

Shintaido of America Risk Management Plan

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Overview of Shintaido of America’s Risk Management Plan

Shintaido of America (SoA) is the non-profit organization that oversees the teaching of Shintaido in the United States. SoA has a Board of Directors—for a list of Board members see the website www.shintaido.org.

We have secured insurance through www.karateinsurance.com. We use the insurer-supplied waiver form. All students who practice Shintaido are required to sign the waiver. Copies of the waivers are kept by the SoA Insurance Liaison.

Each instructor that teaches Shintaido is certified by SoA through an examination system. All SoA instructors are given copies of the Waiver and copies of this Risk Management plan.

Rental Space Checklist

Instructors use this checklist to assess rental space:

Basic Facility Checklist	Yes	No	N/A	Comments
Parking lot in good condition				
Exterior lighting				
Any hazards				
Building entrances/exits				
Ramps, stairs, walkways in good condition				
Washrooms, clean and sanitary				
Showers, clean and sanitary				
Handicapped accessible				

Basic Facility Checklist	Yes	No	N/A	Comments
First Aid kit accessible and stocked				
Fire extinguisher				
Water available				
Emergency phone numbers posted				
Phone accessible				
Surfaces free of debris				
Doors accessible				
Exits accessible				
Lighting adequate				
Emergency exit lights				
Mats in good condition				
Bleachers in stable condition				
Benches in good condition				
Athletic equipment inspected				
Spectator area provided and in good condition				

Instructors use this checklist to conduct an event:

When Holding an Event:	Yes	No	N/A	Comments
Prior to the event				
Sign an agreement with the owners of the facility where the contract outlines the responsibilities of both parties				
Obtain appropriate licenses for the event taking place				
Ensure all entrances and exits are free of obstructions				
Post signs indoors "Floor Slippery When Wet" if it has been raining outside				
Check all tables and chairs and other loose furnishings within the facility and remove any unsafe or defective items				
During the Event:				
Ensure that all fire exits are clearly marked and unobstructed				

When Holding an Event:	Yes	No	N/A	Comments
Ensure all electrical wires or devices do not obstruct patrons				
If the event is held in the winter, ensure all entrances and sidewalks are cleared and salted and post signs indoors “floor slippery when wet”. Ensure that all water areas are kept as dry as possible by mopping up the wet area				
Should any drink spill on the floor, mop up the liquid immediately to proven anyone from slipping or falling				
Should anyone be acting in an unsafe manner advise the individual to refrain or other wise leave the premises				
Should the event be held outdoors, ensure the public maintains a safe distance from any potentially dangerous equipment, natural features, or obstacles and post signs to identify any potential dangers				
After the Event:				
When the event is over check all tables, chairs, and equipment to ensure that all is returned in good repair. Identify any equipment that was damaged and complete an incident report form				

Emergency Action Plan

Leaders and staff must be prepared to deal with all forms of emergencies. Different emergencies require different responses. Establishing a prearranged plan to provide patrons with professional assistance is just as important as the immediate care they receive before the first responders arrive.

Some SoA instructors are trained in CPR and First Aid. These individuals possess the knowledge, training and skills as well as the personal qualities to carry out their assigned tasks.

Emergency Medical Services

The emergency medical services (EMS) system is a chain made up of several links. Each link depends on the other for success. When the EMS system works correctly, a victim moves through each link in the chain, beginning with the actions of a responsible citizen and ending with care being provided to attempt to restore the victim to health.

Once you have recognized that an emergency has occurred and have decided to act, calling EMS professionals is the most important action you and other citizen responders can take. Early arrival of EMS personnel increases the victim's chances of surviving a life-threatening emergency. Without the involvement of citizen responders, the EMS system cannot function effectively. A citizen responder trained in first aid can give help in the first few minutes of an emergency that can save a life or make the difference between complete recovery and permanent disability. Your role in the EMS system includes:

1. Recognizing that an emergency exists.
2. Deciding to act.
3. Calling EMS professionals
4. Providing first aid until help arrives (if you are trained in first aid).

Recognizing emergencies:

Recognizing an emergency is the first step in responding. You may become aware of an emergency from certain indicators. The following table describes some emergency indicators and their signals. **Emergency Indicators**

Unusual noises

Signals

Screams, yells, moans, or calls for help; breaking glass, crashing metal, screeching tires; abrupt or loud unidentifiable sounds, silence.

Unusual sights

Things that look out of the ordinary - a stalled vehicle, an overturned pot, a spilled medicine container, broken glass, downed electrical wires.

Unusual odors

Odors that are stronger than usual; unrecognizable odors, nauseous smells, natural gas odors.

Unusual appearance or behavior

Unconsciousness; difficulty breathing; clutching the chest or throat; slurred, confused, or hesitant speech; unexplainable confusion or drowsiness; sweating for no apparent reason; uncharacteristic skin color, dilated pupils.