

Emergency Action Plan

Hamilton County Fish and Game
1100 Edith Ave
Noblesville, In 46060

July 2019, version 1.1

Purpose:

This Emergency Action Plan (EAP) enhances safety for our club members and guests while on HCFG property. In the event of a traumatic injury, this plan provides an outline of tasks to help ensure the best possible outcome.

Severe Weather:

In general, events should be canceled or shut down at the first hint of severe weather.

In the event of a tornado warning, the clubhouse is designated as the primary shelter. Personnel close enough to the clubhouse should seek shelter in the Northeast portion of the building. Behind the counter in the main room, away from any window, is preferable.

Personnel should NOT be encouraged to seek shelter in vehicles.

Evacuate the property as soon as it is deemed safe to do so.

Traumatic Injury:

Traumatic injury includes, but is not limited to gunshot wounds. Injury can result from equipment operations during work details, mowing, or any maintenance procedure.

Once a traumatic injury occurs, the following tasks should be completed. The plan assumes there are sufficient resources available for the assigned tasks.

1. A club-wide cease-fire is called. The cease-fire is to be called by the nearest safety officer to the incident.

NOTE: All sanctioned club events shall have a named Incident Commander which is communicated during the event's safety briefing.

NOTE: No club members or guest(s) are allowed to leave HCFG until the "All Clear" command is issued.

2. The assigned/appointed Incident Commander shall identify appropriate personnel present and assign the below tasks.
 - a. **First Aid** - Identify any person(s) with the training, knowledge, and willingness to perform first aid for a traumatic injury to lead initial treatment efforts.
 - b. **911** – Identify one (1) person to contact 911. This person will provide information on the general nature of the injury and the club's location.

They will stay on the phone with 911 until emergency personnel arrives.
The club address is 1100 Edith Ave, Noblesville, IN

- c. **Supplies** - Identify one (1) person to retrieve first aid kits or other needed supplies (e.g., water, ice, tourniquet/belt, etc.). Basic kits are located in the IDPA shed and the clubhouse on the shelf behind the podium.
- d. **Gate** – Identify one (1) person to open the main gate using the mechanical disconnect. Gate to remain open as long as emergency personnel are on the property. This individual to also ensure all club members and guests remain onsite and out of the way of emergency responders.
- e. **Flagger, Road** – Identify one (1) person to go to the road to flag down emergency personnel and direct them back to the club property.
- f. **Flagger, Club** – Identify one person to go to the main gate and direct emergency personnel to the proper bay or other location of the injured party.
- g. **Other** – Identify other personnel as needed to assist emergency personnel as requested.
- h. **After Action:**
 - i. The Incident Commander will issue the “All Clear” command after the incident response.
 - ii. Incident Commander to instruct anyone involved or witnessing the incident to assemble at the clubhouse to provide their narrative of the incident.
 - iii. Incident Commander to oversee the completion of the incident report. A sample report is provided on the following page.
 - iv. Incident Commander to advise the HCFG BOD of the incident and provide them the incident report.

Incident Report

Date/Time _____

Exact Location _____

Who was involved? _____

What was the nature of the incident? _____

First responders? _____

Assistance rendered by first responders _____

Emergency Services contacted? _____
