

EMERGENCY ACTION PLAN (EAP) TEMPLATE FOR GEORGIA SOCCER AFFILIATES,  
TOURNAMENTS and PROGRAMS

Approved January 20, 2015

**I. Application.** Georgia Soccer Risk Management recommends that each Affiliate (Adult and Youth), Tournament and Program have an emergency action plan for all sanctioned events. The recommended plan should apply to any emergency action taken by the Affiliate, Program, and Tournament.

**II. Written and Oral Emergency Action Plans.** An emergency action plan must be in writing, kept in the event location, and available to staff for review. Please use the following Check list and Communications document to assist in your plan development.

**III. Minimum elements of an Emergency Action Plan.** An emergency action plan must include at a minimum:

- a. Procedures for reporting a fire, criminal activity, severe weather, or emergency medical/trauma event;
- b. Procedures for emergency evacuation, if needed, including type of evacuation, safe areas and exit route assignments;
- c. Procedures to be followed by staff, if appropriate, who remain to operate critical plant operations before they evacuate;
- d. Procedures to account for all staff and members after evacuation;
- e. Procedures to be followed by staff performing rescue or medical duties, if any; and
- f. The Affiliate Risk Management Coordinator (ARMC) or Ga. Soccer RMC (SRMC), may be contacted by staff that needs more information about the plan or an explanation of their duties under the plan.
- g. Posted addresses for event venues to include access points for emergency responders.

**IV. Staff Alerting System.** The Affiliate, Program or Tournament should have and maintain a staff alert system. The staff alert system should use a distinctive signal for each purpose, and be easily communicated and heard throughout the venue or sent to each staff member's personal device.

**V. Training.** The plan must designate the Event Manager for all activities and the ARMC trains the staff (Evacuation Wardens-EW or Field Marshals-FM) to assist in a safe and orderly evacuation of other members and guests.

**VI. Review of Emergency Action Plan.** The ARMC must review the Emergency Action Plan with each staff member covered by the plan:

- a. When the plan is developed or the staff member is assigned initially to a job;
- b. When the staff member responsibilities under the plan change; and
- c. When the plan is changed.

## Appendix A

### Definitions

1. “Affiliate”: club affiliated (Youth and Adult) with Georgia Soccer and sanctioned to hold events under its direction.
2. “ARMC”: the Affiliate Risk Management Coordinator is the authorized member of the club to manage and direct all club level risk management activities, mitigate hazards and enforce the policies of the club and Georgia Soccer.
3. “Event Manager” (EM): a person at the Affiliate or state level designated as in charge of Georgia Soccer sanctioned event able to make decisions relative to this policy.
4. “Evacuation Wardens” (EW); are designated staff that are trained in the evacuation procedures of the EAP for their event venues. This position may be interchanged with the Field Marshal (FM).
5. “Georgia Soccer Staff member”: a person employed or a volunteer of Georgia Soccer. This person can be a program or team staff member in authority of an event or group able to make decisions relative to this policy.
6. “Participant”: any person(s) who are in any manner involved in the organization, operation, direction or support of a Georgia Soccer event, including but not limited to coaches, trainers, instructors, evaluators, administrators, chaperones, parents/guardians, field marshals, referees, volunteer support and players. Participant extends to visiting United States Soccer Federation (USSF), US Youth Soccer Association (USYSA) members (or guests of the USSF or USYSA) in the event or activity, and event vendors where specified under contract as under control or jurisdiction of Georgia Soccer.
7. “Program”: the various soccer playing programs offered by Georgia Soccer include ODP, TOPSoccer and all Premier Leagues.
8. “Non-participant”: is anyone who is not otherwise defined immediately above as a Participant.
9. “Sanctioned Event”: an event that has the approval to operate under the Georgia Soccer By-laws and insurance coverage. These events include games, practices, tournaments and any other organized event where Georgia Soccer has large numbers of members and guests.
10. “SRMC”: State Risk Management Coordinator is the Chair of the RM Committee for Georgia Soccer.
11. “Tournaments”: include all sanctioned tournaments held under Georgia Soccer, USYSA and US Soccer.