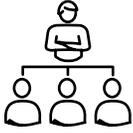


EMERGENCY ACTION PLAN (EAP)

Date: _____

Event: _____ Location: _____



Charge Person

Backup

Backup



Call Person

Backup

Backup



Important Addresses

Site or Facility (Address, City, Province)

Nearest Hospital (Address, City, Province)

Additional Location Information



Emergency Phone Numbers

Emergency Services

Facility Manager or Superintendent

Other

613-580-2424 x 43341

613-580-2424 x 42236

Event: _____ Location: _____

Directions to site/facility**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
 - The closest access door to the injured participant
 - The nature of the injury
 - A description of first aid that has been performed
 - 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.