



## **Emergency Action Plan (EAP)**

**\*\*\* February 29<sup>th</sup>, 2016 \*\*\***

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### **I. Purpose**

The purpose of the BRAC Emergency Action Plan (EAP) is to outline the actions to be taken in the event of a serious accident, incident, injury, or other emergency involving BRAC members, program participants, staff, contractors, volunteers or property. An incident may be related to persons or property and may be behavioral as well as accidental.

It is the BRAC's expectation that every individual who is participating in a BRAC sanctioned event has signed the Standard Release Form which waives any claims of negligence against the BRAC, USAC, the BRAC Board of Directors, volunteers, officials, race directors, or others involved in the creation of competitive cycling events. The purpose of this document, therefore, is not to estimate the minimum standard of care relative to legal liability, but to provide a plan for appropriate action in the event of a crisis.

This EAP is included with the BRAC's organizational documents and shared with race officials, race directors, Board of Directors and Technical Committee. This EAP facilitates BRAC's response, so that emergencies may be addressed in an efficient, compassionate, and professional manner. The following procedures are in place as a guide, and are to remain flexible. The EAP augments the common sense, training and knowledge of the race director, chief referee, emergency personnel, BRAC leadership, or others responsible for its implementation.

### **II. BRAC Crisis Response Team**

The first line of response at a BRAC event is the Chief Referee and the Race Director, who work in cooperation with the on-site EMT (or on-site medical personnel) to determine the severity of the situation.

If the EMT thinks the situation warrants additional support, he/she will recommend an immediate call to 911. In most situations, this response adequately addresses the situation.

If the Chief Referee or Race Director considers the situation to be inadequately addressed by these measures, if the media is involved, or there is a threat of legal action, the next immediate contacts will be the BRAC's Crisis Response Team (CRT). The CRT is responsible for all communications if such a situation arises. This includes communication to participants, participants' families, the media, social media, and other sporting organizations.

The Crisis Response Team (CRT) consists of BRAC staff and board members assigned in specific roles as enumerated below:

- a. Oversight: BRAC's Executive Director – Shawn Farrell– 710-393-5711
  - i. Write press release and media response.
  - ii. Post press release on BRAC web site.
  - iii. Notify relevant staff via e-mail with brief description of incident and directions to refer press inquiries to the CRT as directed by ED.
  - iv. In the event that staff is injured, follow up with the appropriate workers compensation
  - v. Contact legal counsel.
  - vi. Initiate formal review process for serious incidents, critical or disabling injuries, and fatalities.
  - vii. Keep a communication log of all internal communications.
- b. Traffic Control
  - i. Assist in keeping all traffic (vehicle, bicycle, pedestrian) moving away from the scene of the accident
  - ii. Contain the scene to ensure safety to all and minimize activity to essential individuals
- c. President
  - i. The only other person who will make any public statement regarding the incident
  - ii. Absolutely no communication about any situation should be shared with volunteers or participants

### **III. Implementing the Emergency Action Plan (EAP)**

1. At the scene of the emergency, the Chief Referee, Race Director, and EMT must:
  - Assess the scene for safety for everyone involved (injured, first aiders, and uninjured parties)
  - Manage the situation with human health, safety and well-being as the top priority.
  - Work to ensure that the scene is safe for all uninjured parties.
  - If at any point managing the situation requires accessing outside assistance, call 911 immediately.
  - Implement the CRT in conjunction with the Race Director and Chief Referee.
2. Stabilize the situation
  - Limit the possibilities for further injury to people or extensive property damage
  - Traffic control for automobiles and bicycles is critical to contain the situation.
3. The EMT is the person to administer initial first aid at the site of an accident. He/she should attend to the well-being of injured or ill persons.
  - If the injured party is over 18 and refuses care that is apparently needed, the EMT must have the patient sign a release acknowledging their refusal of care.
  - Minors cannot legally refuse treatment (18 years and younger).
4. The Race Director, Chief Referee and EMT will initially control the situation. If additional assistance is needed, these individuals are to call on available BRAC staff/officials for assistance at the scene and/or to involve the CRT. However, this is not meant to slow or circumvent any needed assistance that can be offered in an emergency situation by individuals nearest to the event.

5. In the situation that the event is being held in an area with poor mobile telephone reception and 911 needs to be called, the following actions should be taken to initiate outside assistance:
  - Have EMT on site call 911
  - Have Police on site call for assistance
  - Send 2 different individuals in separate vehicles to make calls if possible, but not to impede accessing emergency help as soon as possible the following information should be provided to individuals calling/accessing 911
    - Emergency report (may include copy of patient care form; names of all persons with patient; condition of group, time, temperature, precipitation, map (if available) marked with patient's location; and other pertinent information regarding location and state of patient's condition) Pertinent information from patient's medical form (if applicable) including emergency contact information, allergies, and any known medical conditions.
  - d) Document the time they left the scene of the accident.
6. Work to ensure the accident scene is safe and calm for all uninjured parties.
7. Documentation of accidents is critically important in the event of serious accidents. EMTs must complete the necessary reporting forms. If possible, the Chief Referee or Race Director should attempt to get a copy of any additional reports that are filed, such as those created by police or additional medical services.
8. Fatality at a BRAC event

In the event of a fatality, the primary job of the Race Director, Chief Referee, BRAC staff, officials and volunteers is to work to ensure the mental, emotional, and physical well-being of the rest of the participants. Please note:

- a. The Race Director must call 911
- b. The Chief Referee will call/inform USAC
- c. For BRAC permitted event, the BRAC CRT will be put into action in collaboration with the Race Director. It will be decided who is the best communicator for media and family.
- d. The EMT on-site will treat injured participants and assist medical and law enforcement personnel with their work in documenting the accident. It is imperative that representatives of BRAC do not disturb the scene of the incident or move the body. The Chief Referee must keep a BRAC representative in the vicinity of the body until relieved by proper authorities (unless the scene becomes unsafe.)
- e. In the event of a fatality or serious injury, the ED should:
  - a. Assess need for critical incident debriefing or professional therapeutic intervention. This intervention is highly recommended in cases of fatalities or serious injuries.
  - b. Consider follow-up with the patient's family in event of an extreme incident. Without admitting any fault, the organization should extend possible means of support, such as lodging, meals, transportation, or counseling.
  - c. Approve expenditures that exceed program budget such as airfare.
  - d. Determine appropriate follow-up with participant's family or next of kin.

## **IV. Incident Review Process**

### **Determination of the Need for an Incident Review Team**

1. The ED will determine the necessity of a review and initiate such a review. This should occur as soon as possible after an incident.
2. The ED will consult with the president of the BRAC board, Chair of the Technical Committee, Membership Manager and contractors (if applicable) to create an Incident Review Team (IRT).
3. BRAC will look to accepted industry standards in determining whether an internal or external review is appropriate and the extent of the review.
4. The ED must approve external reviews.
5. Appropriate funds will be set aside if an external review is found to be appropriate.
6. The Incident Review Process will be initiated when one of the following serious incidents occur:
  - a) When a fatality occurs to a participant
  - b) When a fatality occurs to a staff member while on duty
  - c) When a permanently disabling injury occurs to a participant or staff member
  - d) When a life threatening injury occurs to a participant or on-duty staff member

### **Role of the Incident Review Team**

The overall mission of the IRT is to help the BRAC representatives, race directors, and officials to prevent event-related injuries, and most importantly, fatalities and permanently disabling injuries. The IRT will provide recommendations and suggestions on prevention of further incidents and related improvements in quality. It will also provide recommendations and suggestions on improvements in emergency response as well as highlight areas of effective procedure for continuation in the future.

### **Composition of the Incident Review Team**

1. The ED will determine the composition of IRT
  - a. IRT members should have expertise or have access to expertise relevant to the type of incident
  - b. IRT members should not have a personal connection to the victim/incident
  - c. IRT members should not be a member of the CRT
2. IRT will work with the Crisis Response Team and keep the CRT updated of all processes.
3. All findings, discussions, and written materials of the IRT will be confidential until the final report is complete
4. The scope of distribution of the findings within the BRAC will be determined in advance of the preparation of the IRT report. The ED and President of the Board of Directors will make this determination.
5. The IRT will operate independently and its findings will be based on the facts discovered.
6. BRAC will consider all recommendations of the IRT and implement where feasible.
7. No IRT member will speak with the media. All media inquiries will be handled by the ED or her/his designee.

### **Guidelines for Conducting the Review**

1. Appointment of the IRT should occur immediately following the incident.
2. The IRT will consist of a Team Chair and one to five other members depending on the magnitude and characterization of incident.

3. Roles in the Incident Review Team include:
  - a. Team Chair
    - i. Determines the timeline for activities
    - ii. Manages all actions of committee
    - iii. Ensures completion and submission of Final Report to the ED, Board, and legal representation if appropriate and in a timely manner.
  - b. Communication Manager
    - i. Notifies all interested parties in the process and timeline of the review, including Team Chair, Board, and Parties involved in the incident.
    - ii. Writes the final report, manages all notes, documents, and communications for the Review Team, and makes notes to update the organization's Emergency Action Plan.
4. IRT operational steps:
  - a. The Team Chair communicates with other members as to timing, process, and task assignments.
  - b. Visit the site of the incident when environmental factors are part of the cause, deploy at least
  - c. one review team member to the site as soon as possible (before conditions change).
  - d. Photographs, and perhaps video, of the scene should be part of this process. Consider visiting other relevant locations as appropriate.
  - e. Review all pertinent written materials.
  - f. Gather all reports from external sources (medical and law enforcement personnel)
  - g. All interviews must be conducted by a minimum of two people and set up by a personal phone call
5. The communications manager will write a DRAFT based on a discussion with all members of the IRT
6. The Team Chair meets with the CRT to discuss the draft report and possible revisions.
7. The IRT will write a final report (within a reasonable scheduled time) that should include the primary and secondary causes of the incident, recommendations and suggestions on prevention of further incidents and related improvements of quality, and recommendations and suggestions on improvements in emergency response.
8. The Team Chair submits the Final Report to the Executive Director, President of the Board of Directors, Chair of the Technical Committee, and legal counsel if appropriate.
9. For an external review team, a written agreement as to the scope of work, process, costs, and distribution of the Final Report will be drawn up.

## **V. Appendix:**

### **Communication Log**

It is important to state only the facts in the communication log. The recorder must avoid speculation or opinion in this written record.

Event Snapshot

Event location/details:

Event date:

Event Chief Referee and Race Director:

Affected person(s):

Caller:

Phone Number:

Date and Time of Call:

Communication Subject:

Action:

Follow-up:

## **Definitions**

**Accident:** An unplanned and unforeseen event.

**Appropriate:** Suitable or proper. 'Operating in an appropriate manner' means that skilled personnel will act within the level of their skill set in a reasonable and prudent manner. An 'appropriate activity' means that the activity is well suited for the skill level of the participant.

**Approved:** All BRAC events must be approved by officials and staff before taking place.

**Benchmarking:** A process of comparing risk management procedures with others undertaking similar activities.

**BOD:** Board of Directors of the Bicycle Racing Association of Colorado – the BRAC. Volunteers who comprise the leadership body of the organization for policy, strategic direction and fiduciary responsibilities.

**Contracted Providers:** BRAC will at times contract with outside providers for specific projects. Examples are hiring coaches for junior camps.

**Crisis Response Team (CRT):** The team of people compiled by the Executive Director (ED) (or his/her designate) who have the skills needed to respond appropriately to an emergency. The team may consist of staff, individuals from the Board of Directors, or other key leaders in the BRAC. Periodic crisis response training may be offered to potential CRT members.

**Definitive Care:** Medical care that is connected to advanced life support systems and highly trained personnel.

**EAP:** Emergency Action Plan. The EAP is adopted by the organization's Board of Directors in order to provide guidance in order that the organization can provide the best response in the event of an emergency.

**Emergency:** Any serious incident or situation concerning health, injury, death, missing person, or extensive property damage involving BRAC members, volunteers, event participants, staff, host venue and/or community property during an BRAC event, or a situation that may attract extensive media attention.

**EMT:** Emergency Medical Technician. BRAC policy dictates that every competitive event must have an EMT or qualified medical personnel on-site. The cost for this service is paid by the Race Director. Guidelines for medical preparedness are made available to officials and race directors. In this EAP, the use of the acronym 'EMT' may represent qualified medical personnel who may not hold the EMT certification.

**Evacuations:** Evacuations are incidents that cause a person to leave the event, either in a private vehicle or ambulance.

**ED (Executive Director):** The Executive Director of the Bicycle Racing Association of Colorado –BRAC. A paid staff position.

**Guidelines:** A suggested method of accomplishing a program activity, consistent with approved policy, that staff should consider using. Staff may, if the need arises, adopt alternatives.

**Hazard:** The physical factors and conditions - human or otherwise - that increase the possibility of an accident. A hazard is anything that can cause harm.

**Incident:** An event (action or situation) or sequence of events or circumstance that results in a potentially dangerous situation, injury, illness, damage to property or a near miss. For our purposes, the terms 'accident' and 'incident' are often used interchangeably. The term 'incident' has broader application.

**Membership Manager:** Membership Manager of the Bicycle Racing Association of Colorado – BRAC. A paid staff position.

**Motivation or Behavioral Incident:** Examples include sexual harassment, alcohol or drug use, the use of violence, running away (such as from a Junior Camp), or an emotional or psychological situation that compromises the person's ability to safely participate in a BRAC event.

**Near Miss (i.e.: a close call):** A potentially dangerous situation where safety was compromised but no reportable injury sustained. Like an accident, a near miss is an unplanned and unforeseen event. It is a situation where those involved express relief when the incident ends without harm.

**Peril:** The source from which the loss can come.

**Policy:** A binding, overarching directive adopted by the BRAC Club Council and Board of Directors.

**Practice:** The usual way of doing things, similar to a guideline.

**Procedure:** A specific instruction for accomplishing an activity that staff is required to follow except for exceptional circumstances.

**Promoter:** Please see 'Race Director'.

**Proper:** Accurate and correct.

**Protocols:** a code of correct conduct.

**Race Director:** an individual who organizes and conducts a bicycle race or races.

**Race Official:** an individual who is trained and licensed to serve as a referee, judge, and/or motor referee for bicycle races. Please note: race officials are paid for their services by the Race Director.

**Reportable Incident Criteria:** The criteria used to determine if an incident that occurs at an BRAC event is at such a level that it needs to be recorded and an incident report filed.

An incident becomes reportable if it:

- requires more than simple first aid (i.e., a band-aid)
- requires more than cursory attention by the leader or instructor
- requires follow-up care by a medical professional
- requires follow-up care by a therapist, psychologist or social worker
- requires evacuation from the field

**Risk:** The chance that harm will occur. Risk is the potential to lose something of value.

**Risk Assessment:** Careful examination of what could cause harm.

**Risk Management:** The process of reducing the potential for risk to an acceptable level through the systematic analysis of operations for potential risk exposures. The organization must then set forth a plan to reduce the severity and frequency of such exposures. Risk management plans have three primary parts:

- (1) the analysis of risks,
- (2) The policies and procedures for reducing the risks, and
- (3) the implementation of the plan.

**Safety** - "The condition of being safe; freedom from danger, risk, or injury."

**SAR:** Search and Rescue Operations. County Sheriff departments (or other entity such as national park) which authorize search and rescue operations. This acronym may be used in certain BRAC events that are far from population centers.

**Staff:** Paid employees of the BRAC.

**Technical Committee:** A supervisory body that reports to the Board of Directors regarding how to best manage the sporting aspects of the organization, including managing risk at events.

**Volunteers:** People conducting tasks for the organization for no financial recompense.