

Athletics Safety Checklist

The following concerns should be reviewed and discussed at least annually:

First Aid

1. Have all coaches and assistant coaches been trained in first aid and CPR?
2. In the event of an injury, is emergency medical help readily available?
3. Do emergency vehicles have clear and easy access to fields and gyms?
4. Are security guards, ushers and school personnel trained in emergency procedures both for individual and larger-group injuries?

Athletic Fields and Facilities

5. Are bleachers, stands, stairs, steps, and doors safe and in good repair?
6. Are bleachers, stands, stairs, steps and access routes kept clean and free of trip or slip hazards during events?
7. Is there adequate lighting from the field or gym to parking areas?
8. Are bushes, trees and other potential hiding places either trimmed, exposed or well-lit to prevent troublemakers from hiding in them? Are these areas checked after hours when it is dark?

Transportation

9. Are all teams transported by school bus or school van to their away games?
10. Are drivers well-rested?
11. Are the routes to and from away games planned out with alternate routes noted?
12. Is adequate allowance for weather and traffic made when setting the departure time?
13. Are buses or vans ready for inclement weather?
14. Are all team members accounted for both before and after each event?

After-Incident Risk Management

15. Is a written incident report prepared for all injured players or team members? Is the report reviewed by district officials and the athletic director?

16. If additional medical treatment is needed beyond first aid, is the student, staff member or coach referred to seek medical care? Is this documented in the incident report?

17. If a fan or guest is injured, is an incident report written and a copy given to district officials for review?

18. Are emergency evacuation plans written, practiced and evaluated annually?

19. If a security incident occurs, do all parties involved and available write incident reports for district officials?

20. If there is a serious altercation or emergency, is an emergency communication plan established to provide pertinent information to the media, concerned parents, guests and the public?

21. After any incident, is a review of procedures made to look for improvements in the future? Is the review documented and referred to district officials?

All of the above questions should be discussed at the district and school level. By thinking through and planning a response, the impact on the district may be minimized.