**Emergency Action Plan (example)**

|  |  |
| --- | --- |
| 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.
 |  |