



# Emergency Action Plan

Adopted: March 2019  
Last Reviewed: Feb 2024

## **EMERGENCY 911**

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### **Local Hospital:**

Peterborough Regional Health Center

1 Hospital Dr, Peterborough, ON K9J 7C6, Canada **705-743-2121**

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### **Serious/Critical Riding Emergencies: CALL 911 IMMEDIATELY – DO NOT HESITATE.**

In the event that a riding emergency occurs in an area without cellular service, it may be necessary to move to an area where coverage can be achieved. Take a partner. It is very important to give detailed directions to the 911 Operator.

1. Work to stabilize the patient to the best of your abilities/training. **\*\*CRITICAL\*\* IF YOU ARE UNSURE, DO NOT MOVE THE PATIENT - PROTECT THEM IN PLACE.**
2. If it's determined an injured rider should not be moved, send riders back on the road to slow/stop traffic. Work in pairs and do not place yourself in a hazardous situation.
3. Make sure all other riders have stopped, moved off the road and are waiting in a safe location.
4. If the situation requires, have two people direct Emergency Medical Services (EMS) to the patient/scene.
5. If possible, one rider (preferably the ride leader) is to travel to the hospital with the patient in the ambulance. If a PCC member cannot travel with the patient, it is essential to find out which hospital the EMS will be travelling to. The ride leader will make arrangements to attend the hospital ASAP after he or she has returned home in order to ensure continuity of care.
6. The remaining group of riders will not carry on with the scheduled ride, but instead return using the safest route back that is also the most direct/fastest after the patient has been transported.
7. Contact the member's emergency contact and inform them of the incident and which hospital you will be attending.
8. The President or Vice-President shall be briefed of the situation as soon as possible and start/continue the emergency contact process as required.
9. The President or Vice-President will coordinate an update/debrief for the ride leader/riders as required.

**\*\*NOTE\*\*** In the event of a serious medical emergency/accident on the road, the appropriate witness statements/incident report forms shall be filled out ASAP. Use your cell phone to take notes and photos to document the accident. There may also be the need to consider a critical incident stress debrief for any affected people.

### **Non-Critical Injury Riding Emergencies:**

If an accident occurs or a person is injured but EMS is not required:

1. Treat to the level of training.
2. Make sure all other riders are stopped, off of the road and waiting in a safe location.
3. Once treated to the best of your training and assuming there is no risk of head injury, determine if the rider is able to safely ride their bike or if transportation home or to medical treatment needs to be arranged.
4. An injured rider with a suspected head injury is not to ride their bike home or be left on their own to seek medical attention. Contact the injured riders emergency contact and arrange a ride home or to medical treatment.
5. If it is necessary to arrange transportation for the injured rider, one or more riders are to stay with the patient while waiting for their transportation to arrive. The rider(s) waiting for the transportation must either also take the same transportation or verbally communicate that they are leaving the PCC ride and will be personally responsible for making their way home. If taking transportation or leaving the PCC ride is not an option the entire ride must wait for transportation to arrive for the ride to continue.
6. Once transportation has been arranged and one or more riders have volunteered to stay with the injured, the remaining group will continue the normal route if time and the group's ability allows. If not, the most direct and safe route home will be taken.
7. The ride leader should complete an incident report once they are home and forward it to the President or Vice- President as soon as possible. Use your cell phone to take notes and photos to document the incident.
8. The President or Vice-President shall be briefed of the situation as soon as possible and start/continue the emergency contact process as required.
9. The President or Vice-President will coordinate an update/debrief for Ride Leader/riders as required.

