



POLICY MANUAL

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Section:	3.0 Operational
Sub-Sections:	3.8 Emergency Action Plan Teampate
Topic Areas:	Important Contact Information Emergency Action Play Checklist Roles and Responsibilities Steps to Follow When an Injury Occurs

Policy Statement:

An Emergency Action Plan (EAP) is a plan designed by coaches to assist them in responding to emergency situations. The idea behind having such a plan prepared in advance is that it will help you respond in a responsible and clear-headed way if an emergency occurs.

Please modify for your Zone and skill's specific needs.

An EAP should be prepared for the ski hill where you normally hold practices and for any ski hill where you regularly host instruction or competitions.

An EAP can be simple or elaborate and should cover the following items:

1. Designate in advance who is in charge in the event of an emergency (this may very well be you).
2. Have a radio and or cell phone with you and make sure the battery is fully charged. If this is not possible, you will have to send someone to any ski lift to call the ski patrol.
3. Have contact numbers (parents/guardians) for the the participants.
4. Have on your person a medical profile for each athlete, so that this information can be provided to emergency medical personnel. Include in this profile a signed consent from the parent/guardian to authorize medical treatment in an emergency.
5. Prepare descriptions of training site to provide ski patrol to enable them to reach the site as rapidly as possible.
6. Have a first aid kit accessible and properly stocked at all times (all instructors/coaches/supervisors are strongly encouraged to pursue first aid training).

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

- Is not breathing

***The medical profile of each participant should be up to date and located with the lead/head coach in each training group*

***A first aid kit must be accessible at all times for activities without a designated First Aid response program, and must be checked regularly. (For example, training in areas that is not accessible to the ski patrol.)*

Charge person (1st option): First or Head coach/supervisor of training group

Charge person (2nd option): Trusted and trained parent

Charge person (3rd option): Other senior participant (in a given program)

Call person (1st option): Another instructor/coache/supervisor

Call person (2nd option): Trusted and competent parent

Call person (3rd option): Most senior and competent two best skiing/riding participants

ROLES AND RESPONSIBILITIES

Charge Person

- Clear the 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 (wears gloves if he/she is in contact with body fluids such as blood)
- Assess ABCs (checks that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Clear any skier traffic from the entrance/access to the training site before ski patrol arrives
- Wait by the injured person until Ski Patrol arrives and the injured person is transported
- Fill in an accident report form

Call person

- Call for emergency help utilizing club radios, cell phone or travel to closest lift base
- If successful and prompt communication with the ski patrol is not possible, you may have to travel to the base of the closest lift to inform the lift staff to contact the ski patrol
- Provide all necessary information to dispatch (e.g. training site location, nature of injury, what, if any, first aid has been done).
- Wait at lift base to confirm patrol has been contacted and dispatched.
- Upon receiving info that the patrol is being dispatched, contact the charge person and notify them.
- If appropriate, return to accident site to continue helping
- Clear any skier traffic from the entrance/access to the training site before ski patrol arrives
- Call the emergency contact person listed on the injured person's medical profile

STEPS TO FOLLOW WHEN AN INJURY OCCURS

Step 1: Control the environment so that no further harm occurs

- Stop all participants
- Protect yourself if you suspect bleeding (put on gloves)
- Shelter the injured athlete from the elements and from any skier traffic

Step 2: Do a first assessment of the situation

If the participant exhibits any of the symptoms below



ACTIVATE EAP!

- 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
- Cannot move his/her arms or legs or has lost feeling in them

If the participant does not show the signs above, proceed to Step 3

Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured participant as well as anyone who witnessed the incident
- Stay with the injured athlete and try to calm him/her; your tone of voice and body language are critical
- If possible, have the athlete move himself/herself off the training site. Do not attempt to move an injured participant

Step 4: Assess the injury and



ACTIVATE EAP IF??

- Have someone with first aid training complete an assessment of the injury and decide how to proceed
- If the person trained in first aid is not sure of the severity of the injury or there is no one available who has first aid training, activate EAP. If the assessor is sure the injury is minor, proceed to step 5.

Step 5: Control the return to activity

Allow an participant to return to activity after a minor injury only if there is no:

- Swelling
- Deformity
- Continued bleeding
- Reduced range of motion
- Pain when using the injured part

Step 6: Record the injury on an accident report form and inform the parents

- Notify the lead instructor/coach/supervisor of the day