



# Emergency Action Plan (EAP) – Community Sport Worksheet

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## Section 1: Organization & Facility Details

Organization Name:  
Venue/Facility Name:  
Full Address:  
Nearest Major Intersection:  
Facility Phone Number:  
Specific Location (Field, Gym, etc.):

## Section 2: Emergency Contacts

Emergency Services (e.g., 9-1-1):  
Nearest Hospital Name:  
Hospital Address:  
Hospital Phone Number:

## Section 3: Key Personnel

Head Coach (Name/Cell):  
Assistant Coach(es):  
Additional Contacts:

## Section 4: Assigned Roles

Charge Person (Name/Backup):  
- Secure area  
- Assess ABCs  
- Provide first aid

Call Person (Name/Backup):  
- Call emergency services  
- Direct EMS  
- Contact emergency contact



## Section 5: Facility Access

Best entrance for EMS:

Who meets EMS:

Barriers (gates, codes):

## Section 6: Safety Equipment

First Aid Kit Location:

AED Location:

Other Equipment:

## Section 7: Review

Last Updated:

Next Review:

Notes:

## How to Use This Worksheet

Developed as part of the Sportall Community Sport Resource Library to support volunteers and organizations across Canada.

If this resource is helpful, feel free to share it with your board members, coaches, and community sport leaders.

Visit **[sportall.ca](http://sportall.ca)** for more free resources supporting grassroots sport organizations.



# GAME DAY EAP – QUICK REFERENCE (COACH COPY)

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Emergency Services: \_\_\_\_\_

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Charge Person: \_\_\_\_\_

Call Person: \_\_\_\_\_

Nearest Hospital: \_\_\_\_\_

AED Location: \_\_\_\_\_

First Aid Kit: \_\_\_\_\_

EMS Entrance: \_\_\_\_\_

Meet EMS At: \_\_\_\_\_

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