

Event Organizer- Emergency Action Plan (EAP)

This form must be completed by the event organizer and submitted during the sanctioning application process. Copies of the EAP must be distributed to all persons responsible for event safety including Cycling BC representatives, Commissaires, Safety Coordinators, Marshalls, First Aid attendants, etc.

At minimum, a single person must be identified as the in-charge first aid attendant and be available at all times during the event. This person must be able to receive contact from course marshals (or via the head organizer who is in contact with all the course marshals) and be stationed at an identifiable First Aid post. The in-charge First Aid Attendant must hold at least Standard First Aid (SFA 1) or Occupational First Aid (OFA 1). The in-charge Attendant must have a complete first aid kit on site and ice bags are recommended. *NOTE: The higher level is strongly recommended especially for those events that are greater than 10km away from an Ambulance Dispatch. Events with more than 20 participants must have at least 2 certified first attendants.*

Date: _____ Event Name: _____

Event Facility Name and Address: _____

Event Organizer Name: _____ Phone: _____

EAP Coordinator Name: _____ Phone: _____

EAP Coordinator Location During Event: _____

EAP Coordinator HOW-TO-REACH During Event: _____

EAP Assistants (includes marshals or additional first aid attendants):

Name 1: _____ Phone: _____ Location: _____

Name 2: _____ Phone: _____ Location: _____

Name 2: _____ Phone: _____ Location: _____

First aid personnel: _____

Hospital closest to event: _____

Address: _____ Phone: _____

Ambulance phone: _____ Police phone: _____

Additional Instructions: