**Emergency Action Plan (EAP) Template**

Attach allergy/medical and emergency contact information for team members and coaching staff.

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| **Emergency Numbers:** | 9-1-1 *(if available in your community)* | |
| **Coach Information:** | Head Coach:  Cell: | Assistant Coach:  Cell: |
| **Facility Details:** | Tel:  Address:    Nearest Major Intersection: | Map: |
| **Nearest Hospital:** | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: | Map: |
| **On-site Charge Person(s)**   * 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 ABC’s (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 | | **Option 1:**  **Option 2:**  **Option 3:** |
| **On-site Call Person(s)**   * 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 | | **Option 1:**  **Option 2:**  **Option 3:** |

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| **Rapid Response to Symptomatic Individuals**  Facilities & organizers are required to have a rapid response plan in place to manage symptomatic participants, spectators and staff. A rapid response plan sets out a fast-action plan for operators when an attendee shows symptoms of COVID-19.  Details on rapid response can be found in the Alberta.ca General Relaunch Guidance.  Plans should include:   * Immediate isolation of the symptomatic participant from others, including arrangement for safe travel home (e.g., no public transit). * Consideration of suspension or temporary cancellation of the event. * Cleaning and disinfecting of all equipment and surfaces that may have come into contact with the symptomatic participant. * Performance of hand hygiene by remaining participants. |