**Emergency Action Plan**

**Template**

The following document is a template, please fill in all highlighted areas.

**Emergency Action Plan**

The goal of the Local Organizing Committee (“LOC”), Event Operations staff, and **Name of Host Resort** is to ensure the highest degree of safety for all persons involved in the **Name of the event** at **Name of Host Resort** part of the **Insert Competition Name.**

The Emergency Action Plan (“EAP”) conforms to the FIS Medical Rules, Section 1, and has been developed in consultation with **Name of Host Resort** the Canadian Snowsports Association, Freestyle Canada, the Event Medical Director and medical service suppliers.

Each participating team’s Physician(s) will have the opportunity to review the plan in detail at the Medical meeting for each event. The **specify the discipline** Team Captain’s Meeting will be on **Enter date, time and location of the meeting.**

**1.0 Medical Direction:**

Medical Direction, **Name of Host Resort** **Ski Patrol:**

**Dr Contact Info**

**Physicians site schedule as follows:**

**List all the physicians on site and their schedule**

**Patient Transport**

**List all the information related to emergency transportation as in the following example:**

* All Patient care transport units in the Province of **Insert Province** are provided by Alberta Health Services (“AHS”.)
* Alberta Health Services provides full ALS care for all persons based on their normal service contract. Standard response time to Winsport’s Canada Olympic Park is estimated at 8 minutes.
* Code 3 transport to Foothills Trauma Centre is 8 minutes

**Protocol :**

**List the protocol of the local patrol for each discipline as in the following example:**

* Ski Patrol alert Event Physician and Onsite EMT of a Patient in need of immediate care in hospital.
* Ski Patrol alert COP dispatch of need for EMS transport with appropriate patient care information.
* COP dispatch initiates contact with AHS dispatch for patient transport
* AHS ambulance is dispatched to the COP Medic Room in the Daylodge.
* Patient is transported to Foothills Hospital (Level I Trauma Centre.)

**Estimated patient care and transport sequence timeline for a load and go Patient (critical condition) injured on course** i**s as follows:**

**Use the following as an example**

* 1 minute for Ski Patrol to access Patient
* Up to 5 minutes to stabilize Patient
* 5 minutes for Patient packaging & preparation for evacuation
* 1 minute to Skidoo shuttle Patient to Day Lodge
* 8 minutes code 3 transport to Foothills Hospital
* Total time from injury to arrival in a Trauma Room at Foothills Hospital is estimated at 20 minutes.

**3.1 Ski Patrol Halfpipe**

Insert the name and contact of the ski patrol responsible

List all the necessary details as followed in this example

COP Ski Patrol will, in most cases, be first responder to an accident and provide basic medical care.

COP Ski Patrol will be equipped with trauma packs and there will be a minimum of 2 toboggans available for transport.

Patrollers will work in teams of 2, located as with a Trauma Pack at the top of Half Pipe

* A Spare toboggan will be stored in a close and ready location to be moved to the top of the Half Pipe to replace any toboggan used on course as needed.

Each Patroller will be equipped with an event radio monitoring Channel 8 (the Medical Channel) and will only proceed onto the courses at the request of the Technical Delegate, Chief of Competition, or Chief Course following the course closing protocol.

Ski Patrol response guideline:

* During training and competition all injury and/or medical will be initiated on course and event suppoart areas by Ski Patrol only. Transfer of care will occur off course to event medical control and then to team medical staff as determined by patient condition and treatment protocols.
* The closest Ski Patrol will be requested to proceed onto the course. Ski Patrol will access the Field of Play only when requested by the appropriate competition official.
* During Official Training Ski Patrol may be summoned by the TD, Chief of Competition or the Chief of Course.
* During competition, only the TD or Chief of Competition will summon Ski Patrol assistance onto the competition course.
* The Official that summons Ski Patrol assistance will provide exact patient location, initial observations describing the mechanism of injury and current patient position.
* Request for further assistance will be determined by Ski Patrol.
* Based on mechanism of injury, initial observations and LOC / ABC assessment, the attending Ski Patrol will request assistance from Aaron Paramedical and / or onsite physician.
* In the event that Skidoo transport is required, Patrol will alert Dispatch to initiate this transport with intended destinations being:
  + from the Half Pipe to the Medical Tent
  + from the Half Pipe to the COP Medic Room in the day lodge.

**4.0 On Course Injury Guideline**

**Make sure you have clear guidelines such as listed in the following example**

When an injury or illness occurs on course we will use the following general medical protocol:

* The involved course will be closed to the extent that it will be safe for

Ski Patrol to proceed to the Patient’s side, this may include a ‘Stop

Start’ command and closure of the gate, in addition to closure of

section(s) of the course by course workers that are attentive to the

activities above them.

* Should a course worker that is trying to close the course above an athlete need to move into a position where they are not able to see the activities above them, they must have course workers located higher above to also close the appropriate sections of the course and spot for the course workers below. The ability to communicate by radio is essential for these activities.
* All persons will be directed to avoid radio communications until the injury situation is mitigated.
* Ski Patrol will be informed that it is safe to advance to the patient’s location with confirmation that the course is closed.
* Ski Patrol will obtain Patient consent to provide care.
* Assess the Patient.
* Consult with Event Medical Director/Onsite Medical Physician and / or Aaron Paramedical as needed to confirm treatment protocols.
* Aaron Paramedical will Request Alberta Health Services transport if indicated.
* Stabilize the Patient.
* Package.
* Evacuate the Patient from the course.
* Transport to patient care facilities on site if indicated.
* Transfer to Alberta Health Services if indicated.
* Complete documentation.
* Transfer copies of documentation to event Technical Delegate for insurance purposes, FIS injury research study and event records.

A brief overview of the continuum of care for Patients associated with the 2014 FIS Freestyle Ski World Cup Half Pipe and Moguls Competition at Canada Olympic Park is as follows:

Minor injuries or illness:

* Examples: strains, sprains, headache, minor shortness of breath, hypoglycemia, compensating patient, etc.
* Establish Patient consent
* Assessment and prioritization of care as required
* Injury stabilization as required
* Transport by toboggan and / or Skidoo if requested
* Documentation

Moderate injuries or illness:

* Examples: stable concussion, stable fractures, knee/shoulder ligaments, open fractures, c-spine precautions, stable head injury, minor shortness of breath, minor chest pain, seizure, compensating patient, hypertension, minor hemorrhage etc.
* Establish Patient consent.
* Assessment and prioritization of care as required by Ski Patrol in consultation with Aaron Paramedical backup and Event Medical Director/Onsite Medical Physician.
* Aaron Paramedical response.
* Transport decision (team transport or AHS response) (as determined by Event Physician and/or Aaron Paramedical)
* Transfer patient care to AHS ambulance personnel
* Documentation

Critical injury or illness:

* Examples: altered LOC, non-patent airway, severe external or internal hemmorhage, hypotension, unstable head injury, flail chest, pelvis instability, bi-lateral femur fractures, high C-spine injury, severe shortness of breath, moderate to severe chest pain, de-compensating patient, allergic reaction, etc.
* Establish Patient consent if possible.
* Assessment and prioritization of Patient care by Ski Patrol, in consultation with Aaron Paramedical backup and Event Medical Director/Onsite Medical Physician.
* AHS ambulance request (as determined by Event Physician and/or Aaron Paramedical.)
* Ski Patrol maintain Patient ABC’s.
* Load and go or stay and treat decision with:
  + ACLS / ATLS interventions as required
  + Patient status update to Alberta Health Services EMS transport unit
* Alert to Skidoo with rendezvous location.
* Stabilize patient as able.
* Package and transport.
* transfer care to Alberta Health Services EMS transport unit.

It has been determined that on course advanced Patient care that requires exposing the Patient’s skin is not feasible or optimal for Care Providers or the Patient. Therefore, where the Event Medical Director/Onsite Medical Physician and/or Aaron Paramedical determine that ALS interventions are required immediately, the Patient will be stabilized to the extent possible including the airway maintenance adjuncts as required on course then packaged for rapid evacuation to ALS Care Providers located at the bottom of the courses.**6.0 Course Opening Protocol**

Courses must be cleared for opening prior to releasing athletes through the gate. Announcement of 1 or 2 minutes until course open will allow maintenance to be concluded prior to resumption of training or competition.

In the event the entire course can be seen by the Chief of Course, Chief of Competition or the Technical Delegate, that course may be opened by authorization from that one Official. Otherwise, the Start Referee will request a course clear from the bottom up. On moguls for example:

* Jump 2 Leader will observe the clear course from the finish area up to the highest extent of his visual range then announce “Jump 2 clear and ready.”
* Jump 1 will observe the clear course from the lowest extent of his visual range up to the start of the course then announce “Jump 1 clear and ready.”
* Aaron Paramedical (Medic 1 and 2)/Ski Patrol will confirm they are in place and ready.
* The Chief of Course, Starter, Chief of Competition or Technical Delegate are the only persons authorized to open the course and that person will announce - “Course open for training or competition and we will resume normal radio communications” as appropriate to the situation.

**7.0 Public Medical Guideline**

**Again, prepare some clear guidelines, use the following guidelines as an example**

Given an injury or illness that affects a member of the public involved with the 2015 FIS Canadian Open Championships – Halfpipe NorAm Competition

at Canada Olympic Park the following general medical protocol will be applied:

* Any Official or Volunteer that identifies a person in need of medical attention will summon assistance from the Medical Sector on CFSA radio channel 8.
* Report the Patient sex and approximate age, exact location and initial observations.
* Respond to any questions from the Medical Sector.
* Obey instructions from the Medical Sector team member.
* Remain with the Patient until the Medical Sector team member(s) arrive.
* Flag Ski Patrol and / or Paramedics and / or Onsite Medical Physician/Event Medical Director as they arrive, directing them to the Patient.
* Obtain Patient consent to provide care.
* Assess the Patient.
* Consult with Event Medical Director/Onsite Medical Physician and / or Paramedics to confirm treatment protocols.
* Request Alberta Health Services transport if indicated.
* Stabilize the Patient.
* Package.
* Transport to patient care facilities on site if indicated.
* Transfer to Alberta Health Services if indicated.
* Complete documentation.

Transfer copies of documentation to event Technical Delegate for insurance purposes and event records

**8.0 STARS Air Ambulance Response Protocol**

**Insert any Air Ambulance details if applicable as followed in this example:**

The 2014 FIS Freestyle Ski World Cup Half Pipe and Moguls Competition activities have been registered with STARS Air Ambulance for the purposes of enabling rapid response to a pre-determined landing zone should the need arise.

Our STARS site registration number is 1010.

STARS Air Ambulance will be requested by Aaron Paramedical’s by calling #4567 on a cell or satellite telephone, or by calling 1.888.888.4567 from any telephone then pressing 1 to patch through to the helicopter Dispatch. This service is available 24/7.

The pre-determined Landing Zone GPS coordinates reported from STARS are:

Latitude/Longitude 51.0789°N, 114.2116°W ( 51°, 4', 44.0" N; 114°, 12', 41.6"W)

The legal description is 1 of 33, 24 of 2 W5 UTM zone 11 (X,Y) 695316 , 5662296

**9.0 Fire Prevention and Suppression**

**List all details such as listed in this example:**

All temporary or permanent structures that are powered and/or heated will have a fire extinguisher located adjacent to the entry door to that structure.

In the event that signs of combustion are observed (smoke or flames) that structure will be cleared of occupants immediately, the fire extinguisher may be deployed by 1 occupant to protect egress from the structure and to knock the flames down if safe to do so.

The first occupant to exit the structure will notify the exact location and status of the emergency situation by alert over Technical Admin channel 1 or Technical Operations channel 5 as most appropriate in the moment of need.

Should assistance be needed from Calgary Fire Rescue they may be summoned through COP Dispatch on CODA radio channel 6. COP Dispatch will request this response via the 911 telephone service.

Fire extinguishing technique:

* Pull the safety pin
* Point the nozzle towards the fire
* Press the trigger gently to release just enough of the contents from the extinguisher to reach the flames
* Point the discharge from the extinguisher at the base of the flames
* Sweep back and forth extinguishing the closest visible flame to the farthest.

**10.0 Communication Plan**

**Explain the communication plan ex:**

The Event Race Director, CFSA Officials (with the local Authorities where required) and COP Officials to formulate the Official Public Statement to be distributed through the Media Centre located in the Day Lodge. The Official Public Statement will then be distributed to all key parties.

*All staff and volunteers are asked to forward media requests for information and interviews to the Media Centre.* **Do not comment on the situation.**

All members of the team involved in the Crisis Management process must keep a personal ‘log’ of conversations/radio or telephone calls/notifications/actions taken in the event of an emergency.

**11.0 Important Phone Numbers**:

Insert all phone numbers related to emergency action plan, for example:

* Alberta Health Services transport unit dial 911
* STARS Air Ambulance 1.888.888.4567 or #4567 from a cell or satellite phone
* Foothills General Trauma Centre 403.944.1110
* Kenron Pharmacy - Homecare and Sports Medicine 403.289.7224
* Emergency Dental - Petra Dental Group 403.252.7733
* Calgary Health Link (telephone health advice and navigation) 403.943.5465
* Poison Control line (Padis) 1.800.332.1414
* Dr. Carrie Hiscock 403.462.8705
* Event phone for Dan Jeffries 403-302-3060 - Chief of Competition:
* Dispatch – 403.247.5454
* Security– 403.660.9322
* Marc White Coordinator Safety 1.403.690.1818/ channel 6 on COP radio
* Brad Johnston Senior Safety Supervisor – office 403.247.5473/ cell 403-837-1759
* Patrollers – will be on event radio channel 6 on COP radio
* Helpdesk (IT) – 403.247.5467 – press 1 for on call
* Dale Oviatt – Communications Manager – office 403.247.5601
* Ian Newcombe, Venues Manager – 403.899.1753
* Patrick Breault – Chair – 403-829-9953
* Cathy Tong – 403-542-5535

Letter of Acknowledgement for the Organizing Committee Members of the

Name of the event – Discipline and level of Competition

at Location

Date

Dear Organizing Committee Members,

We the undersigned Physician(s)/Representative(s) of the National Team from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your country) have received a physical copy and briefing overview of the Emergency Action Plan that governs the emergency procedures that may be practiced on the venues of the 2014 FIS Freestyle Ski World Cup Half Pipe/Moguls Competition at Canada Olympic Park.

Team Physician (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Physician (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Representative (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Team Representative (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_