

**Emergency plan**

Immediate actions:

1. Coach will stay with the athlete and keep them calm. The coach will also keep other non-medical personnel away from the area.
2. No one will move the injured athlete until the possibility of serious injury (especially head, neck, or back injury) has been ruled out. If the coach decides that it is safe to move the athlete, they will be moved only after all injuries have been stabilized. Procedures covered in first-aid training will be used.
3. Coach will provide first aid until medical assistance arrives.
4. A coach will contact the EMS if necessary.

If the EMS is activated:

1. **The EMS phone number is 911**. A cell phone will be accessible at all times.
2. A coach will give the following information to the EMS dispatcher:
   1. Coach’s name, position and facility name
   2. The athletes name, age, and suspected injury
   3. The address: **Pima Pistol Club  
       13,990 North Lago Del Oro Parkway  
       Tucson, Arizona 85739  
       (520) 825-3603**
   4. Any additional information requested

**Important:** do not hang up until EMS dispatcher hangs up.

1. A coach will go to the facility entrance to direct medical personnel to the field.
2. A coach will pull the athlete’s emergency card, which includes phone numbers for parents and important medical history information. They will also note the names of adult witnesses to the injury for the injury report form.
3. A coach will contact the parents as soon as the medical personnel have examined the athlete and prepared them for transport to a medical facility. The athlete will be transported to the medical facility **only** in an EMS vehicle. Personal vehicles will **not** be used.
4. Coach will then inform the Range Manager of the activation of the emergency plan.

In any injury situation:

1. A coach will complete the injury report. Names of adult witnesses should be included on the report.
2. A coach will file copies of the injury report form with the Range Manager, team records, and with the athletes’ personnel record.
3. A coach will follow up with medical personnel to determine any role they will play in the recovery process.