Biathlon Yukon

Emergency Action Plan

Reviewed and approved by Biathlon Yukon Board

PURPOSE: The purpose of this plan is to provide direction and information to coaches, athletes, volunteers, and board members while at the biathlon range on how and when to execute an emergency action plan (EAP).

WHEN TO ACTIVATE THE EAP

When a 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
- Or has indicated to be under stress

WHAT TO DO IN CASE AN INJURY OCCURS:

STEP 1: Call 911 immediately and provide directions to the biathlon range or contact the attending First Aid Ski Patrol member if it's during a planned competition.

- **Please ensure you provide Directions to the Range**

  Cross Robert Campbell Bridge to Riverdale. Proceed 1km on Lewes, turn left on Alsek; proceed half a kilometer then turn left on Grey Mountain Road. The range is 4.5 km up Grey Mountain Road. The Biathlon Range is on the left and has a sign identifying its location.

- **What you need to know**

  a) The phone is in the main Biathlon building. See sign.

  b) Coaches and volunteers are also required to carry a fully charged cell phone when coaching. There is cell reception in the range and stadium and most of the Biathlon trails.

  c) The senior coach or an on-site designate is the designated person in charge. The designated person will appoint a "Call Person" if circumstances require a 911 call.

d) If the situation is critical, order a cease fire and call 911 as soon as possible in addition to contacting the attending First Aid Ski Patrol member (if present).
e) The duties of the Call Person are:
    - Call for emergency help if not already done.
    - Provide all necessary information to dispatch, location, nature of injury, number of casualties and what first aid has been done.
    - Clear traffic from entrance before emergency vehicle arrives.
    - Wait by the gate for emergency vehicles to enable emergency vehicles to have access to the emergency turnaround driveway or the driveway through the underpass that provides direct access to the front door of the Biathlon building.
    - Call the emergency contact person listed on the injured person's medical file.
    - Have person's any known medical information available for EMS provider.

STEP 2: First Aid application (if a First Aid Ski Patrol member is not present)
Important information:

- **Stabilize injured person**
    a) Ensure person is breathing, has a pulse and is conscious. If not, start First Aid according to protocols.
    b) Keep person warm and do not leave unattended.
    c) If there is a injury to head, neck or back, keep person immobilized until EMR arrives.
    d) Once emergency responders arrive and provide medical attention proceed to fill out accident forms and contact parents/guardians.
    e) Senior Coach or a representative designated by the coach may be required to accompany injured person to the hospital until parents/guardians arrive.
- **What you need to know**
    a) Medical Supplies and Information:
        - First Aid Kit, backboard, Naloxone kit, and blankets are located in the main Biathlon building.
        - Each athlete must fill out the Emergency Information Form to provide emergency contact information. These forms are kept in a binder labelled "Emergency Information Forms – CONFIDENTIAL INFORMATION to be accessed only under the Emergency Action Plan" located at the main Biathlon Building in the competition office together with the accident forms.
        - On the Emergency Information Form the athlete could voluntarily provide a medical history, including existing allergies and current medications, which would be shared with the Emergency Medical Service providers under the Emergency Action Plan. **Please note: While it would be**

expected that the athlete/parent/guardian would disclose any medical problem which could interfere with or deteriorate during the training to the coaches on an ongoing basis. **If this information is omitted the coaches shall not be liable for any adverse effect as a result of failing to disclose this information**.

- The Emergency Information Form is also used when an athlete is going on an outside trip to a competition or camp. In this case, the medical information must be provided mandatory and as complete as possible by the athlete/parent/guardian.
- The Emergency Information Form should be reviewed and signed to confirm that it is complete and up to date at least once a year by the athlete/parent/legal guardian.

WHAT TO DO WHEN AN EVACUATION IS REQUIRED

STEP 1: In situations that require an evacuation of the Biathlon facility, all occupants will move to the Muster point located at the parking lot adjacent to the Biathlon building located at the Grey Mountain side of the main Biathlon building (located southeast of the main Biathlon building).

- When leaving the main Biathlon building it is important to leave either from the front or back entrance of the building as quickly as possible located on the main floor and proceed directly to the Muster point.
- Ensure everyone has their gear bag with them that has warm clothing when they leave the building.
- Officials designated for each section of the building will be responsible for evacuating their area and ensure all people in their section of the building have left the building and are present and accounted for at the muster point.

STEP 2: People will remain at the muster point until emergency response staff (e.g. firefighter, police) indicate that it's safe to return to the Biathlon main building.

Attachments: First Aid Manual
Emergency Information Form

Plan developed: August 24, 2016
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