



YOUR HEALTHY CHOICE AMBASSADOR

MJKO Emergency Action Plan

In the event of an accident or emergency during the course of an MJKO event or class, the following steps shall be taken immediately:

1. Activity will be stopped immediately, and the lead volunteer for the event will gather the unaffected participants in a safe section in the gym or venue. Volunteers will sit with participants.
2. The Executive Director (trained first responder) will attend to the participants involved/injured in the accident.
3. Initial assessment of first responder:
 - check for consciousness
 - check for breathing
 - check for pulse
 - check for level of response and awareness in accident victim (their own name, location, etc.)
 - check for bleeding
 - has the back, neck or head been injured?
 - has there been any trauma?
4. Identified supporting volunteer to call 911 if necessary. The Executive Director to remain with the injured participant(s), and continue first aid as required.
5. Lead volunteer identified in paragraph 1 to contact the parent/legal guardian of the injured participant(s).
6. Upon arrival of ambulance and emergency responders, Executive Director to provide relevant details of the incident.
7. Executive Director to accompany injured party to hospital and remain there until arrival of parent/legal guardian.
8. Lead volunteer to remain with class and continue activity if appropriate.
9. Executive Director and lead volunteer to complete incident report. Copy to be maintained in MJKO files, and a copy to be sent to parents/legal guardian of injured participant(s).
10. MJKO to remain in communication with the parent/legal guardian to monitor the participant's health and ability to return to play.