



Emergency Action Plan (EAP)

Club Archery
Gale Bullman Building,
705 W. Tenth Street,
Rolla, MO 65409



Effective Date: September 26, 2024

Overall Risk Rating: 7.2 out of 25

Administration

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Emergency

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Missouri S&T Police Department
573.341.4300

Rolla Emergency
911

Coaching & Training Staff

as needed so not a set staff

Equipment:

First Aid Kit Locations At the practice range G51 Gale-Bullman Building	AED Locations North side of Miner Dome G51 Gale-Bullman Building Student Health Building	Archery Equipment Altman Hall 905 N State St, Rolla, MO 6 Room 212
First Aid Kit Inventory Trauma kit Antiseptic Gloves (PPE) Gauze Band-aid (small nicks)	Specialty First Aid Equipment Bag valve athletic training room in Gale mask - Bullman Oral Airway - athletic training room in Gale	

Emergency Personnel

All individual members of Missouri S&T athletic department should be aware of their roles during an emergency and prepared to carry out when deemed necessary.

Athletic trainer or whoever is in charge at the time determines if EMS (Emergency Medical Services) is necessary.

Emergencies include but are not limited to loss of consciousness, no pulse, no breathing, profuse bleeding, open fractures, etc.

Dictate roles to other staff members or student-athletes in the event of emergency which will include contacting 911, meeting ambulance at designated area (see EMS directions below), keeping the scene clear, and other

Emergency Procedure

Retrieve any first aid equipment and give immediate care to injured person(s.)

Notify CSA and/or AD of the incident, if applicable.

When activating EMS, the caller should alert EMS to: the number and condition of the persons injured, if a sudden cardiac arrest is suspected, and the treatment being rendered.

Send someone to the EMS meeting location, if they were called.

Those with the highest level of training should provide emergency care including but not limited to first aid, CPR and AED.

Continue to provide care until EMS arrives.

All equipment must be inspected after any injury for damage and/or disinfected to protect future shooters and the equipment itself.

In the Event of Catastrophic Injury

In the event an injury leads to death, you must immediately contact the Club Sports Advisor (CSA) or Athletic Director (AD). CSA will call the AD if he/she is present.

The AD will direct staff on how to handle the situation.

No verbal communication is allowed past the CSA and AD.

EMS Directions

705 West 10th Street, Rolla MO 65409

Main Entrance: Access from 10th St./Bishop Ave. through Gale-Bullman parking lot and proceed to the south side of parking lot (personnel will meet & direct you).

Map of Facilities for Whom it May Concern



Management of Possible Injuries

Risk Rating of Injuries:

3.285714286

**Risk
Rating**

There is no accident/injury/risk record and no record of them happening.

More people and groups than just the S&T Archery use Beaver Creek and they are supposed to have permission and contact info of the Missouri Conservation Department. As well Beaver Creek has plenty of warning signs about rules and risks and the Club Sports Advisor makes the rules and/or relays rules down to us for our on-campus range.

2

Puncture or Stab

Immediately use first aid kit to treat the wound without removing if it is a puncture and have someone call the advisor and either Phelps County Hospital or 911 depending on the severity. We would then have someone call University Police in case to inform them of the situation.

1

Cut and/or Scrape

Use our first aid to clean it and cover it with a bandage so it does not get dirty and infected.

3

Abrasion

Keep it lightly covered to keep it from getting worse and if it persists have the shooter stop the activity that caused until it heals.

3

Overheating

Have water coolers available for water breaks when needed. Also, we have instituted a rule in which the club cannot host any event, practice, competition, etc if the "wet bulb" temperature exceeds 92°F.

4

Hypothermia or Frostbite

We have instituted a rule in which the club cannot host any event, practice, competition, etc if the "wet bulb" temperature gets below 25°F.

4

Insect bite and stings

Make any allergies known to officers and ensure bug spray is made available and that when bugs are "in-season" we stick to trails only.

6

Management of Inclement Weather

Risk Rating for Inclement Weather:

4.3

**Risk
Rating**

Fire Hazard	Fire hazard, make sure no people are creating a fire hazard and watch for any notifications of fire hazards or	1
Tornado	Tornado, monitor weather and end event early or cancel event if necessary, warning or if touchdown occurs. If a tornado occurs during an event we will hunker down in the basement/groundfloor of Bullman or seek shelter in a nearby building or gulley if we are at our off-campus practice facility.	1
Thunder or Lightning Storm	In the event of a thunderstorm within 15 miles, practice is delayed by at least 30 minutes and if the storm continues after that practice is cancelled.	6
Flooding	In the event of a flood practice is cancelled.	1
Rain	In the event of rain practice is cancelled, the water damages equipment and can affect visibility.	6
Strong Winds	In the event of a windstorm within 15 miles, practice is delayed by 30 minutes and if the storm continues after that practice is cancelled.	12
Snow	In the event of a snowstorm in which there is significant snow and/or ice cover that affects commuting than practice is cancelled.	3
Extreme Heat	In the event of a heat we monitor the temperature and if the heat index is above 110 and/or there is a group consensus that it is too hot we cancel the event.	3
Extreme Cold	In the event of a heat we monitor the temperature and if the windchill drops below -20 and/or there is a group consensus that it is too cold we cancel the event.	6

Management of Logistical Risks

Risk Rating for Logistical Risks:

11.0

Risk
Rating

Grounds or Field Condition.

Archery Club contacts the Missouri Conservation Department about issues at Beaver Creek and Miner Link follow-up forms have a section for on-campus field conditions, president will follow-up with Club Sports Advisor or officers on any issues or concerns as they arise.

3

Equipment inspections:

Take the equipment out of circulation until the check(s) are complete. Equipment Manager has the bow and arrow catalog and bow maintenance journal for equipment and will take anything out commission until repaired or disposed of. The exec board will make sure it will be getting updated on a regular basis and will take action if not.

10

Club controlled facilities are not maintained during club off-season.

Ensure the storage location is temperature controlled and equipment is stored properly for long term storage. As well as repairing bad room conditions as soon as possible.

25

Club does not keep adequate documentation of club owned equipment.

Equipment Manager is in charge of documenting the status of club equipment as well as a record of bow maintenance and will be in contact with the Coach about equipment use restrictions. Also, communicating needs to

15

Traveling:

All request forms from Club Sports Federation will be out atleast 2 weeks before and follow-ups filled out promptly afterwards. All transport methods will be figured out atleast 1 week before travel request form submittal taking travel & housing regulations into account. Including but not limited to: room assignments (seperated by gender), where to get tickets (if by plane, train, etc.), which vehicles are needed, whos driving.)

5

Unauthorized people at the ranges.

we cannot control everything. However, by filling a special access permit at Beaver Creek and a Practice Request on

8

Management of Education & Trainings

Risk Rating for Education & Trainings:

5.7

Risk
Rating

Officials and Coaches fail to maintain a valid certification from a credible organization. Also, not being educated in Club, university, and archery policies and techniques.

Club Archery will ensure the student coach has the necessary qualifications. Club Archery cannot control if the shops or organizations (not Club Archery) hosting tournaments have proper accreditation however lack of accreditation can effect whether the club will attend there again.

8

Suitable records are not kept indicating the training and qualifications of members, staff and volunteers.

The secretary will get the certificates and make sure they are current and will make sure they stay up to date. If the trained individual is not renewing their certification the secretary will bring the matter to the Executive Board to decide the proper action there, removal from the position or club as a whole, scheduling a recertification time, etc.

2

Club members have inadequate or no formal training prior to participation in activity. Including but aren't limited to: education about the sport of archery, how to shoot safely and effectively, emergency policies.

Part of the activity is teaching the members how to use a bow and any other equipment necessary. Keep a document of who has been told and what the Emergency Action Plan is.

3

Officials, Instructors and coaches encourage or participate in unsafe and risky behavior.

A responsible officer will be there to ensure no risky behavior is happening and if there is risky behavior stop it.

5

Club does not utilize an Emergency Action Plan of games, practices and events.

One will be made or obtained by the coach or officer planning the event and will be well posted in various places.

3

Participants are not notified of the risks, and the participants fail to complete and sign a waiver.

Every time a new person signs up for the club they given a waiver and information detailing the risks and are asked to sign a waiver and if they do not they are not allowed to practice. In the event of a new person showing up at the range extra blank waivers will be kept in the go-box.

9

Club not having certified instructors or safety officers.

Athletics and Recreation intend to begin hosting them but also the club has intension of spending some of our budget to ensure we have some certified persons at all times.

10

Management of Leadership Risks

Risk Rating for Leadership Risks:

15.2

**Risk
Rating**

There is an unreasonable workload imposed on key members.

Discuss with officers on how their workload for the club is every month and if someone is struggling make plans and follow plans to help the struggling officer.

12

Leadership roles and responsibilities are not clearly defined and understood.

A formal list will be made of all officer and committee positions thoroughly describing the role with a synopsis section and their daily, weekly, monthly, semesterly, and annually duties.

20

Suitable transition processes are not in place to ensure a smooth transition when key positions change.

Have elections before the end of term and start the transition process before the end of the year or semester. There will be a succession list that will include what to know before the switch, what needs to be switched over, how to do it all, what was in the works, etc.

25

Communication amongst members is ineffective or inefficient.

Verbal communication on the range is great but communication off the range amongst each other about current club dealings would be covered at a general meeting, officer meetings, Discord, emails, etc.

20

Standards are not set for each task to define acceptable performance.

Officers will convene and discuss the lack of standards and adjust and add standards for those topics.

9

The coach is not being respected or listened to about range operations.

The coach and other officers who are complying with safety guidelines and/or the coach will take the matter to the Club's Sponsor and Club Sports Advisor to settle the issue diplomatically.

5

Management of Administrative Risks

Risk Rating for Administrative Risks:

5.9

**Risk
Rating**

The club does not follow its constitution or policies.

Discuss with officers why the constitution is not being followed and what can be improved to ensure the constitution is being followed. If the issue is harassment or not being inclusive hold a hearing following the constitution. If the constitution is still not being followed within a week after that discussion contact the person in charge of Club Sports to help.

4

Information is not well presented to Club Officers or membership, when relevant to do so.

More regular officer and general meetings with the first item of discussion being how to improve transparency and communication.

16

All financial transactions are not accurately recorded.

Treasurer and Athletics will record any monetary transactions and keep multiple copies of documents to minimize any discrepancies. Any officer that collects fees will deposit the fee in the lockbox and notify the Treasurer of who paid and how much. Treasurer, President, Vice President, and equipment Manager will take turns reviewing documents and counting money to ensure financial security. The Treasurer will frequently deposit lockbox funds into Debby or Robert in athletics.

2

Club has no policies to guide its decision making.

Make a universal decision matrix for events, club decisions, etc.

5

Employing anyone including coaches, referees and other officials.

Consult Club Sports Advisor for advice.

1

Management of club's finances and financial decisions and risks.

Our finances are well secured and have limits or a leadership role above us that we have to go through to check us if we almost make a mistake. We also have files that will document amounts in and out of the petty cash box.

5

The club does not have appropriate insurance coverage for events or practice.

The President or exec board appointee will discuss with the Club Sports Director to see which members need it or not.

1

Club does not seek and obtain appropriate permits or permission to hold an event.

Communication with Missouri Conservation Department happens every year to ensure Club Archery gets the permits to use Beaver Creek. Paper work for events will be explained and filled out at least a month in advance and followed up on.

10

Club officers do not consider the feasibility of hosting events or selling merchandise and consumables.

The fundraising chairman, if one exists, will go to the executive board with plans to make an event and the pros and cons to holding one. If a fundraising chairman does not exist then the Treasurer and/or President will do so on its behalf.

9

Risk assessments are not considered when planning an event and/or significant risks/hazards at an event are ignored.

A document for all events hosted by the club will be written and examined by the Executive Board and critiqued harshly to ensure everything has been thought of, including looking over the reflections and/or feedback of old events to prevent repeat problems.

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