

Information for Volunteers

EMERGENCY PROCEDURES PLAN (Template)

1. The activity location (be as specific as possible):

Describe the activity (marathon/road race) and the general area or route where the event will take place.

1.1 Map. *Provide a general and a detailed map of the event area(s).*

2. Name and location of nearest hospital:

Indicate the name, location, and phone number of the hospital; also indicate specific directions to get to the hospital. *Contact should be made with the hospital administration or emergency department to make them aware of the event and possible need for medical care, and to obtain the right number to call for medical assistance.*

3. General procedures:

3.1. **If first aid providers are available:** Report the emergency and then send guides or go to the nearest point where a rescue vehicle is likely to arrive and direct rescuers to the site. Use the signals in Section 4.4 below.

3.2. **If first aid providers are not available:** Begin rendering essential first aid. Do not move the patient unless this is necessary to immediately save their life! Report the emergency.

3.3. **In less severe cases**, where the individual is mobile and communicative but needs assistance, provide immediate aid as needed:

3.3.1. For minor cases of over-heating (hyperthermia), remove runner from the sun, cool the runner with water and fanning, but not ice, which chills too quickly

3.3.2. For minor cases of over-chilling (hypothermia), warm the runner with blankets provided at each station by the race director.

3.3.3. For minor cases of abrasions from falls or muscle strains, provide first aid, wrapping, and ice.

3.3.4. Do not provide medications.

3.3.5. You are protected under Virginia Good Samaritan Act. See, for instance, <http://www.arlingtonva.us/Departments/EmergencyManagement/pdf/goodsam00.vaoems.pdf> § 8.01-225. Persons rendering emergency care ... exempt from liability.

“ Any person who in good faith, renders emergency care or assistance, without compensation, to any ill or injured person at the scene of an accident, fire, or any life-threatening emergency, or en route there from to any hospital, medical clinic or doctor's office, shall not be liable for any civil damages for acts or omissions resulting from the rendering of such care or assistance.”

3.4. **Get necessary information:** name, age, allergies, and medications being taken.

3.5. Make sure non-injured persons are moved to safety.

4. What to report:

4.1. Information about the patient:

4.1.1 Gender and age

4.1.2 The problem with the patient is: (apparent injuries)

4.1.3 Did the patient ever lose consciousness?

4.1.4 Is the patient breathing?

4.1.5 Did the patient fall (if so how many feet)?

4.2. Specific location of the emergency:

4.2.1. Exactly where is the patient? Identify this by indicating the patient's location as being north or south of the closest intersecting streets. For example, you can say, "The patient is next to the Mount Vernon Trail, about 100 yards south of the intersection of Tulane Avenue and George Washington Memorial Parkway.")

4.2.2. Identify any major landmarks and use these as reference points to describe where the emergency location is. Indicate where rescue personnel can meet you (if you are reporting by phone). You should plan on sending out guides for this purpose.

5. How to report:

5.1 **To obtain emergency medical assistance** - cell phones & land lines: call 911; radio: use channel X.

5.2 As the situation permits, **report the situation to the event operations center:** xxx-xxx-xxxx; radio: channel X. Report the name, bib number, and whereabouts (on site, in a car en route to xxxxx, or in an emergency vehicle) of the downed individual.

5.3 Location of the nearest **land line phones** and how to get to them (*describe locations*): (*Do not rely solely on cell phones as the only means of emergency communications, as some cell phones may not work in certain areas.*) *The entire event area or route should be canvassed to identify and describe the location of nearby land lines (pay phones & businesses). For business establishments, secure permission of the management to make use of a land line in the case of an emergency.*

6. Signals to communicate with rescue personnel:

6.1. **Help/Emergency/I'm in distress:** There are two variations for this signal with the two-arm signal being the best. Both signals involve moving your extended arms in a waving fashion above your head, until you know the signal has been seen and understood. This signal is more clearly seen if you hold something in your hand such as a helmet or bright piece of clothing.

6.2. **OK?/OK!/I'm OK:** Hold your flexed arm out to your side and repeatedly tap the top of your head with your palm. When you see this signal, you should answer back with the same signal so that everyone knows that the situation is OK. When rescue aircraft fly by, use this to tell the pilot you are OK and you are not the party in distress.

6.3. **Go/Look That Way:** Hold out your arm in the direction the rescuers should look/go and keep it pointing in that direction until your signal is acknowledged (usually by an "OK" signal).

See ATTACHMENT A: HAM RADIO OPERATORS

5.1.3. All aid stations and course marshals will have cell phones. We will provide those phone numbers to NPS and Fairfax County.

See ATTACHMENT B: AID STATION / COURSE MARSHAL CELL PHONES

We reserved a stand-by emergency vehicle from xxxxxxxx and coordinated this emergency plan with their dispatch director Automatic Electronic Defibrillator (AED). Only an AED-certified person may use the AED unit. We have at least one certified first-aid provider at every aid station A, C, D, F, H, K, and I. In addition, xxxxx will provide two therapists at Belle Haven Park, both first-aid certified.

See ATTACHMENT C: FIRST-AID CERTIFIED VOLUNTEERS