



AOA Club Emergency Action Plan

AOA will require an Emergency Action Plan submitted by every AOA member club before sanction approval is given. To be submitted by July 1 of every year to the AOA office.

EMERGENCY ACTION PLAN (EAP)

Each club should prepare an Emergency Action Plan (EAP) to assist them in the event of an emergency, including all on and off hill incidents, and natural disasters. Having a plan prepared in advance will provide clear guidelines for protocol in an emergency situation, helping club personnel respond in a responsible and clear-headed manner.

An EAP should be prepared for both the ski hill where you normally hold training and for any ski hill where you regularly host competitions, as well as training camps hosted at other venues. All personnel identified by the club on the EAP and coaches are required to be aware of the EAP for off-hill activities.

An EAP should include the following items:

- The identification of 'Charge' person/s as the primary person/s in charge in the event of an emergency.
- A stipulation that all personnel responsible for groups (coaches) should have a radio or cell phone available to them with batteries fully charged. When this is not possible, they should have at all times have the ability to send someone to call the ski patrol.
- Emergency telephone numbers for ski patrol, facility manager, superintendent, fire, ambulance and police, as well as athletes contact number (parents/guardians, next of kin, family doctor) and a stipulation that all coaches carry this information with them at all times.
- A stipulation that coaching/club personnel have on hand a medical profile for each athlete, that can be easily accessed so that this information can be provided to emergency medical personnel. This profile should include a signed consent from the parent/guardian to authorize medical treatment in an emergency.
- Descriptions of training sites as well as directions to provide to ski patrol and/or Emergency Medical Services (EMS) to enable them to reach the site as rapidly as possible. This should include information such as the closest major intersection, one-way street, or major landmarks.
- A stipulation to have an accessible and properly stocked first aid kit at all times (all coaches are strongly recommended to pursue first aid training).
- Designate in advance a call person/s who will contact medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your facility or site.



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- Specify your Emergency Action Plan (EAP) for a COVID-19 outbreak or a single case. This should include at least the following points:
 - The organizer is responsible for making decisions to cancel, postpone or modify the activity.
 - The organizer must communicate the situation to all participants.
 - The person/s showing symptoms must self-isolate.
 - The person/s with symptoms must self-monitor using the COVID-19 self-assessment tool provided by the Ontario Ministry of Health

When an injury occurs, an EAP should be activated immediately if the injured person:

- is not breathing
- does not have a pulse
- is bleeding profusely
- has impaired consciousness
- has injured the back, neck or head
- has a visible major trauma to a limb

CONTACT INFORMATION

Attach the medical profile for each athlete and for all members of the coaching staff. The EAP should be printed two-sided, on a single sheet of paper.

SAMPLE

| | | | | |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|----------------|
| Club | The Club | Phone | (501) 555-5550 | |
| Address | 123 Mountain Road, Skitown, ON A1A 1A1 | | | |
| Hospital | The Hospital | Phone | (501) 555-5551 | |
| Address | 45 Main Street, Skitown, ON A1A 1A1 | | | |
| Directions | Turn right on to Mountain Road Drive 10 km Turn right on to Main Street Drive 1 km Turn right on to the Hospital driveway Parking: \$5 (free 15-minute short term parking) Travel Time: 10 minutes | | | |
| 911 EMERGENCY AMBULANCE, FIRE, POLICE | | | | |
| | Call Person | Role | Radio | Phone |
| 1 | Ski Patrol | Ski Patrol | 1 | (501) 555-5552 |
| 2 | Race Administrator | Administrator | 2 | (501) 555-5553 |
| 3 | Head Coach | Head Coach | 3 | (501) 555-5554 |
| | Charge Person | Role | Radio | Phone |
| 1 | U16 Coach | U16 | 4 | (501) 555-5555 |
| 2 | U14 Coach | U16 | 5 | (501) 555-5556 |
| 3 | U12 Coach | U16 | 6 | (501) 555-5557 |
| 4 | U10 Coach | U16 | 7 | (501) 555-5558 |



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CALL PERSON

These are the primary areas of responsibility for the Call Person/s:

- Call for emergency help
- 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)
- 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

CHARGE PERSON

These are the primary areas of responsibility for the Charge Person/s:

- Ensure the Call Person is aware of the incident and is performing his/her duty
- Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
- Designate who is in charge of the other athletes
- If nobody is available for this task, cease all activities and ensure that athletes are in a safe area.
- Protect yourself (wear gloves if in contact with body fluids such as blood)
- Assess ABCs (check that the 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