



## **EMERGENCY ACTION PLAN CHECKLIST**

The following steps should be taken to implement the Emergency Action Plan

### **Access to telephones**

- Cellphone battery well charged
- Have the list of emergency phone numbers available

### **Directions to access the site**

- Have and be able to give accurate directions to the site
- Have the address for the field or facility you are at

### **Participant information**

- Have personal profile forms
- Have Emergency contacts
- Have Medical profiles

### **Personnel information**

- The person in charge is identified
- The call person is identified
- Assistants (charge and call persons) are identified

The medical profile of each participant should be up to date and located in the first aid kit  
The first aid kit must be accessible at all times and must be checked regularly. Ice bags should accompany the first aid kit.