



Renfrew Skating Club

Emergency Action Plan

If in doubt about the seriousness of an injury or whether an emergency exists..... Activate EAP.....Call 911

This Renfrew Skating Club (RSC) Emergency Action Plan (EAP) should be activated at the 2 RSC rink locations noted below when there is an injury or other event that requires an emergency response.

This EAP outlines roles and responsibilities of the RSC duty coaches, call person, the locations of nearest hospitals, municipal address of the rinks for first responders and the steps to follow when injury/accident occurs.

Renfrew Skating Club Sites

1) Deslaurier Ice Pad, My FM Centre

2) BEI Ice Pad, My FM Centre.

Both located at 1 Ma-te-Way Drive, Renfrew Ontario.

In the event of INJURY

Roles and Responsibilities

Duty Coach

- Determine if EAP should be activated.
- Assign a “Call Person” in the following order:
 - Other coach on site; or Board member;
 - Town of Renfrew staff
- Reduce the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements.
- Designate a person to be in charge of the other athletes. If nobody is available, cease all activities and ensure that the other athletes are in a safe area.
- Protect yourself (wear gloves if in contact with body fluids such as blood).
- Assess ABCs (check that the airway is clear, breathing is present, a pulse is present, and there is no major bleeding).
- Wait with the injured person until EMS arrives and the injured person is transported.
- Ensure an incident report is completed and submitted within 24 hours.

Call Person

- Assigned by Duty Coach.
- Call for emergency help (if necessary) and:
 - Provide all necessary information to dispatch (e.g. facility location, nature of injury, description of first aid that has been done, allergies and other medical problems for that athlete).
 - Clear any traffic from the 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 listed on the injured person’s medical profile.
 - Inform arena staff (if necessary).

Steps to Follow When 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).
- If outdoors, shelter the injured athlete from the elements and from any traffic.

Step 2: Do an initial 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 or her arms or legs or has lost feeling in them.... ACTIVATE EAP – CALL 911
- If the athlete does not show the signs above, proceed to Step 3.

Step 3: Do a second assessment of the situation

- Gather the facts by talking to the injured athlete as well as anyone who witnessed the incident.
- Stay with the injured athlete and try to calm him or her; your tone of voice and body language are critical.
- If possible, have the athlete move himself or herself off the playing surface; 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 no one present has first-aid training.... ACTIVATE EAP – CALL 911
- If the assessor is sure the injury is minor, proceed to Step 5.

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 or Head Trauma

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

Nearest Hospital: Renfrew Victoria Hospital – 499 Raglan St N., Renfrew Ontario

In the event of FIRE

Proceed to nearest exit.

Muster points (where to meet)

- 1) Deslaurier Ice Pad – Muster Point – Parking lot across from main lobby.
- 2) BEI Ice Pad – Entrance to soccer fields.

Duty Coach to take attendance and notify Fire Department if anyone is missing.

Call Person - to contact parents to pick up skaters.