



Emergency Evacuation Procedure

Tillsonburg Soccer Club

Purpose

To ensure the safe and organized evacuation of all players, coaches, officials, spectators, and volunteers during emergencies at the soccer fields.

Emergency Situations Requiring Evacuation

Evacuation procedures may be activated for severe weather, lightning, tornado warnings, medical emergencies, fire, gas leaks, dangerous field conditions, suspicious persons, or any emergency directed by staff or emergency services.

Emergency Roles & Responsibilities

Field Convenor / Site Supervisor

- Takes control of the evacuation.
- Contacts emergency services if required.
- Confirms all fields are cleared.

Coaches

- Stop activities immediately.
- Gather players and account for all participants.
- Escort teams to the designated safe area.

Referees

- Stop play immediately.
- Assist with field clearance and crowd control.

Standard Evacuation Procedure

1. Stop play immediately upon hearing an air horn, whistle, or verbal instruction.
2. Clear all playing fields calmly and quickly.
3. Proceed to designated safe assembly areas.
4. Coaches complete attendance checks.
5. Await further instructions from staff or emergency responders.

Severe Weather / Lightning Procedure

If thunder is heard or lightning is seen, all activities must stop immediately.

Participants must seek shelter in a fully enclosed building or hard-top vehicle.

Avoid trees, dugouts, metal fencing, and open shelters.

If evacuation from the facility is not safe due to severe weather, all participants and spectators are to shelter in the Kinsmen Room until it is safe to leave the complex.

Shelter Safety Rules

While inside the Kinsmen Room:

- Stay away from windows and exterior doors.
- Keep exits clear.
- Follow directions from staff and emergency personnel.
- Coaches and parents supervise children at all times.

Medical Emergency Procedure

1. Stop surrounding play.
2. Call 911 if required.

3. Keep the area clear for EMS access.
4. Assign staff to direct emergency responders to the field location.

Lost Child Procedure

1. Notify the Field Convenor or Site Supervisor immediately.
2. Gather the child's name, age, description, and last known location.
3. Staff and volunteers will begin a coordinated search of the facility.
4. Coaches continue supervising teams while maintaining calm.
5. If the child is not located quickly, police will be contacted immediately.
6. Once located, confirm the child is reunited with their parent or guardian safely.

Emergency Communication Methods

Recommended communication methods include air horns, whistle blasts, PA announcements, radios, and group communication apps.

Post-Emergency Procedure

After the emergency, attendance checks must be completed, incidents documented, and procedures reviewed if necessary.

"Attention all players, coaches, and spectators: Due to an emergency, all soccer activities are suspended immediately. Please calmly leave the fields and proceed to the designated safe assembly area."