

Emergency action plan

Team - [ADD trail or venue name here]



Purpose of this document

EAPs are an integral piece of the overall system we use to proactively identify and manage the risks inherent to the sport of mountain biking, while supporting the goals of developing student-athletes as riders and having fun. EAPs help you think through the challenges and appropriateness of each practice and or event venue, as well as help you plan ahead and prepare for managing incidents that occur during practice or events. They also are a primary tool for assessing if practice venues are in line with the level of first aid training required for coaches. NICA's first aid requirements for coaches are largely dictated by whether an injured person can reach definitive care within one hour. EAPs help team leaders predict likely timelines to definitive care for each venue and for specific areas within the venue.

How to use this document

Prior to each season, use this template to create an EAP for each practice or event venue. Review this document with coaches and/or event staff, and share an associated trail map.

Location & contact information

Location / Practice Area Name		
Your name and role on team	Date of EAP completion	Emergency responder contact info i.e. park police, park ranger, town police
Communication methods required (i.e. cell phones work throughout OR additional communication equipment/planning needed)		

Emergency response

First Aid Training required for venue (based on time to definitive care; <1 hour = first aid or NICA-approved first aid [8 hour] OR >1 hour = wilderness first aid [16 hr])	
List the closest hospital(s) equipped to manage acute trauma (almost any size of hospital) and travel time to trailhead(s)	
Estimate the evacuation time from least-accessible location on trail(s) to trailhead(s) OR other emergency access points [describe and include on map]	
ADD time of both cells above to estimate time to definitive care (and first aid training required to conduct NICA activities on trails)	

This EAP form and its contents are intended for use ONLY by trained NICA coaches and event staff for the purpose of holding NICA activities and events. This EAP form is intended to be shared only by a NICA licensed coach or staff member via a NICA official communication or webpage. If you have not received these materials directly from NICA, NICA does not warrant, either expressly or impliedly, the accuracy, timeliness, or appropriateness of the information contained in these materials and, further, NICA disclaims any responsibility for content errors, omissions, or infringing material and disclaims any responsibility associated with relying on the information provided in these materials

TEAM EMERGENCY ACTION PLAN

[Trail name / year]

Trails & features

Specific trail and feature assessment	
Access points for emergency access or transport (describe here, and include on an attached map)	
Water refill and shelter locations (describe here and include on map)	
Other location-specific Info (i.e. areas without cell or mobile data coverage (lightning warnings, etc.)	
Note/describe the heavy rain threshold (HRT)	
Maximum time to evacuate the trail due to weather (threshold from code yellow to orange at team practice)	
Note any creeks/rivers or dry creek beds prone to flooding/flash flooding	
Note any trails that are exposed or on ridge lines or hill/mountain tops that would need to be avoided if caught in a thunderstorm	
Note any shelters available onsite (specify if appropriate for lightning)	
Note any trails to be avoided by some or all ride groups either for technical reasons OR to stay within 1 hr of definitive care if not WFA-led (describe here and include on attached map)	

Map & notes

[Insert a screenshot or attach/link a map to the trail system here]

TEAM EMERGENCY ACTION PLAN

[Trail name / year]

Additional guidelines

- ✓ **In the event of a serious injury, always call 911 first.**
- ✓ Check the **weather forecast** before every practice or event. Here's [NICA's Team Practice Weather Guide](#) and [NICA's Event Weather Guide](#).
- ✓ Coaches, student-athletes and staff should have all appropriate equipment, clothing, food and hydration at all times.
- ✓ Carry blank copies of the [NICA Incident Report Field Notes](#) with you at all times. Start documenting the injury and incident at the scene.

For Team Practice

- ✓ Ensure your **first aid training** is appropriate for your team practice's geography. For more details see [NICA's First Aid requirements](#).
- ✓ Review **risk management training** and your team's **risk management plan** with your coaches every month.
- ✓ Always carry a copy of the **rider emergency contact list**, which includes medical conditions, allergies and medications for each student-athlete. Team directors can download this sheet from the Pit Zone.

For Events

- ✓ Ensure your event's EMS services comply with NICA's requirements by reviewing [EMS Partner Scope of Services](#)
- ✓ Review **risk management training** and event staff's **risk management plan** and NICA's [Event Emergency Protocol](#) once yearly before your league's first event.
- ✓ In the event of an injury, after parents or family have been contacted, **call your league director** if the injury may result in an overnight hospital stay or you deem as very severe.

Contact riskmanagement@nationalmtb.org with any questions or comments

[View a sample NICA team practice venue Emergency Action Plan](#)