

The Sports and Coaching Camp Business Guide

Site emergency action plan

Add your details and work through this sheet with your team.

Camp / programme

Prepared by

Date

Complete this with qualified local input. It must be usable, rehearsed, and specific to the site.

Site name, full address, and exact activity area

Details

Emergency number

Verified local number

Access

Entrance, gate, key process, ambulance route, meeting point

Main communication method and backup

Phone, radio, or other approved method

Response lead and backup

Names by shift

Caller and backup

Names

Person who meets responders

Name/role

People supervising all other groups

Names/roles

First-aid supplies and AED

Location, access, checks, trained roles

Emergency medicines and essential care records

Secure location and authorised access

Evacuation and shelter

Routes, accessible options, safe capacity, named accountability

Scenarios attached

Medical emergency; suspected concussion; missing participant; fire; severe weather; unsafe person; transport incident; other site risks

External reporting routes

Police, child protection, health, labour, insurer, venue, sport body,
as applicable

Record preservation

Owner and secure location

Approval and next review

Names/date

Family contact and spokesperson

Roles and verified channels

Last drill, failures found, and fixes

Details

Do not delay urgent care to complete this form. An outside medical emergency may require changes to the normal staffing plan while maintaining safe care for others.