

Emergency Action Plan (EAP) Calgary Lawn Bowling Club



Facility Location:
 #101 3375 Spruce Drive SW
 Calgary, AB T2K 1J7
Calgary Lawn Bowling Club
 Tel: (403) 245-4341

- Emergency Numbers:**
- Call: 9-1-1
- First Aid Kits & AED:**
- Located right of the TV and in the drawer in the kitchen & Senior's Center
 - AED (Automated Electronic Defibrillator) located in the hallway between kitchen and bathrooms.

- Participants's Medical Profiles:**
- Included information for EMS
- Yellow Flower Box Storage Room (Bar).
- Emergency Contact Information:**
- Black Binder in Storage Room (Bar)
- Club Contact Information List:**
- Black Binder in Storage Room (Bar)
- Accident Report Form:**
- Black Binder in Storage Room (Bar)

On-site Charge Person(s)

League Coordinator/Drawmaster

Oversee emergency response efforts at the club. They coordinate actions, ensure safety, and make critical decisions to manage emergencies effectively.

On-site Charge Person Tasks:

- Conduct an initial assessment of the insendent.
- Make sure other participants are safe or stop all activities if needed.
- Assign a On-site Call Person
- Wait with the injured participant and help keep them calm until emergency medical services arrive and conduct their assessment of the injury.
- Record the incident using their club's ***Incident Report Form*** and submit to Incident Report Person (s)

On-site Call Person(s)

Volunteer/Employee or Participant

The first point of contact during emergencies at the club. They coordinate response efforts and communicate with authorities to ensure a swift and effective response.

On-Site Call Person Tasks:

- Call for emergency help.
- Provide all necessary information to dispatch.
 - The facility location
 - The nature of the incident
 - A description of first aid that has been performed
 - Other medical information, such as allergies or medical conditions
- Wait by the entrance to direct the emergency services.
- Call the participant's emergency contact person.
- Assist the charge person as needed.

Incident Report Person(s)

Board of Directors Representatives

To be contacted after emergencies at the club. Their role is to review Incident Report Forms and conduct post-incident debriefs to identify areas for improvement.

Board of Directors Representatives

Heather Mackie - President

Tel: 403-390-2074

David Wilson- Vice-President

Tel: 403-702-3594

Cathy Gervais- Director

Tel: 403-922-4362

Updated: 00 - 00 - 2024

Onsite Charge Person (s) Control The Environment - Medical Emergency Protocols

1. Control the Environment:

- a. Cease ongoing activities to prevent further harm.
- b. Provide shelter to the injured participant if outdoors.
- c. Wear protective gloves if there's suspected bleeding to safeguard yourself.

2. Assess the Situation:

- a. Conduct an initial assessment of the injured participant.
- b. Initiate the Club's Emergency Action Plan (EAP) if the participant:
 - i. Shows signs of not breathing, lacking a pulse, excessive bleeding, impaired consciousness (e.g., confusion), injuries to the back, neck, or head, or visible, major limb trauma.
- c. If none of these signs are present, proceed to the next step.

3. Gather Information:

- a. Obtain details from the injured participant and witnesses.
- b. If feasible, assist the participant in moving off the playing surface, avoiding self-attempts to move them.
- c. Stay with the injured participant to provide support and reassurance.

4. Assess the Injury:

- a. Have someone trained in first aid perform an injury assessment and determine the appropriate course of action.
- b. Activate the Club's EAP if uncertainty exists regarding the severity of the injury or if there's no first-aid-trained personnel available.
- c. If deemed a minor injury, proceed to the following step.

5. Manage the Return to Activity:

- a. Allow the participant to resume activity after a minor injury only if they exhibit none of the following symptoms:
 - i. Swelling, deformity, continued bleeding, reduced range of motion, compensatory movements, pain during activity, or symptoms indicative of a concussion (*Refer to CLBC's Concussion Policy and Protocol*).

6. Document and Communicate:

- a. As the Charge Person(s), document the injury using the club's accident report form.
- b. Inform the participant's parents/caregivers about the injury promptly.