motor incoordination, stumbling, slow laboured movements
- Facial injury after head trauma

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STEP 3: SYMPTOMS

- | | | | |
|----------------------|-------------------------|----------------------|----------------------------|
| • Headache | • Blurred vision | • More emotional | • Difficulty concentrating |
| • "Pressure in head" | • Sensitivity to light | • More Irritable | • Difficulty remembering |
| • Balance problems | • Sensitivity to noise | • Sadness | • Feeling slowed down |
| • Nausea or vomiting | • Fatigue or low energy | • Nervous or anxious | • Feeling like "in a fog" |
| • Drowsiness | • "Don't feel right" | • Neck Pain | |
| • Dizziness | | | |

STEP 4: MEMORY ASSESSMENT

(IN ATHLETES OLDER THAN 12 YEARS)

- | | | |
|--|-----------------------------------|--|
| Failure to answer any of these questions (modified appropriately for each sport) correctly may suggest a concussion: | • "What venue are we at today?" | • "What team did you play last week/game?" |
| | • "Which half is it now?" | • "Did your team win the last game?" |
| | • "Who scored last in this game?" | |

Athletes with suspected concussion should:

- Not be left alone initially (at least for the first 1-2 hours).
- Not drink alcohol.
- Not use recreational/ prescription drugs.
- Not be sent home by themselves. They need to be with a responsible adult.
- Not drive a motor vehicle until cleared to do so by a healthcare professional.

The CRT5 may be freely copied in its current form for distribution to individuals, teams, groups and organisations. Any revision and any reproduction in a digital form requires approval by the Concussion in Sport Group. It should not be altered in any way, rebranded or sold for commercial gain.

ANY ATHLETE WITH A SUSPECTED CONCUSSION SHOULD BE IMMEDIATELY REMOVED FROM PRACTICE OR PLAY AND SHOULD NOT RETURN TO ACTIVITY UNTIL ASSESSED MEDICALLY, EVEN IF THE SYMPTOMS RESOLVE

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Emergency Medical Response Training

Coaches

As per Calgary Spartans Athletic Club policy, at least one coach per discipline should have up to date EMR training. This training includes Cardio Pulmonary resuscitation (CPR) and Standard First Aid. Additionally, there is a medical condition form for relevant athletes that is completed and stored in a locked cabinet to maintain confidentiality. This document is accessed in case of a medical emergency situation – see template Figure 3.

A first aid kit should be prepared and available at any training facility or race and should include the following:

Disinfectants:

- Antiseptic soap, antiseptic cream, antiseptic solution, peroxide

Dressings:

- Ocular, aseptic, adhesive bandages, elastic bandages, triangular bandages and safety pins

Ointments:

- Zinc ointment, xylocaine spray

Other supplies:

- Disposable gloves, scissors, tongue depressor, body temperature thermometer, cold packs, plastic bags, adhesive tape, ankle stabilizer, water bottles, bug spray, antibacterial wipes, running tape, flashlight.

EAP for Environmental Conditions

Below is a list of weather conditions that could occur for athletes while training and racing, however, while not all inclusive, the action plan will outline emergency process which includes risk factors, emergency personnel, communication and transportation guidelines in an event of unfavorable weather.

| Weather Condition | Risk Factors | Personnel | Communication | Transportation |
|--------------------------|--|--|--|---|
| Heat & Humidity | Humidity Index and Temp +40 | A decision to cancel practice is made by the coach based on risk factor guidelines | The coach will call all athletes or guardians an hour before practice to inform about the cancellation | N/A |
| Cold Temperatures | Wind Chill -30 | A decision to cancel practice is made by the coach based on risk factor guidelines | The coach will call all athletes or guardians an hour before practice to inform about the cancellation | N/A |
| Rain & Lightening | Downpour an hour before practice without sign of stopping Lightening has to stop with a half hour of no thunder for practice to occur | A decision to cancel practice is made by the coach based on risk factor guidelines | The coach will call all athletes or guardians an hour before practice to inform about the cancellation | If athletes are training outdoors on the track and lightening occurs then the coach must evacuate to a safe place |
| Forest Fire Smoke | Air Quality Index over 6 | A decision to cancel practice is made by the coach based on risk factor guidelines | The coach will call all athletes or guardians an hour before practice to inform about the cancellation | |

In the case of inclement weather, it is the Head Coach or Designate who makes this decision. He/she will call the coaches to inform them of the weather event and the decision to cancel practice. The coaches will inform all of their group's athletes of the decision to cancel the practice which will be made by 4pm on the day of the practice.

General rules for inclement weather:

A "severe weather watch" from Environment Canada indicates that conditions favor the occurrence of a certain type of hazardous weather. Monitor weather conditions through a local media station or website, and take appropriate precautions.

A "severe weather warning" issued by Environment Canada indicates that a hazardous event is imminent in about 30-60 minutes. You should seek shelter indoors and continue to monitor weather conditions.

Rain – Severe down pouring at 4pm and Environment Canada doesn't show weather conditions changing by 5pm – cancel practice. Some rain and no thunder and lightning means practice will go on as planned.

Thunder and Lightning – Generally, the lightning threat diminishes with time after the last sound of thunder, but may persist for more than thirty (30) minutes. Therefore, our practice is to wait 30 minutes after the last sound of thunder prior to returning to outdoor practices.

Temperature – Outdoor practices will not be held if it is hotter than +40 degrees or if it snows or if it's colder than minus 30 degrees.

Travel EAP (Out of Town / Out of Province)

- Refer to list of criteria for Out of Town travel (**Appendix A / Figure 1**).
- List of athletes and coaches who are traveling to be submitted to Spartans Board and Athletics Alberta to ensure liability coverage when travelling to other provinces.

Appendix A

Out of Town

EAP Meet Travel

An EAP template has been created for racing venues out of town. It will be completed by coaches prior to the travelling out of town and distributed to guardians of athletes, Club President, and Admin. It is required to contain the following information: See figure 1.

- Date of Travel, Accommodation Location
- Event(s), Meet Time(s) and Location
- AED Location(s)
- Person in Charge
- Travel Information – Contact Information
- Vehicle(s) to have the following:
 - Driver to have – Class 5 License, Abstract complete, Criminal Record Check, Charged cell phone, First aid kit, Designated first aider (1st person), Designated first aider (2nd person)
- Class 5 driver's license, which allows the driver to transport passengers in a 2-axle single motor vehicle, with a seat belt provided for each passenger in that vehicle
- List of any athlete medical conditions, allergies etc.
- ERP includes emergency personnel, communication, transportation
- Names and phone numbers of athletes, coaches, and chaperones travelling
- EAP for review by passengers during travel and/or at the hotel, with an acknowledgement form for athletes to sign confirming their review of EAP

Figure 1



EAP Meet Travel Form

Date: _____

Accommodation Location: _____

Event: _____ Meet Time(s): _____ Location: _____

AED Location(s): _____, _____, _____, _____

Person in Charge: _____

| TRAVEL | DETAILS | CONTACT INFORMATION |
|---------------------------------|---------|---------------------|
| Airline and Flight Number | | |
| Bus Company and Lic. Plate | | |
| Rental Company and Lic. Plate | | |
| Personal Vehicle and Lic. Plate | | |
| Other | | |

Each vehicle to have the following:

| | | | |
|---|--------|-------|--------|
| Driver – Class 5 License | yes___ | No___ | N/A___ |
| Driver – Abstract Complete | Yes___ | No___ | N/A___ |
| Drive – Criminal Record Check | Yes___ | No___ | N/A___ |
| Charged Cell Phone | Yes___ | No___ | N/A___ |
| First Aid kit | Yes___ | No___ | N/A___ |
| Designated First Aider (1 st person) | Yes___ | No___ | N/A___ |
| Designated First Aider (2 nd person) | Yes___ | No___ | N/A___ |

| NAMES | PHONE NUMBER | MEDICAL CONDITION(S) | OUT OF PROVINCE LIABILITY COVERAGE |
|-------|--------------|-------------------------|---------------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Figure 2



Incident Report Form

| | | |
|--|--|--------|
| Injured Last Name First Middle | Telephone | Gender |
| Address | | |
| Date of Incident Time of Incident | Date of Birth | |
| Injured person (circle one) athlete, official, coach, parent, volunteer, other: <i>specify</i> | Event (circle one) Meet Club practice | |

Parent/ Guardian (If injured person is a minor)

| | |
|---------|-----------|
| Name(s) | Telephone |
|---------|-----------|

Incident Information

| | | | |
|-------------------------|-------------------------|---|-----------------------------|
| Description of incident | | | |
| Location of incident | Care given and by whom: | Outcome (first aid only, taken to hospital, refused care, taken to clinic, picked up by guardian) | Followed up needed (Y or N) |

Witness Information

| Name | Address | Telephone Number |
|------|---------|------------------|
| | | |
| | | |

Person completing this form

Name: _____ Signature: _____ Phone #: _____