

**EMERGENCY ACTION PLAN**

**2019-20 Nepean Ravens Tween AA (Coach)**

**Emergency: 9-1-1 for all emergencies**

Manager: Name 613-xxx-xxxx  
Manager: Name 613-xxx-xxxx  
Trainer/AC: Name 613-xxx-xxxx

Coach: Name 613-xxx-xxxx  
A/Coach: Name 613-xxx-xxxx  
A/Coach: Name 613-xxx-xxxx

**Home Facilities**

**Carleton University Ice House**  
Raven Road  
Ottawa, ON K1S  
613.247.2061  
613.520.2600 ext 4655

**Nearest Hospital**

**CHEO**  
401 Smyth Road  
Ottawa, ON K1H 8L1  
**613.737.7600**

**Directions**

From Arena:  
Turn RIGHT onto University Drive (travel 750 m).  
Turn RIGHT onto Bronson Ave. (travel 1 km).  
Take RAMP onto Riverside Drive EAST (travel 2.4 km).  
Take RAMP onto Smythe Road EAST (travel 1.2 km).  
Turn LEFT at South Haven Place (follow signs to the Emergency Entrance).

**Merivale (Darwin) Arena**  
1765 Merivale Road  
Ottawa, ON K2G 1E1  
613.224.3168

**Queensway Carleton**  
3054 Baseline Road  
Ottawa, ON K2H 8P4  
**613.721.2000**

From Arena:  
Turn LEFT onto Merivale Road (travel 750 m).  
Turn RIGHT onto West Hunt Club Road (travel 4.4 km).  
Turn RIGHT onto Greenbank Road (travel 2.2 km).  
Turn LEFT onto Baseline Road (travel 1.5 km).  
Turn RIGHT onto John Sutherland Drive (follow signs to the Emergency Entrance).

**Nepean Sportsplex**  
1701 Woodroffe Avenue  
Ottawa, ON K2G 1W2  
613.580.2828

**Queensway Carleton**  
3054 Baseline Road  
Ottawa, ON K2H 8P4  
**613.721.2000**

From Arena:  
Turn RIGHT onto Woodroffe (travel 200 m).  
Turn LEFT onto West Hunt Club Road (travel 2.3 km).  
Turn RIGHT onto Greenbank Road (travel 2.2 km).  
Turn LEFT onto Baseline Road (travel 1.5 km).  
Turn RIGHT onto John Sutherland Drive (follow signs to the Emergency Entrance).

**Walter Baker Sports Centre**  
100 Malvern Drive  
Ottawa, ON K2J 2G5  
613.580.2788

**Queensway Carleton**  
3054 Baseline Road  
Ottawa, ON K2H 8P4  
**613.721.2000**

From Arena:  
Turn RIGHT onto Malvern.  
Turn LEFT onto Greenbank Road (travel 7 km).  
Turn LEFT onto Baseline Road (travel 1.5 km).  
Turn RIGHT onto John Sutherland Drive (follow signs to the Emergency Entrance).

**Roles & Responsibilities:**

**Charge Person**

1st: Name Trainer  
2nd: Name Coach  
3rd: Name Asst. Trainer

- Clear any risk of further harm to the injured person by securing the are and the injured person
- Designate who is in charge of other participants
- Assess ABCs (Airway, Breathing, Circulation)
- Apply First Aid as required
- Wait with the injured person until EMS arrives and injured person is transported
- Fill in an accident report form

**Call Person**

1st: Name Manager  
2nd: Name Manager  
3rd: Name Asst. Coach

- Call for emergency help (9-1-1)
- Provide all necessary info to dispatch (location, nature of injury, what First Aid has been provided)
- Clear any traffic from 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 for the player

A First Aid Kit is always on the bench during practices, game, and tournaments. Parental contact information and medical information sheets are kept with the team Manager, and with the Trainer. Copies of this Emergency Action Plan have been given to Managers and designated Call Persons. All Bench Staff have been made aware of significant medical conditions.