**Emergency Action Plan – COVID-19 Addendum**

**(Minimum Requirements)**

To be prepared in the event of a suspected transmission of COVID-19 or other communicable diseases/viruses within their organization, all Member Organizations must establish an Emergency Action Plan (EAP), which will be implemented in response to any real or perceived transmission of COVID-19 during sanctioned training / practices, activities, games (when permitted) and other events at their home field location and / or practice facility(ies). The EAP requires the appointment of three (3) individuals to specific roles, in addition to the Member Organization’s “COVID Safety Coordinator”, which they would assume in the event of a medical emergency involving COVID-19. The EAP should be rehearsed at various times throughout the season.

**Charge Person**

* The most qualified person available with training in emergency control, first aid or the Rugby Canada Safety Guidelines in accordance with the Return to Play protocols
* Familiarizes themselves with the facilities emergency equipment, including hygiene and sanitation equipment
* Takes control of an emergency situation involving a transmission or outbreak until a public health authority has been notified and assumes management
* Assesses severity of suspected transmission of COVID-19, or injury situation

**Call Person (Own Communication Equipment)**

* Makes call for emergency assistance
* Knows location of emergency telephones in every facility
* Has a list of emergency telephone numbers
* Knows the best direction to the facility
* Knows the best route in and out of the facility for ambulance crew
* Communicates with the Charge Person & Control Person, and informs COVID Safety Coordinator as required

**Control Person**

* Establishes an isolation area around an injured player to mitigate unnecessary exposure from other participants, personnel and/or spectators
* Controls crowd and other players, coaches and volunteers and keeps them away from the Charge Person and Injured Player
* Ensures proper room to work for the Charge Person and ambulance crew
* Discusses EAP with the Facilities staff, officials and opponents
* Ensures that the route for the ambulance crew is clear and available
* Seeks highly trained medical personnel (i.e. MD, Nurse) if requested by the Charge Person

During a training / practice, activity, game (when permitted) or other event, it should always be clear as to who the above three (3) individuals are. (They could be wearing ID or have a certain colour uniform etc.).

*[complete next page for Member Organization EAP Plan]*

Page Break

**Emergency Action Plan – COVID-19**

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| **Member Organization Name** | Barrhaven Scottish Rugby Football Club |
| **Home Facility Address** | Ken Ross Park, 600 Longfields Drive, ON K2J4N5. |
| **Training Facility Address(es)** | Nepean High School, 574 Broadview Ave, Ottawa, ON K2A 3V8  (Juniors Only) |
| **Other Facility Address(es)** |  |
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| **COVID Safety Coordinator Info** | |
| **Name** | Dr. Greg Rose |
| **Phone** | 613-614-7671 |
| **Email** | bsrfccovidofficer1@gmail.com |
|  |  |
| **Location Info** | |
| **City** | Ottawa |
| **Province** | Ontario |
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| **Public Health Authority (PHA)** | |
| **Local Public Health Authority** | Ottawa Public Health |
| **PHA Phone** | 613-580-6744 |
| **PHA Email** | healthsante@ottawa.ca |
| **PHA Website URL** | https://www.ottawapublichealth.ca |
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| **Emergency Services** | |
| **Emergency Phone** | 911 |
| **Address of Nearest Hospital** | 3045 Baseline Rd, Nepean, ON K2H 8P4  1053 Carling Ave, Ottawa, ON K1Y 4E9 (Only for sessions at Nepean High School) |
| **Map Link to Nearest Hospital** | <https://www.google.ca/maps/place/Queensway+Carleton+Hospital/@45.3349843,-75.8098028,17z/data=!3m1!4b1!4m5!3m4!1s0x4ccdfe2752677481:0xfb042f0a96f0f0e!8m2!3d45.3349843!4d-75.8076141?hl=en>  For Junior sessions at Nepean High School (ONLY), the Ottawa Hospital Civic Campus is closest.  <https://www.google.ca/maps/place/Ottawa+Hospital+Civic+Campus:+Emergency+Room/@45.3866422,-75.7377598,2212m/data=!3m1!1e3!4m12!1m6!3m5!1s0x4cce06ae6ba28539:0x7e76b0723f160b17!2sNepean+High+School!8m2!3d45.3839438!4d-75.7588799!3m4!1s0x4cce042f3abbeecb:0xdfbfca347f53ee85!8m2!3d45.3925307!4d-75.7206425?hl=en&authuser=2> |

**Emergency Action Plan – Designated Personnel**

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| **Charge Person** | |
| **Name** | 1. Paul Shibata 2. John Dingwall 3. Jonathan Finan  Anne MacCorquodale  1. Caroline Martin |
| **Phone** | 1. 613-889-3474 2. 613-323-7547 3. 613-725-7809 4. 613-890-1891 5. 613-680-0759 |
| **Email** | 1. paul.shibata@sympatico.ca 2. bsrfc.president@gmail.com 3. bsrfc.juniorboysdirector@gmail.com 4. rileymaccorquodale@gmail.com 5. george\_and\_caroline@hotmail.com |
| **Responsibilities:**   * The most qualified person available with training in emergency control, first aid or the Rugby Canada Safety Guidelines in accordance with the Return to Play protocols * Familiarizes themselves with the facilities emergency equipment, including hygiene and sanitation equipment * Takes control of an emergency situation involving a transmission or outbreak until a public health authority has been notified and assumes management * Assesses severity of suspected transmission of COVID-19, or injury situation | |

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| **Call Person (Own Communication Equipment)** | |
| **Name** | 1. Paul Shibata 2. John Dingwall 3. Jonathan Finan  Anne MacCorquodale  1. Caroline Martin |
| **Phone** | 1. 613-889-3474 2. 613-323-7547 3. 613-725-7809 4. 613-890-1891 5. 613-680-0759 |
| **Email** | 1. paul.shibata@sympatico.ca 2. bsrfc.president@gmail.com 3. bsrfc.juniorboysdirector@gmail.com 4. rileymaccorquodale@gmail.com 5. george\_and\_caroline@hotmail.com |
| **Responsibilities:**   * Makes call for emergency assistance * Knows location of emergency telephones in every facility * Has a list of emergency telephone numbers * Knows the best direction to the facility * Knows the best route in and out of the facility for ambulance crew * Communicates with the Charge Person & Control Person, and informs COVID Safety Coordinator as required | |

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| **Control Person** | |
| **Name** | 1. Paul Shibata 2. John Dingwall 3. Jonathan Finan  Anne MacCorquodale  1. Caroline Martin |
| **Phone** | 1. 613-889-3474 2. 613-323-7547 3. 613-725-7809 4. 613-890-1891 5. 613-680-0759 |
| **Email** | 1. paul.shibata@sympatico.ca 2. bsrfc.president@gmail.com 3. bsrfc.juniorboysdirector@gmail.com 4. rileymaccorquodale@gmail.com 5. george\_and\_caroline@hotmail.com |
| **Responsibilities:**   * In an event involving suspected symptoms of COVID-19, establishes an isolation area to mitigate further transmission of the virus and orders all present contacts/participants to initiate the required protocols for sanitation and self-isolation (refer to the ‘Return to Play’ protocols for requirements * Controls crowd and other players, coaches and volunteers and keeps them away from the Charge Person and Injured Player * Ensures proper room to work for the Charge Person and ambulance crew * Discusses EAP with the Facilities staff, officials and opponents * Ensures that the route for the ambulance crew is clear and available * Seeks highly trained medical personnel (i.e. MD, Nurse) if requested by the Charge Person | |

**Version Control**

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