

EMERGENCY: Call 911 | Send someone to meet EMS at the designated access point | Bring AED if available

FACILITY / VENUE INFORMATION

Facility / Venue Name:	Parkland Elementary
Facility / Venue Address:	1563 Regan Avenue, Coquitlam, BC V3J 3B7
Nearest AED Location:	St. Clare of Assisi Catholic Church, 1320 Johnson Street
Emergency Medical Services:	911 for POLICE, FIRE, AMBULANCE
Emergency Vehicle Access:	School/field access from Regan Avenue.
911 Access Point / Gate:	School/field access from Regan Avenue.
Nearest Hospital:	Royal Columbian Hospital, 330 East Columbia Street, New Westminster, BC V3L 3W7; 604-520-4253

EVENT TYPE & CHARGE PERSON / CALL PERSON

Event type:	☐ Practice ☐ Game ☐ Other: _____
Charge Person:	Name: _____ Phone: _____
Call Person:	Name: _____ Phone: _____

CHARGE PERSON RESPONSIBILITIES

- Conduct an initial assessment of the injury.
- Designate someone to watch the other participants. Stop all activities and ensure participants are in a safe area if nobody is available to supervise.
- Wait with the injured participant and help keep them calm until emergency medical services arrive and assess the injury.
- Record the injury using the CMFSC Accident Report Form.

CALL PERSON RESPONSIBILITIES

- Call 911 for emergency help.
- Provide dispatch with the facility location, closest access point, nature of injury, first aid performed, and relevant medical information such as allergies or medical conditions.
- Clear traffic from the facility entrance/access road before emergency vehicles arrive.
- Wait by the entrance/access point to direct emergency services to the injured participant.
- Call the participant's emergency contact person.
- Communicate any critical information to Emergency Services and/or 911 dispatch.
- Assist the Charge Person as needed.

BEFORE EACH PRACTICE / GAME: ☐ Charge Person assigned ☐ Call Person assigned ☐ AED location confirmed
☐ 911 access point confirmed

Important: In an emergency, call 911. Emergency Medical Services will determine the appropriate destination. AED and emergency vehicle access information must be physically verified for the specific field before this form is finalized.