

Safety Procedures and Emergency Action Plan

Updated in September 2018

Introduction

The Fredericton Legion Track Club is dedicated to provide a safe environment for athletes to train and develop. The wide range of age of our athletes, the change of training facilities during the year and the diversity of track and field event are challenging our ability to make the environment safe for the participants. It is the responsibility of all of us at FLTC to ensure that the correct precautions, equipment and procedures are used during training.

Emergency situations may arise at any time during training. Expedient action must be taken in order to provide the best possible care to the participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided. As emergencies may occur at any time and during any activity, all staff must be prepared.

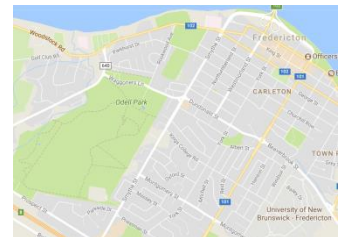
How to use this document

This document aims to describe the risks factor of the training facilities, be a check list of things to consider while making a safe training environment and describe the emergency action plan. It should be revised annually or when conditions (training facilities or number of athletes) changes significantly. Every coach at FLTC must review the content of this document at least annually to remain familiar with the checklist and the action plan.

Description of the facilities

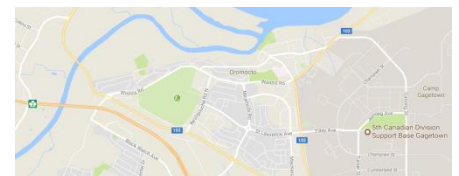
Odell Park

Odell Park is a 175-hectare (432-acre), year-round park within the heart of Fredericton. There are 16 km of trails winding their way through a varied forest. Most of the trail are crushed rock based but we are using some bark covered trails. Most of the activities are done or start at the lower part of the park, around the lodge. The entrance is on Waggoners Lane and lead to a wide parking lot. The park is used by walkers, runners and bikers. There are always people sharing the trails with us.



Outdoor track at Base Gagetown

To travel to Base Gagetown Sport complex, get on NB-7 S from NB-102 S and Wilsey Rd (12 min (8.7 km)); Follow NB-7 S to Miramichi Rd in Oromocto. Take exit 303 from NB-7 S (8 min (13.5 km)); Follow Miramichi Rd and St Lawrence Ave to Tilley Ave. The sport complex is at the end of Tilley Ave.



Base Gagetown Outdoor Track is located at the back of the Fitness Centre. It is a 400m Tartan covered track that includes shot put circle, long throws cage, a javelin area, high jump and long jump pits. It is surrounded by a fence (4 feet high) and surrounded by wood on 2 of the sides. Very few persons usually train while we are there.



Indoor track at Base Gagetown

Base Gagetown Indoor Track is located in the field house of the Fitness Centre. It is a rubberized 200m track surrounding 3 gymnasiums separated by curtains. Many fitness and bike equipment are present around the track. Throws take place in one of the gymnasium. FLTC share the facility with other people not necessarily aware of track safety conventions.

Making the training environment safe

Coaches' responsibility

Coaches have the responsibility to create a physically and mentally safe training environment for the athletes that he/she supervises. They also share the same responsibility for the whole group. Making one group safe should never create a risk for another. Coaches should be ready to remind each other of that responsibility and to question others in that respect. After all, more heads are better and team work will serve the athletes better.

Odell Park

Odell Park has unique risks since training is done mainly in trails, away from the coaches and in presence of the public. These risks become even more important to be considered for the safety of our young athletes.

Condition of the trails

Make sure the trails to be used are still clearly visible and easy to follow. The surface should be acceptable for fast jog, not too slippery or muddy. Large amount of leaves makes the trail difficult to see, hide uneven surface and get slippery.

Buddy or group system

Athletes should never run by themselves, away from the coach. Implement a buddy or group system. Make sure the athletes understand and adhere to the principle that the last runner of the group should never be left by himself/herself. This becomes even more important with younger athletes or when the light intensity is reduced (end of the training session).

Outdoor track at Base Gagetown

Athletes training in different events are generally well apart from each other. However, the condition of the equipment should be inspected. Training group should be distant enough so that they do not create a risk for the others. Special attention should be given to the presence of long throwers. When they are throwing, the infield become out of bound. The throwing cage should be in good condition and properly used specially with hammer throwers. Ideally, hammer practice will take place when the Novice and Intermediate athletes are done training and away from the cage.

Indoor track at Base Gagetown

The Indoor Track creates similar risks as for the outdoor track but now in a much smaller area. Activities between training groups have to be coordinated. Lane 1 and 2 are for running (any speed) and outside lanes for walking (or very slow jog). Use only lane 4 for hurdles. Always use a starter for the short sprints in blocks, so that incoming traffic is avoided. Stop running if it gets dangerous; better to lose a repetition than to get injured.

Throwers are training in a gymnasium and should take precautions that the implements will not get on the track. Coaches should monitor the position of the athletes in relation of throwing area. The equipment should be in good condition.

The space around the track is limited and partly filled with fitness equipment. Personal belonging brought to the track should be kept to a minimum and left in an area where it does not reduce training or resting space. Fitness equipment is out of bound.

Extreme weather

Very warm or cold conditions could present a risk while training outside. Make sure the athletes are dressed properly for the conditions as they arrive to the site. If they are not, send them back home! Athletes should have water in sufficient volume depending on the weather. Do not hesitate to terminate the session if the conditions become a real risk to the athletes.

Thunderstorm

The following protocol should be followed to the letter:

At the first thunder or lightning, empty the field and gather the athletes in a safe area, inside a building or cars. The session can resume not before 30min has passed after the last heard thunder or seen lightning. Stop the session if the storm will last too long; better to lose a session than a life!

Snow storm

Snow storm are usually monitored before the training session. Coaches are to communicate between themselves and decide to cancel or not the session according to the current or forecasted conditions.

Allergies and medical conditions

All coaches should know if some athletes have acute allergies or medical conditions from reading the Participant' Profile (see below). All athletes are to be informed if one athlete has acute allergies such as for peanuts or medical conditions like diabetes. Outdoor facilities and equipment should be monitored for the presence of wasp or bees nests. The coach responsible for athletes with acute allergy or medical conditions should know what action to take from asking the athlete or his/her parent. The coach should know where the epipen (or other medication) if carried, are kept by the athlete.

Mental Environment

Training environment can also have risks for the mental health or wellness of the participants. It can come from the activities or the implements, as fear or competition anxiety. It can be caused by the presence of other participants. Coaches should keep an eye on sign of group anxiety or other mental conditions involving the presence of other since those conditions are not necessarily reported in the athlete's profile. Athletes do interact with each other. This interaction should be free of harassment or unacceptable jokes or comments.

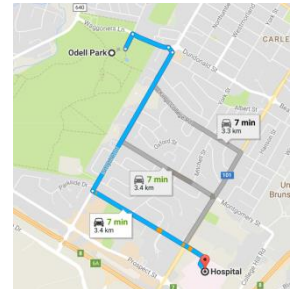
Emergency Action Plan

Location of health services

From Odell Park

The Dr. Everett Chalmers Regional Hospital is at less than 2Km of Odell Park, at 700 Prospect St.

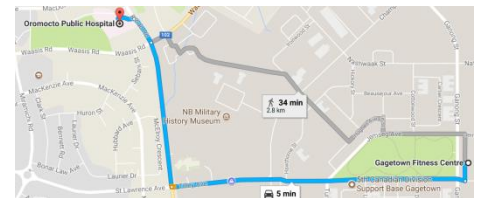
1. Exit the parking lot and turn right at the 1st cross street onto Waggoners Lane (350 m)
2. Turn right onto Rue Smythe (1.5 km)
3. Turn left onto Priestman St



From the Fitness Center of Base Gagetown

The Oromocto Public Hospital is only at a few kilometers from the Fitness Center at 103 Winnebago St, Oromocto.

1. Go back to the Base main gate and turn right onto Broad Rd/NB-102 (850 m)
2. Continue straight onto Broad Rd (180 m)
3. There is an entrance on Broad Rd or turn left on Winnebago.



Emergency information

Emergency Phone numbers

Emergency 911

Fredericton Police 460-2300

Base Gagetown Military Police 422-1404

RCMP Oromocto 357-4300

Oromocto Public Hospital 357-4700

Dr. Everett Chalmers Regional Hospital 452-5400

Participants' profile and emergency contact

As part of the registration form, FLTC gather information related to emergency, health and injury of the participants. This information is put into a file, the Participants' profile. It contains information to be used in case of an emergency and is part of the documents part of the Emergency Action Plan. Each coach should carry the most recent version with him/her at training. It is a small pdf file that can easily be put in a phone or pad.

Roles and responsibilities of the coaches

Coaches should know that in case of an accident, several persons are needed to protect the victim, others and contact health services. FLTC coaches are not always all at training which mean that it is not possible to have one person assigned to a specific role. Coaches will need to work quickly to identify who is doing what.

Aid person

The Aid person is the one that will accompany the victim taken care of until professional health staff arrives. By default, it will be the coach responsible for the athlete. If he/she is not comfortable with that role, another person should be rapidly identified. Preference is given to a coach but older athletes trained in first aid could play that role. The Aid person should:

- ✓ Shelter the injured person from the elements
- ✓ Get or send someone to get the first aid kit
- ✓ Protect yourself (wear gloves if contact with body fluids such as blood seems likely)
- ✓ Assess ABC's (check that airway is clear, breathing is present, a pulse is present, and that there is no major bleeding)
- ✓ Wait by the injured person until emergency medical staff (if necessary).or caretaker arrives
- ✓ Accompany the injured person to hospital (if necessary)
- ✓ Fill in an accident report form

Charge person

The Aid person focus is the injured person, the focus of the Charge person is all the other. He/she can do the different task himself/herself (except for the Call person) or designate another person to the task. Again, the decision on who will be the Charge person has to be done quickly. It can be a coach or another adult present at training. The Charge person should:

- ✓ Clear the risk of further harm to the injured person by securing the area
- ✓ Designate a call person.
- ✓ Designate who is in charge of the other participants
- ✓ Organize transportation if needed. The Aid person should not be the driver.
- ✓ Control the crowd and the environment.

Call person

The Call person is responsible for communication with the health services and/or the emergency contact.

The Call person should:

- ✓ Call for emergency help (if necessary)
- ✓ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- ✓ Clear any traffic from the entrance/access road before ambulance arrives (if necessary)
- ✓ Wait by the driveway entrance to the facility to direct the ambulance when it arrives (if necessary)
- ✓ Call the emergency contact person listed on the injured athlete's profile

Action plan

1. Identify the Aid person and the Charge person.
2. Secure the area around the injured person to avoid further injuries.
3. Aid person starts first aid and Charge person get the first aid kit.
4. Charge person identifies a Call person.
5. Call person interacts with Aid person to determine if Emergency Medical Services are required.
Charge person identifies a person that will take care of the other participants.
6. Call person contact EMS if required.
Charge person organizes transportation (if required).
7. Call person contacts emergency contact of the injured athlete.

Incident report

The Aid person should complete an FLTC Incident Report shortly after the incident. He/she should consult with the Call person and the Charge person to make sure all the details have been included. The report is then sent to the FLTC President.