Emergency Action Plan (EAP) – Volleyball Provincial Tournament

ASAA Provincial Volleyball Championship

Location: MACS Manning Aurora Composite School

Venue Contact: 780-836-3397

Date(s):November 27-29, 2025

1. Certified Medical Personnel: **First Aid Lead: Jennifer Greschner, LPN-** Certified in Standard First Aid & CPR-C

• On-Site Physiotherapist: Emily Lyseng – Available during all competition hours for injury assessment and taping

• Backup First Aid Contact: Sheena Walton, RN

2. First Aid Room / Medical Area

• Designated First Aid Room: Room 100

• Equipped with first aid kit, AED access, ice, and treatment area.

• Used for athlete assessment and short-term care only.

3. Emergency Communication Plan

Emergency Numbers: 911 – Police / Fire / Ambulance

Local Hospital: Manning Community Health Center- 780-836-3391

Poison Control: 1-800-332-1414

Instructions for 911 Call:

1. State your name and role (Jennifer, certified first aid provider).

2. Describe the emergency (injury type, athlete condition).

3. Provide exact location: Manning Aurora Composite School, 603 3rd St SE, Manning, AB

4. Jennifer will designate another person to meet EMS at the main entrance and direct them to the scene.

4. Emergency Equipment and Access

• AED Location: Main lobby of Jack MacAvoy Arena, designate will be sent for the AED if required.

• First Aid Kit: Located in Room 100 and portable kit at score table.

• Ice: Available in the Canteen area freezer.

5. Roles During an Emergency

Role	Responsible Person	Task
First Aid Lead	**Jennifer**	Assess injury, provide care, determine if EMS required
Physiotherapist	**Emily**	Assist with injury management and treatment
Call Person	**Jennifer**	Assist with injury management and treatment
Control Person	**Committee Chair- Janine**	Clear area, manage crowd, direct EMS
Gate Person	**Scheduled Admission Volunteer**	Meet ambulance, direct to gym

6. Evacuation Routes

• Primary Exit: Main gym doors leading to the lobby and out main building entrance to the parking lot.

• Secondary Exit: South hallway doors near Canteen.

• Assembly Area: North end of building to main parking lot near playground.

7. Post-Emergency Procedures

• Complete ASAA Injury/Incident Report Form within 24 hours.

• Notify Tournament Chair and School Administration.

• Review incident with physiotherapist and staff for follow-up.

8. Additional Notes

• All teams must carry team medical information sheets for athletes.

• Coaches and officials should be aware of this EAP and the location of Room 100.

• Tournament announcements should remind teams of the medical room and EAP at the coaches' meeting.