1. **Location of telephones (cell and land lines)**
2. **List of emergency numbers**
3. **Location of medical profiles/registration sheets for each competitor**
4. **Location of a fully stocked first aid kit**
5. **Advance “call person” or “control person” is designated**
6. **Clear directions to the arena are available**

**Every Chair must have this information or know exactly where it can be found for EVERY area of the event.**

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| Emergency Action Plan |
| **Event:**  |  |
| **Site:** |  |
| **Charge person:** |  |
| **Alternative charge person:** |  |
| **Call person:** |  |
| **Alternative call person:** |  |
| **Location of club first aid kit:** |  |
| **Location of arena first aid kit:** |  |
| **Location of medical profiles:** |  |
| **Location of phones near competition site:** |  |

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| Telephone Numbers |
| **Emergency:** |  | **Ambulance:** |  |
| **Fire:** |  | **Poison Control:** |  |
| **Police:** |  | **Hospital:**  |  |
| **Facility (where you are located):** |
| **Directions to facility for emergency personnel:** |