

Date:

| Event:                                     | Location:  |
|--|--|
|  | Real Provide American Strength |
| Charge Person                              | Call Person  |
| Backup                                     | Backup   |
|  |  |
| Backup                                     | Backup   |
|  |  |
| Important Addresses                        | Emergency Phone Numbers  |
| Site or Facility (Address, City, Province) | Emergency Services   |
| Nearest Hospital (Address, City, Province) | Facility Manager or Superintendent   |
| Additional Location Information            | Other  |
|  |  |



| Event:                      | Location: |
|-----------------------------|-----------|
| Directions to site/facility |           |
|                             |           |
|                             |           |
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|                             |           |
|                             |           |

## Charge Person Responsibilities

- 1. Conduct an initial assessment of the injury.
- 2. Designate someone to watch the other participants (stop all activities and ensure all participants are in a safe area if nobody is available to supervise).
- 3. Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
- 4. Record the injury using their club's accident report form.

## **Call Person Responsibilities**

- 1. Call for emergency help.
- 2. Provide all necessary information to dispatch.
  - The facility location
  - $\cdot$  The closest access door to the injured participant
  - The nature of the injury
  - A description of first aid that has been performed
  - $\cdot$  Other medical information, such as allergies or medical conditions
- 3. Clear any traffic from the facility entrance or access road before the ambulance arrives.
- 4. Wait by the entrance to direct the ambulance.
- 5. Call the participant's emergency contact person.
- 6. Assist the charge person as needed.

## REMINDERS

- You can save and re-use this form to prepare an EAP for your usual practice site and for any site where you host competitions.
- When preparing for away competitions, ask the host team or host facility for a copy of their EAP in advance.
- Attach the medical profile and parent or caregiver contact information for each participant to this emergency action plan.