

# Sample Emergency Action Plan Checklist



Date (dd/mm/yy): \_\_\_\_\_

An Emergency Action Plan is a plan designed by you that outlines how you will respond in an emergency situation. When preparing such a plan, be sure to include the following:

## Access to telephones

- \_\_\_\_\_ Cell phone, battery well charged
- \_\_\_\_\_ Training venues
- \_\_\_\_\_ Home venues
- \_\_\_\_\_ Away venues
- \_\_\_\_\_ List of emergency phone numbers (home competitions)
- \_\_\_\_\_ List of emergency numbers (away competitions)
- \_\_\_\_\_ Change available to make phone calls if necessary

## Directions to access the site

- \_\_\_\_\_ Accurate directions to the site (practice session)
- \_\_\_\_\_ Accurate directions to the site (home competitions)
- \_\_\_\_\_ Accurate directions to the site (away competitions)

## Participant information

- \_\_\_\_\_ Personal profile forms
- \_\_\_\_\_ Emergency contacts
- \_\_\_\_\_ Medical profile forms

## Personnel information

- \_\_\_\_\_ The person in charge
- \_\_\_\_\_ The call person
- \_\_\_\_\_ Assistants (charge and call persons)

## Notes:

- The medical profile of each participant/athlete should be up to date and located in the first aid kit.
- The first aid kit must be accessible at all times and checked regularly.
- It is recommended that coaches take a first aid course.