**Emergency Action Plan (example)**

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| Emergency numbers: | 9-1-1 ~ If not, local police, fire, ambulance numbers should be posted | | |
| Contact Information | President: **Jim Brown** | Cell: **613-555-1212** | |
| Manager: **Jane Smith** | Cell: **613-555-1234** | |
| Ice Tech: **John White** | Cell: **613-555-1256** | |
| Other: **Sue Jones** (bar manager) | Cell: **613-555-1278** | |
| Curling Rink Information  **Ottawa Curling Club** | Address:  **440 O’Connor Street,**  **Ottawa, ON K2P 1W4**  Telephone:  **613.234-4119**  Nearest cross street:  **Catherine & the Queensway** | |  |
| **Person(s) on-site in charge**   * Clear 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 (wear gloves if in contact with body fluids such as blood). * Check that airway is clear, breathing is present, a pulse is present, and there is no major bleeding. * Wait by the injured person until the ambulance arrives and the injured person is transported * Fill in an accident report form | | | **Names**  Option 1: **Steve Good**  Option 2: **Rick Shea**  Option 3: **Jennifer Smith** |
| **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. | | |  |