



## CRITICAL INCIDENT PROTOCOL

### PURPOSE

This document is designed to provide guidance on how to proceed in the event of a critical incident.

### WHAT IS A CRITICAL INCIDENT?

A critical incident is an event which can result in:

- serious injury or harm to an individual or group of individuals;
- significant property, financial or environmental damage or loss.

Examples include:

- Serious injury on the field of play;
- Serious accident off the field of play (e.g. pedestrian, motor vehicle);
- Being caught in a dangerous public location (e.g. fire, civil unrest);
- Major medical problem for an individual (e.g. asthmatic attack, epileptic seizure, heart attack, allergy attack);
- Significant damage to Rugby Ontario or personal equipment.

### CRITICAL INCIDENT READINESS

- Obtain copy of Emergency Action Plan (EAP) from hosting organization;
- Meet with Charge Person identified in the EAP;
- Identify availability of medically qualified personnel at facility and hotel (if on tour);
- The team manager is the designated Incident Response Coordinator.
- Designate management team member to be the Incident Response Coordinator if team manager is incapacitated or unavailable;
- Review incident response checklist with management team;
- When on tour, use team meeting to ensure that players are notified of all risks and risk mitigation measures when in public places and without a member of the management team present. Such measures should include being in small groups (a minimum of 4) at all times, with one of the group agreeing to take responsibility in the event of an incident.

### HOW TO PROCEED IN THE EVENT OF A CRITICAL INCIDENT

- In a team situation, the Incident Response Coordinator should take responsibility;
- In a small group situation, an agreed person should take the responsibility;
- No details should be communicated in any form (e.g. Facebook, Twitter, phone, email etc.) until such time as all necessary emergency and team actions have been completed and the relevant personnel (e.g. Executive Director, team manager) has authorized any such communications.

**For a serious injury on the field:**

- Bring attention to match officials of the need to stop the game immediately;
- Get Charge Person to initiate Emergency Action Plan ASAP;
- Get qualified medical personnel to the aid of the player(s) ASAP;
- Apply emergency first aid as required;
- If a spinal injury may be involved, ensure that no-one tries to move the player;
- Remove all non-essential people from the immediate area;
- Call 911 (or equivalent local emergency number) if required;
- Once the EAP has been fully implemented, the Incident Response Coordinator shall as soon as practical:
  - Notify the other team members of the situation;
  - Contact the next of kin of the person to provide a full account of the incident;
  - Provide the Executive Director of Rugby Ontario with a full account of the incident;
  - Complete the necessary Rugby Canada/Rugby Ontario serious injury reports.

**For a serious injury off the field/major medical problem:**

- Call 911 (or equivalent local emergency number);
- Get qualified medical personnel to the aid of the person(s) ASAP;
- Apply emergency first aid as required;
- If a spinal injury may be involved, do not move the person unless in an immediate life threatening situation;
- Remove all non essential people from the immediate area;
- Once all necessary first aid/medical procedures have been followed, notify the Incident Response Coordinator as soon as possible;
- The Incident Response Coordinator shall as soon as practical:
  - Notify the other team members of the situation;
  - Contact the next of kin of the person to provide a full account of the incident;
  - Provide the Executive Director of Rugby Ontario with a full account of the incident;
  - Complete the necessary Rugby Canada/Rugby Ontario serious injury reports.

**For a dangerous public location:**

- If possible, leave the area immediately;
- Call 911 (or equivalent local emergency number);
- Stay together if in a group;
- Notify the team manager or coach ASAP.