



**US**  
**YOUTH**  
**SOCCER**

# **EMERGENCY ACTION PLAN**

**USYS National Office  
9220 World Cup Way  
Frisco, TX 75033  
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## **Why Does US Youth Soccer Exist?**

To transform the lives of America's youth through the game of soccer.

## **Our Mission**

To provide world-class support, resources and leadership, helping every member fulfill their goals on and off the field of play.

## **Our Vision**

To bring communities together through the power of soccer, making lifelong fans of the sport.

## **Our Core Values**

**Innovation** - USYS innovation refers to our intentional fostering of out-of-the-box thinking and problem solving within the youth sport landscape,

**Integrity** - USYS aspires for honesty, transparency and alignment along strong moral principles. We do the right thing in a reliable way with responsibility and respect.

**Respect** - Respect is a cornerstone trait within our sport and organization. It defines how you regard your teammates and opponents, recognize their qualities and traits, while treating them with appreciation and dignity.

## **The Environment**

From its humble beginnings in 1974 with just more than 100,000 registered players to its current registration of nearly 3,000,000 players between the ages of five and nineteen, US Youth Soccer (USYS) has always been recognized as a leader in youth sports organizations. USYS is the largest member of the United States Soccer Federation, the governing body for soccer in the United States, and is supported by over 600,000 volunteers and administrators, and over 300,000 dedicated coaches, most of whom also are volunteers.

USYS provides a healthy activity through its recreational and small-sided game programs. These programs emphasize fun and de-emphasize winning at all costs. Every child is guaranteed playing time, and the game is taught in a fun and enjoyable atmosphere.

## **A Path For Every Player**

We provide a fun, safe and healthy game for all kids. This includes big kids, little kids, tall kids, short kids, young kids, older kids, kids who want to play for one season, kids who want to play for twenty seasons, kids who play strictly for fun and kids who want to compete at the highest level possible. Kids are different, and because they are different, their physical, social and psychological needs are different. We at USYS recognize this, and our programs are aimed at meeting the different needs of all kids. USYS connects families and communities to the power of sports and its shared love of soccer. We Are Youth Soccer. For more information, visit [www.usyouthsoccer.org](http://www.usyouthsoccer.org).

# Media Coverage

It is understood that the USYS staff may have to handle initial contact with the media. If so, do the following:

1. DO NOT make any statements regarding the incident.
2. DO NOT respond with “No Comment”.
3. Let the media know that a designated spokesperson will serve as their point of contact and that they will have the current information related to the incident.
4. Those individuals are:
  - a. George Stieren - CMO, [gstieren@usyouthsoccer.org](mailto:gstieren@usyouthsoccer.org), 972-430-8553
  - b. Skip Gilbert – CEO, [sgilbert@usyouthsoccer.org](mailto:sgilbert@usyouthsoccer.org), 972-357-1880
  - c. Or a local representative, if one has been identified as the on-site spokesperson for USYS
5. Follow up with Jill Wisner at [jwisner@usyouthsoccer.org](mailto:jwisner@usyouthsoccer.org) and/or designated spokesperson to inform them which media outlet contacted the department.

The elected spokesperson should follow the “do’s” and “don’ts” of communication:

DO’S	DON’TS
Tell the truth	Speculate or guess
Release only confirmed	Overstate and understate
Be concise	Talk “off the record”
Show Concern	Be thrown by hostile questions
Remain Calm	Give Exclusive to one reporter
Provide updates	Place Blame

# Lightning Safety

Whenever there is lightning present during a USYS Tournament, Championship, Showcase InterRegional, League or Camp **it is the responsibility of the onsite Program Director, Committee Chair or USYS Representative to determine if it is safe to remain outdoors and playing.**

Lightning is the most consistent and significant weather hazard that may affect sports. Within the United States, the National Oceanic and Atmospheric Administration (NOAA) estimates that 60 to 70 fatalities and about 10 times as many injuries occur from lightning strikes ever year. While the probability of being struck by lightning is low, the odds are significantly greater when a storm is in the area and proper safety precautions are not followed.

Education and prevention are the keys to lightning safety. These below guidelines are meant to be an educational source and the steps outlined are recommended by USYS to limit the lightning risk.

1. Designate a person to monitor threatening weather and to make the decision to remove a team(s), players, spectators, event/game personnel and individuals from an athletic complex or event.
  - a. Program Director
  - b. Committee Chair
  - c. USYS Representative
  - d. Head Coach (practice situation only)
2. Monitor local weather reports each day before any event or practice
  - a. Be aware of potential weather situations that could develop during scheduled events or practices.
  - b. Weather reports can be found through local news coverage, internet, mobile phone applications, cable and satellite weather programming, the National Weather Service and by smartphone applications.
3. Work with the complex designee to establish working relationship between USYS system and protocols and complex system and protocols.
  - a. If complex DOES NOT have a working system in place, USYS will provide the primary system used for lightning.
  - b. If the complex DOES have an existing working system, discuss the working details of both to determine which is more engaged and strict.
    - i. Preference would to use the USYS system but do understand complex rules, regulations and liabilities.
4. Be informed of National Weather Service (NWS) issued thunderstorm “watches” or Warnings,” and the warning signs of developing thunderstorms in the area, such as high winds or darkening skies.
  - a. A “watch” is issued when severe thunderstorms are *possible* in and near the watch area. It does not mean that they will occur. It only means they are *possible*.
  - b. A “warning” is issued when severe thunderstorms are occurring or imminent in the warning area.
  - c. Watches and Warning are not issued for lightning.
5. Be informed of the electronic system or mobile application issued advisory alerts to the onsite USYS designee. The following information should be followed to determine if the athletic complex is safe.
  - a. 30 miles or less: Advisory
  - b. 20 miles or less: Caution
  - c. 8 miles or less: Not Safe – remove team(s), players, spectators, event/game personnel and individuals from an athletics complex or event to a safe shelter.

- d. Resume athletic activities or events when:
  - i. No lightning observed for 30 minutes after both the last sound of thunder and last flash of lightning or informed by the electronic system or mobile application being used.
  - ii. The storm system is eight (8) miles away and heading away from the athletic site and no thunder is reported with any possible lightning flashes.
- 6. Know where the closest “safe structure or location” is to the field or playing area, how long it takes to evacuate to that location for all event/game personnel and have access to it.
  - a. Safe locations
    - i. Any building usually occupied or frequented by people,
      - 1. Building with plumbing and or electric wiring that acts to electrically ground the structure.
    - ii. In the absence of the above, any vehicle with a hard metal roof with windows shut.
    - iii. In the absence of the above, any vehicle with a hard metal roof with windows shut.
  - b. Dangerous locations
    - i. Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Small covered shelters are not safe from lightning. Concession Stands, press boxes, rain shelters, maintenance sheds, and picnic shelters, even if they are properly grounded for structural safety, are usually not properly grounded from the effects of lightning and side flashes to people. They are usually very unsafe and may actually increase the risk of lightning injury. Other dangerous locations include areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people. Also dangerous is any location that makes the person the highest point in the area.
- 7. Lightning awareness should be heightened at the first flash of lightning, sound of thunder and/or other signs such as increasing wind or gradually darkening skies.
- 8. Management protocol for lightning injuries.
  - a. Activate EMS
  - b. Survey the scene
  - c. Assess breathing and pulse: An athlete that has been struck by lightning does not hold a charge and is safe to handle. Begin CPR as it is safe to do so.
  - d. Early CPR and AED are the keys to survival.

# Tornado Safety

Whenever there is tornado or a threat of a tornado present during a USYS Tournament, Championship, Showcase InterRegional, League or Camp **it is the responsibility of the onsite Program Director, Committee Chair or USYS Representative to determine if it is safe to remain outdoors and playing.**

Education and prevention are the keys to tornado safety. These below guidelines are meant to be an educational source and the steps outlined are recommended by USYS to limit tornado risk and injuries.

1. Designate a person to monitor threatening weather and to make the decision to remove a team(s), players, spectators, event/game personnel and individuals from an athletic complex or event.
  - a. Program Director
  - b. Committee Chair
  - c. USYS Representative
  - d. Head Coach (practice situation only)
2. Monitor local weather reports each day before any event or practice
  - a. Be aware of potential weather situations that could develop during scheduled events or practices.
  - b. Weather reports can be found through local news coverage, internet, mobile phone applications, cable and satellite weather programming, the National Weather Service and by smartphone applications.
3. Be informed of National Weather Service (NWS) issued Tornado “watches” or Warnings,” and the warning signs of developing thunderstorms in the area, such as rotation in cloud base or greenish black skies.
  - a. A “watch” is issued when conditions are favorable for the development of tornadoes in and close to the watch area.
  - b. A “warning” is issued when a tornado is indicated by the radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately.
4. Be informed of the electronic system or mobile applications issued advisory alerts to the onsite USYS designee. The following information ~~from~~ should be followed to determine if the athletic complex is safe.
  - a. 30 miles or less: Advisory
  - b. 20 miles or less: Caution
  - c. 8 miles or less: Not Safe – remove team(s), players, spectators, event/game personnel and individuals from an athletics complex or event to a safe shelter.
  - d. Resume athletic activities or events when:
    - i. The storm system is eight (8) miles away and heading away from the athletic site.
    - ii. The complex has been properly evaluated and cleared of any possible damages and debris.
5. Know where the closest “safe structure or location” is to the field or playing area, how long it takes to evacuate to that location for all event/game personnel and have access to it.
  - a. Immediate Action
    - i. People with mobility concerns should seek shelter at the time of a tornado watch, NOT a tornado warning.
    - ii. Seek shelter immediately. Areas to look for include;
      1. A sturdy building.
      2. If you can drive away from the tornado safely, do so.
      3. DO NOT seek shelter in a car. But if you have to, get down in your car and cover your head, or abandon your car and seek shelter in a low lying area such as a ditch or ravine.

6. Management protocol for tornado injuries.
  - a. Activate EMS
  - b. Survey the scene
  - c. Remain calm and listen for instructions and information from emergency personnel and USYS Representatives.
  - d. Provide first aid if it can be done safely.



# Active Shooter

Active shooter situations are unpredictable, escalate rapidly, and in most cases there are no patterns and the selection of victims are completely random. The procedures, descriptions and checklists below will outline what to do if you are caught in an active shooter situation and what to expect from the arriving law enforcement. You will need to be both physically and mentally prepared, as you will need to follow these three steps of RUN. HIDE. FIGHT

## **How to respond when an Active Shooter is within your area:**

1. RUN if possible
  - a. Leave your belongings behind
  - b. Escape the area even if others do not agree to follow
  - c. Help others escape the area, if possible
  - d. Warn and prevent others from entering the area where shooter may be
  - e. Call 9-1-1 when in a safe area.
    - i. Describe the shooter, location and weapons being used
2. HIDE if escape is not possible.
  - a. If inside or outside
    - i. Stay out of the shooters view and remain quiet
    - ii. Silence your electronics including vibration
    - iii. Do not hide in groups
    - iv. Hide behind large sturdy items that can take a shot if fired in your direction
    - v. Try communicating with law enforcement by using text message or social.
  - b. If inside
    - i. Lock the door and turn off the lights
    - ii. Provide yourself protection if shots are fired your direction
    - iii. Turn off any items inside the room (ex: tv, radio)
3. FIGHT as a last option if needed.
  - a. You will need to fight or disrupt against the shooter
  - b. Acting aggressively in action or by yelling
  - c. Use surrounding items as weapons

## **After the situation clears and law enforcement are on scene:**

1. Remain Calm
  - Keep your hands visible and empty at all times
  - Take care of yourself first, then move on to others if you can
  - If you see injured people, help them to safety
  - Do not yell or scream for officers attention
  - You will need to held in a contained area after officers take control of the area
    - i. Do not leave until law enforcement instructs you to do so
2. Law Enforcement will survey scene
  - They will be armed heavily with handguns, shotguns and rifles among other items
  - They will shout directions, do not be alarmed and follow the directions

# Bomb Threat Safety

The below checklist is designed to assist all employees and designated personnel on responses to the threat of a bomb in an orderly manner working with first responders.

## **Types of Threats**

### Phone

If a bomb threat is received phone, the caller should attempt to obtain as much information as possible.

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions

Questions to ask:

1. Where is the Bomb Located?
2. When will it explode?
3. What kind of bomb is it?
4. What does it look like?
5. What will make it explode?
6. Did you place the bomb?
7. Why did you place the bomb?

Receiving Caller Information:

1. Your Name: \_\_\_\_\_
2. Time of call: \_\_\_\_\_
3. Time call ended: \_\_\_\_\_
4. Date: \_\_\_\_\_

Caller Details:

1. Male \_\_\_ Female \_\_\_
2. Adult \_\_\_ Juvenile \_\_\_
3. Approx. Age \_\_\_
4. Any background noise? If so, describe: \_\_\_\_\_
5. Tone of the caller's voice? (ex: calm, angry, loud, laughing) \_\_\_\_\_
6. Type of call
  - a. Local \_\_\_ Cell Phone \_\_\_ Long Distance \_\_\_\_\_
7. Exact words of the threat: \_\_\_\_\_

Verbal

1. If the perpetrator leaves, note which direction they went
2. Notify the designated personnel and authorities

3. Write down the threat exactly as it was communicated
4. Note the description of the person who made the threat:
  - Male\_\_\_ Female\_\_\_
  - Adult\_\_\_ Juvenile\_\_\_
  - Race\_\_\_\_\_
  - Type of clothing\_\_\_\_\_
  - Approx. Age\_\_\_\_\_
  - Body description: Height/weight/hair and eye color \_\_\_\_\_

#### Written

1. Handle the document as little as possible
2. Notify the designated personnel and authorities
3. Rewrite the threat exactly as is on another sheet of paper and note the following
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/delivery
  - Full names of any personnel who saw the threat
  - Secure the original threat; DO NOT alter the item in any way
  - If small/removable, place in a bag or envelope
  - If large/stationary, secure the location

#### Emailed

1. Leave the message open on the computer
2. Notify the designated personnel and authorities
3. Print, photograph, or copy the message and subject line; note the date and time.

# FIRE EMERGENCY

When fire is discovered:

- Activate the nearest fire alarm (if installed).
- Notify the local Fire Department by calling 911.
- If the fire alarm is not available, notify the site personnel about the fire emergency by the following means:
  - Voice Communication
  - Phone Paging
  - Radio
  - Other (specify)

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area (specify location).
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Designated Official, Emergency Coordinator or supervisors must:

- Ensure that all employees have evacuated the area/floor.
- Assistants to Physically Challenged should - Assist all physically challenged employees in emergency evacuation.
- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures
- Report any problems to the Emergency Coordinator at the assembly area.

# Medical Emergency

The below procedures are to be used during any USYS event that requires responses for serious injuries needing medical care and transportation. This checklist is designed to assist all employees and designated personnel working with the first responders.

## **Roles of activation:**

1. Secure the scene.
2. Treat the injured player, spectator or identified individual.
  - a. Onsite Athletic Trainer or EMS should be the **ONLY ONE** administering treatment.
3. Call 911
  - a. Provide your name, address, phone number and any specific directions.
  - b. Condition of person receiving treatment.
  - c. What treatments are currently being administered.
  - d. Facility location where forthcoming medical personnel can be met and directed.
4. Staff duties
  - a. Assign an individual to meet the EMS upon arrival at designated entrance.
  - b. A second person should be waiting at the entrance to help responders to the injured person.
  - c. Assign a third individual to serve as crowd control on location.
5. Make sure the driving path is clear for ambulance or ATV vehicle for entry and also exiting.
  - a. Have all necessary gates and doors unlocked and open.
6. After situation is clear, fill out the Accident Report Form.
  - a. The Medical Accident Report Form can be found in Appendix A.
7. Take down the following information for the person accompanying the injured player or individual.
  - a. Address of the Nearest Hospital:  
\_\_\_\_\_
  - b. Phone number of the Hospital: \_\_\_\_\_
  - c. Phone number of the Injured Emergency Contact: \_\_\_\_\_

For other non-life threatening or non-serious injuries, the onsite event protocol should be in place.

- Injury at the field, contact the event certified Athletic Trainer via radio.
  - a. Announce the need for an Athletic Trainer (*on field 2 as an example*)
  - b. Athletic Trainer tends to the situation.
  - c. Athletic Trainer turns in paperwork (if it applies)
  - d. Staff follows up with Head Athletic Trainer.

# Sexual Harassment

Sexual harassment can happen in any direction, affecting all genders and individuals regardless of age, race, job position, etc. Sexual harassment degrades, coerces and humiliates individuals and interferes with their performance and/or creates an unsafe and intimidating environment. If you feel at any point that you are a victim of sexual harassment or if you witness anything you perceive to be sexual harassment, you are encouraged to report it immediately.

Sexual harassment can occur in many forms, but the most common are as follows:

1. Physical contact of a sexual nature that ranges from touching and stroking to sexual assault, violence and rape.
2. A wide range of verbal actions such as verbal abuse, comments on a person's appearance or body, remarks or insinuations about people's lives, sexual propositions, sex-related comments or jokes, sexualisation of work-related conversations or meetings, unwanted phone calls, electronic messages, text messaging, etc.
3. Non-verbal actions such as obscene gestures, indecent exposure, display of sexually explicit audio-visual materials, surreptitious recording of audio-visual materials that invade a person's privacy.
4. Sexual favoritism, related to "quid-pro-quo," that consists of a person of authority rewarding those who agree to his/her sexual demands, while denying those who, while deserving them, refuse to consent to such demands.
5. Influencing work environment such as consciously placing women (or vulnerable workers) in situations of higher risks of sexual harassment (isolation, after-hours tasks, etc.)

**If you are a victim or witness/suspect incidents of sexual harassment that have occurred during a USYS sanctioned event, you should report them verbally as soon as possible and in writing within 24 hours by completing the Sexual Harassment Incident Form.**

The following steps should be taken when dealing with incidents of sexual abuse or harassment:

1. Alert the Director or Manager of the USYS event immediately.
2. Submit the Sexual Harassment Incident Form to the Director or Manager of the USYS event on site (within 24 hours, if possible).
3. The USYS Director/Manager will take appropriate actions during a harassment investigation, including separating the parties to the harassment complaint when appropriate and ensuring harassment situations are dealt with in a swift manner.

## Handling sexual harassment cases

1. USYS will investigate every sexual harassment allegation in a prompt, sensitive, and confidential manner.
2. The process will be transparent (to the extent possible) and will provide protection to complainants and witnesses from further victimization, while ensuring protection against false accusations.
3. Human Resources will be notified and will assist in the investigation of all alleged cases. USYS will ensure the suitability of the persons in charge and will ensure that no internal or external factors will influence the process and final decision.
4. Confidentiality at every phase of the process will be guaranteed. Anyone violating this provision will be liable to disciplinary measures, up to and including termination.

5. USYS will take every appropriate step to end inappropriate or harassing conduct, and prevent any future issues.

**Supervisors or Event Managers are responsible for:**

1. Fostering a harassment-free work environment and setting an example about appropriate workplace behavior; communicating the process for investigating and resolving harassment complaints.
2. Dealing with harassment situations immediately upon becoming aware of them, whether or not a formal written harassment complaint has been made.

**Members (employees, volunteers, coaches, game officials, administrators, players, and registrants) are responsible for:**

1. Treating others with respect.
2. Reporting any kind of sexual harassment whether it is verbal or physical.
3. Cooperating with a harassment investigation and respecting the confidentiality related to the investigation process.

**Members can expect:**

1. To be treated with respect on and off the field
2. Reported sexual harassment will be dealt with in a timely, confidential and effective manner;
3. To have their rights to a fair process and to have their confidentiality respected during an investigation.
4. To be protected against retaliation for reporting sexual harassment or cooperating with a harassment investigation.

USYS is committed to providing a safe environment at all times for all participants. In the event that a claim of sexual harassment is brought to its attention, USYS is committed to taking all claims seriously, investigating immediately, maintaining a high level of confidentiality and respect, and resolving incidents in a swift and appropriate manner. USYS will also ensure that reporters of sexual abuse or harassment will not be victimized in the form of retaliation.

# Lost/Missing Child

If an individual reports that they cannot find someone, they should be directed to the Event Director for assistance. The first attempt to find the missing patron will be to walk in and around the park building/area. If the missing person is a small child, all available staff will assist in looking for the patron. Telephone calls may need to be made to see if the person may have found a ride home. The Event Director may have the park area secured to find a missing patron.

An accurate description should include:

- Name: \_\_\_\_\_
- Date last seen : \_\_\_\_\_
- Time last seen: \_\_\_\_\_
- Location or area last seen : \_\_\_\_\_
- Height: \_\_\_\_\_
- Weight: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Hair Color : \_\_\_\_\_
- Eye Color: \_\_\_\_\_
- Skin Tone : \_\_\_\_\_
- Date of Birth (Age) : \_\_\_\_\_
- Clothes worn (including shoes) : \_\_\_\_\_
- Any distinguishes characteristics (scars, marks, tattoos, freckles, piercings, birthmarks):  
\_\_\_\_\_
- Is there a photo available?

The following steps need to be taken once notification has been made. It is up to the discretion of the Program Director, Committee Chair or USYS Representative to choose the best method to do so.

- All staff must be alerted that there is a “Code Adam” on site. The staff must be informed of the child’s name and physical description
- All fields and sidelines must be swept in an effort to find the missing child
- USYS Representative, LOC member or onsite police/EMS must be placed at all main areas to monitor everyone who passes by.
- Communication: All participants and staff members on site must be alerted that there is a missing child, the child’s name and physical description. The Program Director, Committee Chair or USYS Representative has the discretion to use text alerts, walkie talkies, intercom system, email blasts, or social avenues to communicate the tournament is undergoing a “Code Adam”.
- If the child is not found within 5-10 minutes, call law enforcement
- Staff must be educated so that they know the difference between a missing child versus a lost child—staff must distinguished whether or not to enact Code Adam before initiating procedure. You will see the lost child protocol below.
  - If the child is found and appears to have been merely lost, the child shall be reunited with their parent/guardian
  - If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff or patrons at risk or in harm’s way.



- Law enforcement should be notified and provide with a detailed description of the person leaving with the child.

# Spectator Violence or Verbal Abuse

*Spectator violence* refers to any violent activity that occurs among those attending a sporting event. It can be directed at players, officials, event personnel or fellow spectators.

Types of spectator violence can include verbal abuse, throwing objects, property destruction and physical assaults.

The following steps are designed to be taken as precautionary measures when dealing with verbally abusive spectators. Each situation is different and needs to be addressed and handled in a relative matter to what is going on.

1. Mention to a fellow employee there is a current situation you are going to deal with. This can serve as a need for backup or record of the incident.
2. Approach the individual.
3. Remain calm and patient.
4. Step aside with individual to a secure location.
5. Keep a good distance between each other.
6. Don't interrupt individual's comments, use very little body language and speak peacefully.
7. If needed, issue disciplinary actions.
8. Remove the individual if needed.
  - a. If no removal is needed issue a warning and next issue will result in removal.
9. If needed, inform the police or security of the situation.
10. Inform the lead person of the event.

# Assault/Fight

1. Separate the individuals that committed the fight and from the scene.
  - a. Report the following to a USYS staff member
    - The location of the incident
    - The extent of the fight or assault
    - The individuals that committed the fight
2. If in the field, remove them from the field and take them to the headquarters office.
3. Warn the individuals involved that they need to stop what they are doing or corrective actions will be taken.
  - a. Asking them to leave the park
  - b. Calling the police
  - c. Other course of action
4. Verify that you have additional witness and/or staff present during incident.
5. If the fight continues, call 911.
6. Turn in a completed incident report form to a USYS staff member, (See appendix for form)

# Burglary/Theft & Vandalism

If you are involved in one of these situations, below are the preventive steps to take in reporting the incident along with how to protect yourself from harm or injury.

## Vandalism:

1. Once you have noticed and viewed the scene, contact the local law enforcement.
  - a. If you are witnessing the incident in real time, contact the local law enforcement and follow the instructions given by them.
    - i. Move to a safe and secure location.
    - ii. If you can take video or pictures safely, do so.
2. DO NOT move anything.
3. Report the following:
  - a. Location of incident
  - b. Extent of the vandalism
  - c. Your name and contact phone number
4. Report incident to the lead person of the event.

## Theft:

1. If done from a safe distance, approach the person and ask them if you can help.
  - a. If you feel that this will put you in harm's way, do not engage conversation
2. Look for a safe and secure location and continue to watch them.
3. Call the local law enforcement.
4. Take notes of the occurring incident.
  - a. Description of person(s)
  - b. Crime being committed
  - c. Time of the incident
5. Follow instructions given by law enforcement.
6. Report incident to the lead person of the event.

# Suspicious Person/Activity/Package

**Suspicious Behavior:** Please report all suspicious behavior to the local Police at 911. Be prepared to provide the following information.

1. What the person is doing
2. The location
3. He/She physical and attire description
4. If they have weapons or tools
5. If applicable, vehicle description and license plate number
6. Direction of travel when last seen

After, inform one of the USYS staff members of the situation.

**Suspicious Packages:** If you discover or receive a suspicious package the following procedures are to be followed:

1. Do not attempt to open the package.
2. If the package is stained, discolored, or emits an odor do not attempt to identify the substance. If you come in contact with a leaking substance, wash hands and exposed skin vigorously with soap and flowing water for at least 15 minutes.
3. Do not handle, shake, or move the package.
4. Calmly notify others in the immediate area, relocate to another room, and close the door behind you.
5. Contact the Police at 911 as soon as you are able.
6. Take no further action until advised to do so by Police.

All Attendees and employees should be aware of the possible indicator of a suspicious package. The presence of one or more of the following features should be cause for concern:

1. Unexpected mail with foreign postmarks, airmail, or Uncharacteristic/abnormal delivery markings.
2. Postage irregularities; including excessive postage, no postage, or unusual stamps.
3. Return address irregularities such as no return address, a return address that does not match the postmark, or a return address that is not familiar to the person to whom the package is addressed.
4. No postmark (may indicate hand delivery).
5. Delivery addresses irregularities such as a title without a name, an incorrect title with a name, a generic title that is not used at USYS.
6. Badly typed, misspelled, or poorly written addresses and markings.
7. Restrictive markings or special handling instructions, such as "Personal," "Confidential," "Special Delivery," or "Open by Addressee only".
8. Visual distractions on the package such as drawings, statements, or handmade postage.
9. Rigid or bulky envelope.
10. Oddly shaped, unevenly-weighted, lopsided, or lumpy package.
11. An odor emitted from the package.
12. Stains or discoloration on the package.
13. Protruding wires, tinfoil, or other conductive materials.
14. Over-wrapping with excessive paper, tape, and/or string.
15. A package left by an unknown person.

# Hazardous Chemical Leak

## **In case of imminent danger to health, property, or the environment:**

1. Isolate area of spill by shutting doors or use of other means.
2. For indoor releases/spills: Leave the area and pull fire alarm to initiate building evacuation. For outdoor releases/spills: If possible to do so safely (without risk of overexposure) take action to stop the release & prevent or minimize releases to storm sewers. Do not initiate evacuation from nearby buildings unless otherwise advised by emergency responders.
3. Render appropriate first aid. Thoroughly wash exposed areas of the skin with soap and water.
4. Notify the campus operator and a USYS Staff Member to provide information for emergency responders. Environmental Health and Safety will finish clean-up of spill.

## **Not an imminent danger:**

1. Use appropriate spill supplies to contain spill.
2. Render appropriate first aid.
3. Notify your supervisor. Contact a USYS Staff Member for assistance.

# Appendix A



## MEDICAL INCIDENT REPORT FORM

9220 World Cup Way  
Frisco, TX 75033  
(972) 334-9300

### General Information:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Status:

Employee  Coach  Player  Parent  Other \_\_\_\_\_

Event: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Description of Accident:

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Description of Injury:

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Action Taken:

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Follow up notes:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position/Title: \_\_\_\_\_



Appendix B

9220 World Cup Way
Frisco, TX 75033
(972) 334-9300

VERIFICATION

Every USYS employee (full time, part time, hourly, contract) must sign this form verifying that they have completed the training on the Emergency Action Plan. This training will be virtual and will be done once a year in Mid-August. The training will be a review of the EAP along with items, situations and resolved occurrences that need to be added, modified or deleted.

I hereby verify that by signing below I have reviewed and completed the Emergency Action Plan.

Form with multiple rows for SIGNATURE, Position/Title, and Date. Includes a final row with separate fields for SIGNATURE, Position/Title, and Date.

The form is to be kept on file in the US Youth Soccer National Office.



# Appendix C



## INCIDENT REPORT FORM

9220 World Cup Way  
Frisco, TX 75033  
(972) 334-9300

### EMPLOYEE DETAILS:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Status:  
 Employee  Coach  Player  Parent  Other \_\_\_\_\_  
Event: \_\_\_\_\_  
Event Address: \_\_\_\_\_

### DESCRIPTION OF INCIDENT:

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_  
Location of Incident: \_\_\_\_\_  
Please Describe the incident in details:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If there are other who witnessed the incident, please provide their names and phone numbers below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Was the Police notified?  Yes  NO  
Do you have any additional Information or complaints? If so, please explain.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

# Appendix D



## SEXUAL HARASEMENT INCIDENT FORM (SUBMIT THIS FORM TO THE EVENT DIRECTOR ON SITE)

9220 World Cup Way  
Frisco, TX 75033  
(972) 334-9300

### General Information:

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Status:     Employee    Coach    Player    Parent    Other \_\_\_\_\_

Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

### Complaint Information:

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Please Describe the incident in details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If there are other who witnessed the incident, please provide their names and phone numbers below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this the first time you have raised concern about this person?     Yes    NO

Do you have any additional Information or complaints? If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

### FOR USYS USE ONLY:

ACTION TAKEN:

STAFF MEMBER'S NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

STAFF MEMBER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_

COMPLAINANT NOTIFIED \_\_\_\_\_

## Appendix E



# Resources

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CDC (Centers for Disease Control and Prevention) 2003, *Safety Checklist Program for Schools*, The National Institute of Occupational Safety and Health (NIOSH), accessed 13 May 2020, <https://www.cdc.gov/niosh/docs/2004-101/emrgact/emrgacth.html>

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National Athletic Trainers Association, *Emergency Action Plans*, accessed 18 May 2020, <https://www.nata.org/sites/default/files/white-paper-emergency-action-plan.pdf>

Yale University, *Emergency Management*, accessed 19 May 2020, <https://emergency.yale.edu/be-prepared/theft-or--vandalism>

<http://www.iuf.org/sugarworkers/wp-content/uploads/2017/10/KUSPW-Action-Plan-to-prevent-sexual-harassment-FINAL.pdf>

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