



Alberta Alpine Emergency Action Plan Template

Please modify for your club and ski hill's specific needs.

Check the Canadian Ski Coaches Federation for further information. www.snowpro.com/cscf/e

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.

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

An EAP can be simple or elaborate 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 at any ski lift to call the ski patrol.
3. Have contact numbers (parents/guardians) for the athletes.
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 coaches 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
- 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

In the event of an injury or emergency; you, the coach, are in charge until trained first aid responders (the Ski Patrol) are on the scene. Alert the Program Director, Supervisor or Head Coach (whoever is in charge at the training site that day) immediately so that they can help you assemble the resources you need (ski patrol, contacting parents, etc.)

Important contact information

Emergency Services: Check to see if phone numbers are current

Nakiska Dispatch/Ski Patrol	403-591-7777 (ext 238 if no direct answer)
Lake Louise Dispatch/Ski Patrol	403-522-1311 (ski patrol direct number)
Sunshine Dispatch/Ski Patrol	403-762-6500
Norquay Dispatch/Ski Patrol	403-760-7710 (or 403-762-4421 if no answer)
Kimberley Dispatch/Ski Patrol	250-432-0303
Fernie Dispatch/Ski Patrol	250-423-2426
Panorama Dispatch/Ski Patrol	250-341-4124
Marmot Dispatch/Ski Patrol	780-852-3816 ext 520
C.O.P. Dispatch/Ski Patrol	403-247-5454 (or 403-660-9322 if no answer)

*Dispatch/Ski Patrol at all of the above ski areas can be contacted at the nearest chairlift

**These phone number should be saved in your cell phone

Remember: Athletes Emergency Contact Numbers should be on your person at all times.

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EMERGENCY ACTION PLAN CHECKLIST

- Access to Telephones/Radio's**
- Radio, battery well charged
 - Training venues
 - List of emergency phone numbers (home competitions)
 - List of emergency numbers (away competitions)
 - Change available to make phone calls from a pay phone
 - Cell phone

- Participant information**
- Personal profile forms
 - Emergency contacts
 - Medical profiles

- Personnel information**
- The person in charge is identified
 - The call person is identified
 - Assistants (charge and call persons) are identified

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 of training group
Charge person (2nd option): Trusted and trained parent
Charge person (3rd option): Other senior athlete (age groups K2 and above)

- Call person (1st option): Another coach
Call person (2nd option): Trusted and competent parent
Call person (3rd option): Most senior and competent two best skiing athletes.

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.
 - a. 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.
 - b. Provide all necessary information to dispatch (e.g. training site location, nature of injury, what, if any, first aid has been done).
 - c. Wait at lift base to confirm patrol has been contacted and dispatched.
 - d. Upon receiving info that the patrol is being dispatched, contact the charge person and notify them.
 - e. 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



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STEPS TO FOLLOW WHEN AN INJURY OCCURS

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

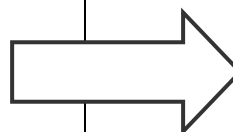
- Stop all athletes
- Protect yourself if you suspect bleeding (put on gloves)
- Shelter the injured athlete from the elements and from any skier traffic

Step 2: Do a first assessment of the situation

If the athlete:

- 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



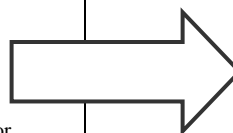
**Activate
EAP!**

Step 3: Do a second assessment of the situation

- Gather the facts by asking the injured athlete 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 athlete.

Step 4: Assess the injury

- 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.



**Activate
EAP?**

Step 5: Control the return to activity

Allow an athlete 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/head coach of the day.