



Emergency Action Plan Template¹

Emergency phone numbers:	9-1-1 for all emergencies
Cell phone number of coach:	
Cell phone number of assistant coach:	
Phone number of home facility:	
Address of home facility:	
Address of nearest hospital:	
Charge person (1st option):	
Charge person (2nd option)	
Charge person (3rd option)	
Call person (1st option)	
Call person (2nd option)	
Call person (3rd option)	

Directions to the nearest hospital from the home facility:

Image of a Map

Roles and Responsibilities

Charge Person

1. Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
2. Designate who is in charge of the other athletes
3. If nobody is available for this task, cease all activities and ensure that athletes are in a safe area.
4. Protect yourself (wear gloves if in contact with body fluids such as blood)
5. Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
6. Wait by the injured person until EMS arrives and the injured person is transported
7. Fill in an accident report form

Call Person

1. Call for emergency help
2. Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete)
3. Clear any traffic from the entrance/access road before ambulance arrives
4. Wait by the driveway entrance to the facility to direct the ambulance when it arrives
5. Call the emergency contact person listed on the injured person's medical profile