

EMERGENCY PROCEDURES

In case of emergency:

1. **Call 9-1-1**
2. Contact parent, if not on site
3. Contact a Recreation Department Staff member to inform them of the incident. If during a game contact Field Supervisor
4. Follow up with written report. Preferably use the accident forms provided to you with the first aid packet. Completing the form is critical because it documents the incident
5. Always err on the side of safety and always call 9-1-1 if unsure
6. Head injuries; always call 9-1-1

NOTE: You as a volunteer head coach are not responsible for administering any significant first aid; anything beyond a bandage or ice pack. Always complete an accident report anytime you use any supplies out of the first aid pack regardless of how insignificant you think an injury is. Documenting the incident will protect you, the player, parents, etc.

FIRST AID SUPPLIES

- Issued to head coach with equipment bag
- Head coach responsible for completing an accident report every time something is used
- Head coach responsible for turning in all accident reports within a reasonable time (*Recreation drop box available 24 hours 7 days a week*)
- Supplies will be made available based on accident reports. Call Recreation if you need more supplies
- Supplies are also available at each field

MISSING CHILD PROCEDURE

Upon realization of a participant missing from any Recreation Department program the following procedure will be followed:

1. An immediate search of the general area will be conducted by the Supervisor of the affected program with designated staff members. Other staff members will remain with the other participants.
2. If missing participant is not ***"immediately"*** located the Supervisor will contact the Lakewood Police Department providing them with a physical and clothing description of missing participant.
3. The Supervisor will then contact the parent/guardian of the missing participant and advise them of the circumstances. Questions may be asked of parent/guardian regarding possible locations that the missing participant may go to.
4. The Supervisor will contact the Recreation Director or designee and advise him/her of the situation and will provide him or her with periodic updates.
5. The Supervisor and designated staff members will continue to search the area where program is being conducted.
6. If the missing participant is located by staff members, the Supervisor will immediately contact the Lakewood Police Department to advise them that the missing participant has been located.
7. The Supervisor will then contact the parent/guardian and advise them that the missing participant was located.
8. Once the participant is located and returned to the program or released to the parent/guardian, the Supervisor will complete an Incident Report describing in detail, all facts pertaining to the incident.

The report must include:

- time participant was noticed missing
 - time police were notified
 - time the parent/guardian was notified
 - time and location where participant was located and by whom
9. All involved staff members will complete a statement detailing their individual involvement in searching and/or locating the missing participant.

CONTACT INFORMATION: ****Dial "9" if calling from a school district telephone***

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| 1. Lakewood Police Department Non-Emergency | (216) 521-6773 |
| 2. Emergency | 911 or (216) 521-1234 |
| 3. Lakewood Recreation Department | (216) 529-4082 |
| 4. Leslie Krogman, Coordinator | (216) 701-0468 (cell) |
| 5. Mitchell Robida, Athletics | (216) 701-2821 (cell) |
| 6. Matt Demaline, Aquatics | (216) 701-0284 (cell) |