

# Emergency Preparedness Plan

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## Due Diligence Checklist

A master file of Personal Data Forms for each participant and all members of the coaching staff is complete and keep with this Emergency Preparedness Plan.

Each member of your coaching staff has a copy of this Emergency Preparedness Plan.

Each member of your coaching staff has a list of all hotel room numbers for each participant and coach.

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## EVENT INFORMATION

Competition

Date

Location

Prepared by

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## EMERGENCY INFORMATION

Emergency      911  
                      Other

Head Coach	Cell #	First Aid?	Yes
Coach #2	Cell #	First Aid?	Yes
Coach #3	Cell #	First Aid?	Yes

List others with known First Aid Training

Venue Address and Phone #

**Nearest Hospital (include simple directions)**

Location of First Aid Kit

Location of Fire Extinguisher

## **EMERGENCY EVACUATION PLAN**

- Include drawing of facility, venue or hotel including all emergency exits and safe gathering area (muster point)