

# Sample Emergency Action Plan (p.1 of 2)

## Contact Information

*Attach the medical profile for each participant and for all members of the coaching staff, as well as sufficient change to make several phone calls if necessary. The EAP should be printed two-sided, on a single sheet of paper.*

Emergency phone numbers: **9-1-1 for all emergencies**

Cell phone number of coach: (xxx) xxx-xxxx

Cell phone number of assistant coach: (xxx) xxx-xxxx

Phone number of home facility: (xxx) xxx-xxxx

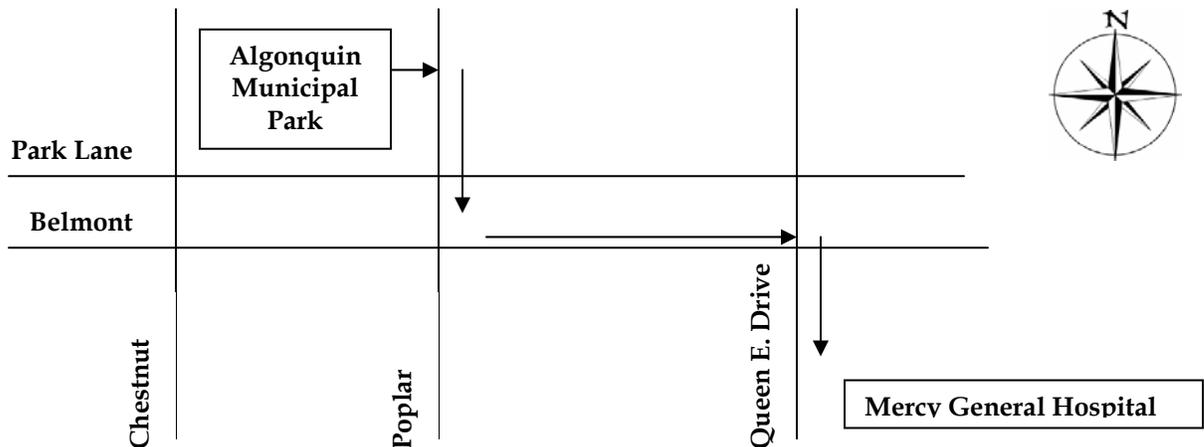
Address of home facility: **Algonquin Municipal Park**  
123 Park Lane,  
between Chestnut St. and Poplar St.  
City, Province/Territory XXX XXX

Address of nearest hospital: **Mercy General Hospital**  
1234 Queen Elizabeth Drive  
City, Province/Territory XXX XXX

Charge person (1<sup>st</sup> option): Suzie Chalmers (coach)  
Charge person (2<sup>nd</sup> option): Joey Lemieux (assistant coach)  
Charge person (3<sup>rd</sup> option): Angela Stevens (parent, nurse, usually on site)

Call person (1<sup>st</sup> option): Brad Fontaine (parent, cell xxx-xxxx)  
Call person (2<sup>nd</sup> option): Sheila Lachance (parent, cell xxx-xxxx)  
Call person (3<sup>rd</sup> option): Stefano Martinez (parent, cell xxx-xxxx)

## Directions to Mercy General Hospital from Algonquin Municipal Park:



## Sample Emergency Action Plan (p.2 of 2)

### Roles and responsibilities

#### Charge person

- ❑ Clear the risk of further harm to the injured person by securing the area and shelter the injured person from the elements
- ❑ Designate who is in charge of the other participants
- ❑ Protect yourself (wears gloves if he/she is in contact with body fluids such as blood)
- ❑ Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- ❑ Wait by the injured person until EMS arrives and the injured person is transported
- ❑ Fill in an accident report form

#### Call person

- ❑ Call for emergency help
- ❑ Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- ❑ Clear any traffic from the entrance/access road before ambulance arrives
- ❑ Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- ❑ Call the emergency contact person listed on the injured person's medical profile