



Emergency Procedures

These procedures are intended to prepare volunteers for any unlikely but possible situation. At each KEEN session, the Program Coordinator will have Emergency Contact Information for each athlete.

Before each session, coaches should:

- Read and re-read their Athlete's Profile.
- Make mental note of any medical concerns or cautionary information on the Profile. The Profile will note the possibility of injury or seizure.
- Ask the KEEN Coordinator and/or the athlete's parents to answer any questions.

Injury Procedures

If the injury is minor (e.g. scraped knee, stubbed finger, etc.), take your athlete to the KEEN Program Coordinator for first aid treatment.

If the injury is more serious, stay with the athlete and immediately call for assistance from the nearest coach.

1. That coach should:
 - Ask another coach to be responsible for his/her athlete
 - Inform the KEEN Program Coordinator
 - Find the injured athlete's parents if they are present.
2. When the KEEN Coordinator arrives:
 - Tell him/her what caused the injury and whether any information on the athlete's profile is relevant to the injury or potential treatment.
 - He/She will assess the situation and will call 911 if necessary. In any case, the coordinator will call the athlete's parents using the Emergency Information Form.

Seizure Procedures

Some of our athletes have seizure disorders or other conditions which make them prone to seizures. Your athlete's Profile will indicate the possibility of a seizure. Be sure to read this information and have the Profile with you at all times.

In the event of a seizure:

1. Note the EXACT time the seizure began—this is very important!
2. Put the athlete on his/her side for easier breathing.
3. Call for assistance from the nearest coach. That coach should:
 - Assign responsibility for his/her athlete to another coach.
 - Inform the KEEN Program Coordinator.
 - Find the injured athlete's parents if they are present.

4. A few helpful hints:
 - Do not put anything near the athlete's mouth.
 - Give the athlete room to breathe.
 - If available, you can put a t-shirt or sweatshirt under the athlete's head if he or she is on a rough surface.
5. When the KEEN Coordinator arrives:
 - Tell him/her how long the seizure lasted and whether any information on the athlete's profile is relevant to the situation.
 - He/She will assess the situation and will call 911 if necessary. In any case, the coordinator will call the athlete's parents using the Emergency Information Form

"Disappearing" Athlete Procedures

The athletes are KEEN's responsibility from the time that their parents drop them off at a session until the time that the parents pick them up. It's important to keep a close eye on them at all times, but doing so can be challenging, especially when you are outdoors. It's also important to steer your athletes away from activities like "hide and seek."

A few of our athletes may try to run, often very quickly, away from you and towards the exit doors. Many times they are simply trying to check to see if their parents are still around. Many of them are unaware of the dangers of traffic, sharp objects, fire, strangers, etc.

If your athlete runs away and hides from you, even if only for a brief period of time, please inform the KEEN Coordinator. The athlete must be told, in very stern terms, that this is unacceptable behavior.

If you somehow lose track of your athlete:

- Inform the KEEN Coordinator immediately.
- Be able to provide a description of what the athlete was wearing to help in spotting the athlete.

The KEEN Coordinator will initiate a search and enlist the help of other coaches to find your athlete.